

CONTRACT CLASSIFICATION QUICK GUIDE

This information is based on existing policy, created by the Department of General Services for state procurement professionals to classify acquisitions and contracts and apply appropriate authority, laws, policies, procedures, and contract terms. (Rev. September 2026)

ACQUISITION TYPE = WHAT ARE YOU BUYING				
	NON-IT SERVICES	NON-IT GOODS	IT GOODS	IT SERVICES
Reference	Public Contract Code 10335 State Contracting Manual Volume 1	Public Contract Code 10300 State Contracting Manual Volume 2	Public Contract Code 12100 State Contracting Manual Volume 2	Public Contract Code 12100 State Contracting Manual Volume 2
Definition	“Service contract is a contract in which the contractor provides a duty or labor, as opposed to commodities or goods.” – State Contracting Manual Volume 1 Glossary	“Goods means all types of tangible personal property, including materials, supplies, and equipment.” - Public Contract Code (PCC)10290	Information Technology (IT) goods are tangible “IT devices used in the processing of data electronically.” – State Administrative Manual 4819.2	Information Technology (IT) services are personal, consulting, leases, and cloud computing services used to perform and carry out IT activities.
Examples	1. Car rental 2. Consulting services 3. Convention and conference facilities contracts 4. Elevator maintenance 5. Equipment lease/rentals 6. Expert witness 7. Legal services 8. Memberships 9. Personal services (e.g., janitorial, security) 10. Public works Detailed examples: 1. Training for State of California personnel on a business topic (e.g. accounting) delivered by a subject matter expert via webinar is a consulting services contract. The primary purpose is to teach the business subject matter, the purchase is not based on the delivery method (Teams, webinar, in-person). 2. Services to print material. The primary purpose is professional printing, not the printed product itself. 3. Routine pest control, janitorial, or landscaping services at state facilities that may also involve the purchase of materials such as plants, mulch, and chemicals for cleaning or treatment of pests. The primary purpose is the services, not the materials used for the service.	1. Auto parts 2. Food 3. Fuel 4. Furniture 5. Medical supplies 6. Office supplies 7. Paper products 8. Plastic bags 9. Tires 10. Vehicles Detailed examples: 1. Electronic customized wheelchair (including measurements) that does not rely on the internet or IT connection to work. 2. A hard copy printed newspaper, magazine, book, etc. delivered to the office monthly that does not require a computer to access the published content. 3. A motor vehicle, whether electric or gas, that includes a built-in electronic mapping system. The primary purpose is transportation; any electronic features are incidental. 4. A sit/stand desk with electronic controls that does not process or store data and does not require IT integration, IT support, or system administration. Its electronic components are only for adjusting height.	1. Computer accessories 2. Copiers (networked) 3. Display screens 4. Hard drives 5. Laptops/desktop computers 6. Mainframes 7. Network control equipment 8. Printers 9. Scanners 10. Servers, routers, switches Detailed examples: 1. Desktop and laptop computers, printers, tablets, computer accessories (e.g., mouse, keyboard, memory cards). 2. Servers, storage and networking hardware to support data center operations. Servers provide the computing resources required to run applications, process data, manage network services, and support user access. Storage systems provide the capacity to securely retain, organize, protect, and retrieve files, databases, backups, and other digital information. Together, servers and storage form the core infrastructure that enables an organization’s applications, business operations, and data-management requirements. The primary purpose is automated handling, conversion, storage, and retrieval of information. (State Administrative Manual 4989.1).	1. Cloud solutions - Software as a Service (SaaS) 2. Consulting services – IT expertise required for: a) Training b) Project management c) Web Design d) Software design and customization e) System integration f) Cybersecurity 3. Personal services (e.g., staff augmentation) 4. Equipment lease of technology commodities Detailed examples: 1.Training provided by an IT subject matter expert on how to use a specific software application, regardless of the business function it supports. The primary purpose of the training is to teach users how to operate the software itself, not the business process. 2. Pre-recorded training videos hosted on the contactor’s website, accessed for a specified period of time through the purchase of software licenses. 3. A digital publication (book, periodical, manual, etc.) hosted on the contractor’s website, accessed for a specified period of time through the purchase of software licenses. 4. Independent Verification and Validation (IVV) for an IT project to ensure that a product, service or system meets the requirements and specifications.