

# **SPECIAL CATEGORY REQUESTS (SCR) DOCUMENTATION REQUIREMENTS**

## **1. SCR DOCUMENTATION REQUIREMENTS**

- ☐ Budget Letter (BL) 23-27 – Current Year Expenditure Freeze
- ☐ Final draft purchase document (i.e., Std. 65, Fi\$cal agreement, etc.). (unsigned)
- ☐ Draft Statement of Work (SOW) (include all attachments and exhibits)
- ☐ Quote for goods (Current within 90 days of NCB request)
- ☐ Sole Source Letter
- ☐ Cost Worksheet (cost worksheet, cost breakdown, exhibit B-1, etc. equal to the amount requested)
- ☐ Cost Reasonableness (Provide documentation validating cost reasonableness. See SCM 1510 (<https://www.dgs.ca.gov/PD/Resources/SCM/TOC/15/15-10>) for guidance on how to determine Fair and Reasonable Pricing)
- ☐ Market Research (Provide documentation on market research conducted including but not limited to results from RFI/RFP, vendors contacted, requirements, vendor responses).
- ☐ Expenditures to date