



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
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Broadcast Date: October 1, 2015

Bulletin #: P-11-15

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

RE: Fiscal Year 2015/16 Deadlines for Receipt of Purchase Estimates (PE), Non-Competitively Bid (NCB) Contract Justifications, Limit to Brand or Trade Name (LTB) Statements, and Special Category NCB Requests (SCR)

The Department of General Services, Procurement Division (DGS-PD) is alerting all state departments that the Fiscal Year 2015/16 deadline dates for receipt of Purchase Estimates (PE), Non-Competitively Bid (NCB) Contract Justifications, Limit to Brand or Trade Name (LTB) Statements, and Special Category NCB Requests (SCR) are approaching. Due dates noted herein must be met for DGS to process your request. Failure to meet the due dates can result in DGS denying the request.

Departments should be aware that requests for some commodities must first be approved by offices or agencies before being submitted to DGS (e.g., DGS Office of Fleet and Asset Management, DGS Real Estate Services Division, Department of Technology, California Prison Industry Authority, or the Department of Finance). Departments must obtain such approvals prior to submitting requests to DGS.

If your department has purchasing authority to conduct procurements, please remember that some procurements require prior approval by DGS/PD of the NCB, SCR, and LTB; submittal of these documents to the DGS for review and approval must occur prior to the dates noted herein.

Deadlines for all¹ PE, NCB, SCR, LTB Requests

Information Technology (IT) Requests	
January 29, 2016	Purchase Estimates
	NCBs, SCRs, and LTBs

Non-IT Requests	
April 1, 2016	Purchase Estimates (non-IT Goods only)
	NCBs, SCRs, and LTBs

¹ Excludes IT procurements, NCB, SCR, and LTB requests related to a reportable IT project. Purchase Estimates for goods funded by federal government funds that expire September 30, 2016, shall be subject to the same dates as those for State funded purchases.

Thank you in advance for your cooperation in adhering to the deadlines.

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

Purchase Estimates: Haydee Giusti, Supervisor
One-Time Acquisitions (OTA) Unit
Haydee.Giusti@dgs.ca.gov
(916) 375-4491

NCB, SCR, and LTBs: Renata Rasberry, Supervisor
Dispute Resolution Unit
Renata.Rasberry@dgs.ca.gov
(916) 375-4623