



Joint Communiqué

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

RE: Last day to submit hard copy NCB, LTB and SCR is June 30, 2019

Broadcast Bulletin P-09-18, announced the deployment of the Non-Competitively Bid (NCB) Portal for the electronic submission of NCB Justifications ([Access the Portal here](#)). The Portal allows for the electronic submission of the NCB Justification Request Forms and supporting documentation to their respective approving agency; Department of General Services (DGS) or California Department of Technology (CDT) based upon the acquisition type. The roll out for the Portal commenced on October 1, 2018 and concluded on May 22, 2019. During this time, DGS and CDT invited all state departments to participate and conducted joint training sessions that included over 130 departments.

As a result, all departments are required to utilize the Portal in the following manner:

1. Departments seeking DGS's approval are required to submit NCB Justification Request Form, Limited to Brand Justification Form (LTB) and Special Category Requests (SCR) through the Portal effective July 1, 2019. The sunset date to submit a hard copy NCB Justification Request Form, LTB or SCR for DGS's approval will be June 30, 2019. Hard copies of these will **NOT** be accepted after this date.
2. Departments seeking CDT's approval are required to submit Non-Competitively Bid (NCB), through the Portal effective July 1, 2019. CDT **will** continue to accept hardcopy LTB and SCRs. Departments who wish to submit an SCR or LTB to CDT should contact CDT to obtain the most current form.

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

For all other NCB Justification Requests, please contact DGS at PDNCB@dgs.ca.gov.