THIS BROADCAST BULLETIN HAS BEEN RESCINDED AND IS KEPT FOR HISTORICAL PURPOSES ONLY

Department of General Services
Procurement Division
707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: December 11, 2015 **Bulletin #: P-17-15**

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

RE: Publishing of the NEW State Contracting Manual – FI$Cal

The Department of General Services, Procurement Division (DGS/PD) is pleased to announce the latest volume of the State Contracting Manual (SCM); SCM-F.

The SCM-F can be found on DGS/PD's website located here:

- SCM-F

The SCM-F is provided as a resource to those persons in California state government who are involved in the State's procurement of non-IT goods and IT goods and services, and are using the Financial Information System for California (FI$Cal). Acquisitions conducted by state agencies in FI$Cal must adhere to SCM-F policy and procedures.

Noticeable changes:

1. SCM-F contains both IT and non-IT procurement policy and procedures. However, SCM Volume 1 remains the primary source for guidance when conducting non-IT services acquisitions. An exception to this is when conducting a non-IT services acquisition utilizing a Leveraged Procurement Agreement (LPA); SCM-F would be the primary source for these acquisitions.

2. Every chapter now has a Resource Section, which is located at the end of each chapter, where users locate links, forms, manuals or websites that are referenced within the chapter. The Resources Section is intended to help with the maintenance of links throughout the manual, as well as make it end-user friendly.

3. Terminology – The terms used within the FI$Cal system have been carried over into SCM-F and may be different from what procurement officials are familiar with.

4. Approvals – many of the signature requirements have been revised to allow for a workflow approval process in the system.

RESCINDED

5. Forms – many of the standard forms procurement officials are familiar with have been eliminated (e.g., the STD. 65 no longer exists but the system will produce a Purchase Order). In other cases, the forms still exist but now must be attached to the procurement as a waiver using a drop down list to select the form that is being uploaded and attached. Additionally, many of the forms that are still in use have been re-evaluated and updated.

6. Chapters have been renamed and consolidated.
    a. Renaming – Chapters were renamed from what users have become familiar with in SCM Volumes 2 and 3. The intent is to have the chapter align more accurately with the content of the chapter.
        - Example: "Competitive Solicitations" has been renamed "Competitive Acquisition Methods". This chapter contains policy on the Fair & Reasonable Acquisition Method, SB Option Acquisition Method, DVBE Option Acquisition Method, Informal and Formal Acquisition Methods. Some of these methods do not require a solicitation prompting a change to the chapter title.
    b. Consolidation – Some chapters have been combined.
        - Example: Many of the reporting requirements have changed which has reduced the amount of content. It no longer makes sense to have an entire chapter dedicated to reporting requirements, so the information was consolidated and added to the chapter now titled "Post Award Activities," since reporting occurs after an award is made.
        - Although the following chapters no longer exist, policy contained in these chapters have been relocated:
          Chapter 8 – Purchase Documents
          Chapter 10 – Receiving, Inspection, Acceptance Testing and Acceptance or Rejection
          Chapter 11 – Contract Administration
          Chapter 12 – Reporting Requirements

For questions related to the FI$Cal System and its implementation, please contact:
The FI$Cal Service Center
(855) 347-2250

Questions or concerns regarding procurement policies should be addressed to your department's assigned Purchasing Authority Specialist at:
pams@dgs.ca.gov

RESCINDED