



Joint Communiqué

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Broadcast Date: September 17, 2018

Bulletin #: P-09-18

**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)
State Contracting Advisory Network (SCAN) Members**

RE: Announcing the New Non-Competitively Bid (NCB) Portal

The Department of General Services (DGS) in partnership with the California Department of Technology (CDT) is proud to announce the deployment of the newly created Non-Competitively Bid (NCB) Portal for the electronic submission of NCB Justifications.

The NCB Portal allows for the electronic submission of the NCB Justification Request Form and supporting documentation to their respective approving agency (DGS or CDT) based upon the acquisition type. The Portal allows DGS, CDT and department end users to move from a paper (hard copy) format to an electronic format and saves time by streamlining processes and providing real-time data.

Some of the benefits of utilizing the Portal include:

- Ability to track NCBs in real-time and obtain status on a particular NCB
- Reduction in processing time
- Electronic approvals
- Increased transparency
- Streamlined process that increases overall customer experience

The roll out for the Portal will begin on October 1st, 2018 and will last approximately seven months. During this time DGS and CDT will conduct joint training sessions for all departments. Welcome letters will be sent to each department identifying the month they are scheduled to participate in the training.

Departments are highly encouraged to attend their scheduled training and become familiar with the Portal, as the sunset date to submit a hard copy NCB will be June 30, 2019. After

this date, ALL NCBs must be submitted electronically through the Portal. Limit to Brand and Trade Name Statement (LTB) and Special Category NCB Requests (SCR) will continue to be submitted via hardcopy until further notice.

For questions related to Non-Delegated IT Project and Telecommunications NCBs, please contact CDT at NCBRequest@state.ca.gov.

For all other NCB types, please contact DGS at

PDNCB@dgs.ca.gov.