

## Dollar Thresholds -- What To Do – Attachment B-1

### Non-Competitively Bid (NCB) Contracts

	<b>IT Goods and Services</b>
<b>Amendments</b>	<i>Amendments to contracts must be in compliance with this MM 03-10 paragraph 7 and Attachment D, paragraph 7 a.</i>
<b>SPECIAL CATEGORY NCB All \$\$ levels Pre-Approval by Category/Type</b>	<ol style="list-style-type: none"> <li>1) Only source (PCC 12102(a)(1))</li> <li>2) Emergency (PCC 12102(a)(2))</li> </ol> <ol style="list-style-type: none"> <li>1. See Attachment D, paragraph 11.</li> <li>2. Departments must use the Special Category NCB Request (SCR) document provided by PD (available on PD's webpage at <a href="http://www.dgs.ca.gov/pd">www.dgs.ca.gov/pd</a>).</li> <li>3. DGS must execute all contracts for approved SCR's for departments without delegated purchasing authority and for transactions exceeding a department's delegated purchasing authority. Procurement requests must be submitted to PD on a Purchase Estimate (Std. 66) for IT goods and on a memo for IT services and must include the approved SCR number.</li> </ol>
<b>Emergency contracts All \$\$ levels</b>	<ol style="list-style-type: none"> <li>1) Emergency (PCC 12102(a)(2))</li> </ol> <p><i>Departments may contract for emergencies regardless of dollar limits. Departments must obtain prior approval via the Form 42 process except for natural disasters- contact DGS-PD. The department must submit the Notice of Contract Award (NCA) within 5 working days of award. If the emergency purchase is required to be made by the department in response to a natural disaster (earthquake, fire, flood, etc.) the department must submit the NCA within 20, rather than 5, working days. All NCA's must include a justification describing the nature of the emergency.</i></p>
<b>\$25,000.01 and above</b>	<ol style="list-style-type: none"> <li>1) Only source (PCC 12102(a)(1))</li> </ol> <ol style="list-style-type: none"> <li>1. Requires approval by Agency Secretary and Department Director or immediate next ranking official OR, for entities not reporting to an Agency Secretary, approval authority is limited to the highest two ranking executive officials. Approval by DGS-PD is required.</li> <li>2. Departments with delegated authority will submit NCB's \$25,000.01 and above to DGS-PD for approval. DGS-PD will return approved NCB's to departments for execution of contracts. Notice of Contract Award (NCA) reports must be submitted to DGS-PD for all DGS-PD approved NCB's for IT goods and services within 5 days of award of the contract.</li> <li>3. If the contract exceeds delegated purchasing authority, the contract must be approved and issued by DGS-PD. Procurement requests must be submitted to PD on a Purchase Estimate (Std. 66) for IT goods and on a memo for IT services and must include the approved NCB contract justification and, for services, must include an Exemption from Advertising (Std. 821).</li> </ol>
<b>\$5,000.00 to \$25,000.00</b>	<ol style="list-style-type: none"> <li>1) Only source (PCC 12102(a)(1))</li> </ol> <p><i>When only one source is known, an NCB is required. Requires approval by Agency Secretary and Department Director or immediate next ranking official OR, for entities not reporting to an Agency Secretary, approval authority is limited to the highest two ranking executive officials. Departments with delegated purchasing authority do not need DGS approval up to this limit, however the approved NCB contract justification must be maintained in the transaction file.</i></p>
<b>Under \$5,000.00</b>	<ol style="list-style-type: none"> <li>1) Only source (PCC 12102(a)(1))</li> </ol> <p><i>No NCB justification is required if fair and reasonable pricing has been established and documented. If fair and reasonable pricing cannot be established and documented or two bids cannot be obtained, an NCB justification is required (see \$5,000 to \$25,000). Departments without IT delegated purchasing authority must submit a procurement request to PD and attach an approved NCB contract justification.</i></p>

\*Non-Competitively Bid Contracts (NCB's) over \$500,000 may reference CMAS/Master terms and conditions but can only be awarded by DGS.

## Dollar Thresholds -- What To Do – Attachment B-2

### Non-Competitively Bid (NCB) Contracts

	<b>Non-IT Services</b>
<b>Amendments</b>	<b>Amendments to contracts must be in compliance with MM 03-10 paragraph 7.a. and Attachment D, paragraph 7.b.</b>
<b>SPECIAL CATEGORY NCB All \$\$ levels Pre-Approval by Category/Type</b>	<p>1) PCC 10340 Only source or DGS Director determines compliance with the state's best interest</p> <p>1. See Attachment D, paragraph 11. 2. Departments must use the Special Category NCB Request (SCR) document provided by PD (available on PD's webpage at <a href="http://www.dgs.ca.gov/pd">www.dgs.ca.gov/pd</a>).</p>
<b>Emergency contracts All \$\$ levels</b>	<p>1) PCC 10340</p> <p>Departments may contract for emergencies regardless of dollar limits. The department must submit the Notice of Contract Award (NCA) within 5 working days of award. If the emergency purchase is required to be made by the department in response to a natural disaster (earthquake, fire, flood, etc.) the department must submit the NCA within 20, rather than 5 working days.</p>
<b>\$5,000.00 and above</b>	<p>1) PCC 10340 Only source or DGS Director determines compliance with the state's best interest</p> <p>Requires approval by Agency Secretary and Department Director or immediate next ranking official OR, for entities not reporting to an Agency Secretary, approval authority is limited to the highest two ranking executive officials.</p> <p>All Non-Competitively Bid Contract requests must be submitted to DGS-PD for approval. Attach a Std. 821.</p>
<b>Under \$5,000.00</b>	<p>1) GC 14838.5</p> <p>DGS approval not required. However, fair and reasonable pricing must be established and documented. If fair and reasonable cannot be established and documented, an NCB is required and the signed form must be maintained in the transaction files for documentation purposes</p>

**Note:** NCB's for non-IT services do not require submission of a Notice of Contract Award, except for emergencies.

## Dollar Thresholds -- What To Do – Attachment B-3

### Non-Competitively Bid (NCB) Contracts

	<b>Non-IT Goods</b>
<b>Amendments</b>	<i>Amendments to contracts must be in compliance with this MM 03-10 paragraph 7.a. and Attachment D, paragraph 7. a.</i>
<b>SPECIAL CATEGORY NCB All \$\$ levels** Pre-Approval by Category/Type</b>	<p>1) Only source (PCC 10301) 2) Emergency (PCC 10302)</p> <ol style="list-style-type: none"> <li>1. See Attachment D, paragraph 11.</li> <li>2. Departments must use the Special Category NCB Request (SCR) document provided by PD (available on PD's webpage at <a href="http://www.dgs.ca.gov/pd">www.dgs.ca.gov/pd</a>).</li> <li>3. DGS must execute all contracts for approved SCR's for departments without delegated purchasing authority and for transactions exceeding a department's delegated purchasing authority. Procurement requests must be submitted to PD on a Purchase Estimate (Std. 66) and must include the approved SCR number.</li> </ol>
<b>Emergency contracts All \$\$ levels</b>	<p>1) Emergency (PCC 10302)</p> <p><i>Departments may contract for emergencies regardless of dollar limits. Departments must obtain prior approval via the Form 42 process except for natural disasters- contact DGS-PD. The department must submit the Notice of Contract Award (NCA) within 5 working days of award. If the emergency purchase is required to be made by the department in response to a natural disaster (earthquake, fire, flood, etc.) the department must submit the NCA within 20, rather than 5, working days. All NCA's must include a justification describing the nature of the emergency.</i></p>
<b>\$25,000.01 and above</b>	<p>1) Only source (PCC 10301)</p> <ol style="list-style-type: none"> <li>1. Requires approval by Agency Secretary and Department Director or immediate next ranking official OR, for entities not reporting to an Agency Secretary, approval authority is limited to the highest two ranking executive officials. Approval by DGS-PD is required.</li> <li>2. Departments with delegated authority over \$25,000 will submit NCB's \$25,000.01 and above to DGS-PD for approval. DGS-PD will return approved NCB's to departments for execution of contracts. Notice of Contract Award (NCA) reports must be submitted to DGS-PD for all DGS-PD approved NCB's for IT goods and services within 5 days of award of the contract.</li> <li>3. Notice of Contract Award (NCA) reports must be submitted to DGS-PD for all DGS-PD approved NCB's for non-IT goods within 5 days of award of the contract.</li> <li>4. If the contract exceeds delegated purchasing authority, the contract must be approved and issued by DGS-PD. Procurement requests must be submitted to PD on a Purchase Estimate (Std. 66) and must include the approved NCB contract justification.</li> </ol>
<b>\$5,000.00 ** to \$25,000.00</b>	<p>1) Only source (PCC 10301)</p> <p><i>When only one source is known, an NCB is required. Requires approval by Agency Secretary and Department Director or immediate next ranking official OR, for entities not reporting to an Agency Secretary, approval authority is limited to the highest two ranking executive officials. . Departments with delegated purchasing authority do not need DGS approval up to this limit, however the approved NCB contract justification must be maintained in the transaction file.</i></p>
<b>Under \$5,000.00**</b>	<p>1) Only source (PCC 10301)</p> <p><i>No NCB justification is required if fair and reasonable pricing has been established and documented. If fair and reasonable pricing cannot be established and documented or two bids cannot be obtained, an NCB justification is required (see \$5,000 to \$25,000). All departments have purchasing authority up to \$100, however departments without goods delegated purchasing authority must submit a procurement request (Purchase Estimate, Std. 66) to DGS-PD and attach an approved NCB contract justification for NCB's above \$100.</i></p>

\*Non-Competitively Bid Contracts (NCB's) over \$500,000 may reference CMAS/Master terms and conditions but can only be awarded by DGS.