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GENERAL SERVICES

**Department of General Services
Procurement Division**

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

RE: Revision to the State Contracting Manual (SCM), Volumes 2 and 3

Both Volumes 2 and 3 of the State Contracting Manual (SCM) have been revised as follows:

SCM, Volume 2

- Chapter 3
 - 3.2.7 Performing a Commercially useful function (rev 9/12)
- Chapter 4
 - 4.C3.5 LTB contract Statement (rev 9/12)
- Chapter 8
 - 8.2.7 Contract Award Report (added 9/12)
- Chapter 12
 - 12.B3.0 Requirement and reporting (rev 9/12)

SCM, Volume 3

- Chapter 2
 - 2.B6.10 IT risk criteria guidelines and financial protection measures (rev 09/12)
 - 2.B6.11 Reporting IT projects, software licensing agreements and amendments to the legislature (rev 09/12)
- Chapter 3
 - 3.2.7 Definition of CUF (rev 9/12)
- Chapter 4
 - 4.B1.0 Informal vs. Formal (rev 9/12)
 - 4.B2.13 Risk Guidelines (rev 9/12)
 - 4.B4.0 Invitation for Bid (IFB) (rev 9/12)
 - 4.B5.0 Request for Proposal (RFP) (rev 9/12)
 - 4.C3.4 4.C3.4 LTB Statement (rev 9/12)
- Chapter 8
 - 8.3.7 Contract Award Report (rev 9/12)

8.5.2 STD. 215 Agreement summary (rev 9/12)

- Chapter 12
 - 12.B3.0 Requirement and reporting (rev 9/12)

If you have any questions regarding this notification, please contact:

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