



**Department of General Services  
Procurement Division**

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**TO: Purchasing Authority Contacts (PACs)  
Procurement and Contracting Officers (PCOs)**

**RE: SCM Volume 3 – Timely Submittal of Information Technology Documents**

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This notice serves to update information in the State Contracting Manual (SCM) Volume 3, Chapter 1 – Acquisition Planning, regarding timely submittal of information technology purchase documents, amendments, non-competitively bid contract justification requests, and special category requests.

Documents subject to approval by the Department of General Services (DGS) Procurement Division (PD) are to be submitted to the DGS allowing sufficient time for the approval process. Details are provided at the site below:

- [www.documents.dgs.ca.gov/pd/poliproc/TimelySubmittalBulletinExplanation.doc](http://www.documents.dgs.ca.gov/pd/poliproc/TimelySubmittalBulletinExplanation.doc)

Unless superseded, departments shall follow procedures outlined in this bulletin until the SCM Volume 3 is updated with this information. Bulletins pertaining to SCM Volume 3 can be viewed at:

- <https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Broadcast-Bulletins>

Questions regarding this announcement can be directed to the DGS-PD, Policies and Procedures Office at:

[PPO@dgs.ca.gov](mailto:PPO@dgs.ca.gov).