



**Department of General Services
Procurement Division**

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

RE: Contract Classification Quick Guide

Purpose This Broadcast Bulletin announces the [Contract Classification Quick Guide](#).

Policy Acquisitions and contracts must be properly classified to correctly apply relevant laws, policies, procedures, and contract terms. – [State Contracting Manual \(SCM\) Vol. 2 Section 303](#).

Background The Contract Classification Quick Guide offers a consolidated single source of existing contract classification policy from the SCM Vol. 2 for contracts subject to DGS' authority.

Procedure Continue to adhere to existing policy and use the Contract Classification Quick Guide as a reference tool to expedite contract classification decisions.

SCM Vol. 2 policy:

- [State Contracting Manual Section 304 – Acquisition Types](#)
- [State Contracting Manual Chapter 10 – Information Technology Procurements](#)

Questions Contact the Statewide Procurement Oversight and Consulting Unit PAMS@dgs.ca.gov.