



**Department of General Services
Procurement Division**

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

**RE: Release of the final Negotiation Process Procedures and Negotiation Process
Guide for IT goods & services under PCC 6611**

The purpose of this Broadcast Bulletin is to announce the release of the Department of General Services, Procurement Division's (DGS/PD) revised negotiation process procedures and a new [Negotiation Process Guide](#) for IT goods & services under Public Contract Code 6611 (PCC 6611).

The negotiation process procedures are the result of a transparent process whereby DGS/PD obtained feedback from State agencies, IT vendors, and members of the public in its efforts to craft sensible and straightforward procedures for the use of the PCC 6611 negotiations authority. Please review the updated policy and negotiation process procedures found in Topic 5 of Section C, Chapter 2, of the [State Contracting Manual \(SCM\) Volume 3](#).

The *Negotiation Process Guide* is a user's guide for State department and agency staff for the purpose of explaining the use of negotiations in a clear and concise manner. It explains procedures and provides examples for understanding the use of negotiations as well as the procedures to follow when requesting negotiations. The initial version of this guide will continue to develop and mature in the future as the State gains experience in using the PCC 6611 authority.

The *Negotiation Process Guide* does not supersede current DGS policy stated in the SCM. All samples and examples are to be used as educational material; any question and concern regarding policy should be resolved using the SCM or by contacting the [Procurement Division](#).

For comments or questions please contact:

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