



**Department of General Services  
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605  
(916) 375-4400 (800) 559-5529

**Broadcast Date: October 17, 2005**

---

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

**RE: State Contracting Manual Volume 1 and Volume 2 Revision**

---

The State Contracting Manual (SCM) Volumes 1 and 2 are revised. This revision replaces and supersedes the SCM Volume 1 and Volume 2 issued November 2004 and December 2004 respectively. The website links (noted below) contain the revised version for each Volume, as well as a summary of changes.

The SCM Volume 1 provides a resource to those in state government who are involved in the State's non-IT services contracting process. Volume 1 provides the policies, procedures and guidelines primarily dealing with non-IT services, consultant services contracts, legal services, subventions, grants and interagency agreements.

The SCM, Vol. 1 is located at:

- <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/State-Contracting>
- <http://www.dgs.ca.gov/ols>

The SCM Volume 2, also referred to as the Purchasing Authority Manual (PAM), includes requirements for all departments to obtain and maintain delegated purchasing authority. These requirements address the competitive and non-competitive procurement of non-IT goods and IT goods and services, as well as orders placed against the state's leveraged procurement agreements, and purchases from the Prison Industry Authority (PIA) and the Community Based Rehabilitation Program (CRP).

The SCM, Vol. 2 (PAM) is located at:

- [https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/State-Contracting-Manual-Volume-2-3-FI\\$Cal](https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/State-Contracting-Manual-Volume-2-3-FI$Cal)

Highlights of changes occurring in this revision are:

SCM Volume 1:

This revision incorporates previous management memos and clarifies existing SCM sections. This revision is being presented in sections due to the document's length and may take some time to download.

SCM Volume 2:

This revision incorporates applicable information from PCO/PAC broadcasts, management memos, budget letters, etc. and includes new competitive solicitation templates and charts identifying elements of solicitation formats for non-IT goods, IT goods, IT services and IT goods and services. Also, a new chapter has been incorporated into SCM Vol. 2 providing information on how to develop departmental procurement policies and procedures.

Should you need assistance, please contact:

OLS for SCM, Vol. 1  
(916) 376-5080  
PAMS for SCM, Vol. 2  
[PAMS@dgs.ca.gov](mailto:PAMS@dgs.ca.gov)