



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: December 02, 2016

Bulletin #: P-11-16

**TO: Purchasing Authority Contacts (PAC)
Procurement and Contracting Officers (PCO)
Chief Information Officers (CIO)
Agency Information Officers (AIO)**

RE: Fiscal Year 2016/17 Deadline Dates for Receipt of Non-Competitively Bid (NCB) Contract Justifications, Limit to Brand or Trade Name (LTB) Statements, and Special Category NCB Requests (SCR)

This Broadcast Bulletin announces deadline dates for receipt of Non-Competitively Bid (NCB) Contract Justifications, Limit to Brand or Trade Name (LTB) Statements and Special Category NCB Requests (SCR) to Department of General Services, Procurement Division, Dispute Resolution Unit (DRU).

Due dates for submittal of NCBs, LTBs and SCRs for 2016/17 Fiscal Year are:

Information Technology (IT) Requests	
December 15, 2016	NCBs, LTBs, and SCRs

Non-IT Goods Request	
February 15, 2017	NCBs, LTBs, and SCRs

Non-IT Services Request	
Requesting agencies and departments should allow 45 days for the review of NCBs or SCRs.	NCBs and SCRs
Non-IT Services contract approvals requiring DGS-OLS review must allow 10 days for processing.	

Departments should be aware that NCB, LTB, or SCR requests for certain commodities must be pre-approved by departments or agencies prior to submission to DRU (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).
Purchase Estimates (PEs) should be submitted to PD One-Time Acquisitions Unit after approval of NCB, LTB, and SCR justifications.

Submit PEs to the attention of:

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

Thank you in advance for your cooperation in adhering to the deadline dates.
If you have any questions regarding this notification, please contact:

Dispute Resolution Unit
NCB Program
PDNCB@dgs.ca.gov

Excludes IT procurements, NCB, SCR and LTB requests related to a reportable IT project.