

NCB CONTRACTING

2641

(May 2005)

NCB contracts are limited by statute in accordance with [PCC](#) section 10301 for non-IT goods to the following conditions:

- Emergencies, where immediate acquisition is necessary for the protection of the public health, welfare or safety or;
- Proposed acquisition of goods and services are the only goods and services that meet the State's need.

EMERGENCY PURCHASES

2641.1

(May 2005)

For emergency purchases, refer to [Section 2612.5](#) – Emergency Purchases detailing the process for executing emergency purchases.

Due to the nature of CAL FIRE's mission, Special Category Request (SCR) NCBs are requested each year for fire incident goods and service purchases. Refer to [Section 2644](#) Special Category Request NCBs for additional information.

NCB CONTRACT PURCHASING AUTHORITY

2641.2

(May 2005)

NCB contract authority is authorized to coincide with each purchasing authority type (non-IT or IT). Consequently, if a department elects to only apply for non-IT purchasing authority, then NCB authority will be granted only for non-IT goods and LPA non-IT goods and services. Conversely, if a department elects to only apply for IT purchasing authority, then NCB authority will be granted only for IT goods and services.

\$25,000.00 MAXIMUM

2641.3

(May 2005)

Regardless of the purchasing authority type granted, a department's NCB contract purchasing category will be authorized a maximum dollar threshold not to exceed \$25,000.00 per transaction excluding sales and use tax, finance charges, postage and handling. Shipping charges are also excluded from the dollar threshold limits unless the shipping charge is included in the evaluation such as FOB Origin, Freight Collect or FOB Destination. For NCB purchases exceeding \$25,000, purchasers must use the Purchase Estimate STD-66 process. Refer to [Section 2667](#) – Purchase Estimate for additional information.

NCB CONTRACT JUSTIFICATION METHODS (May 2005)

2641.4

There are two methods for justifying NCB contracts as follows:

- NCB contract justifications executed on an individual basis.
- Special Category NCB Request (SCR), where a department determines that a significant number of repeat NCB contracts for a particular category of goods and/or services will occur during a specified period of time. **This request is only executed by Business Services Sacramento.**

Refer to [Section 2644](#) for additional details regarding SCR.

NCB JUSTIFICATION DOCUMENTS (May 2005)

2641.5

In CAL FIRE, purchasers with NCB requests must submit the documents to Business Services Sacramento for approval.

Purchasers must use the approved DGS NCB contract justification document. No substitute format will be accepted.

SIGNATURE AUTHORITY (May 2005)

2641.6

NCB requests are reviewed by the PCO and Deputy Director for Management Services. If the documents are approved, they are then sent to the Director and Agency Secretary for signature approval.

If the NCB is approved by the Director and Agency Secretary;

- **Under \$25,000: Copy sent to purchaser and purchase can be made.**
- **\$25,000 or more: Approved copy sent with Purchase Estimate, STD-66 to DGS/PD for processing.**

Note: NCB signature approval authority may not be delegated further than the next highest-ranking official for each level. All signatures must be originals.

NOTICE OF CONTRACT AWARD (NCA) (May 2005)

2641.7

NCA documents are not required for non-emergency NCB purchases that are within the department's purchasing authority limit (under \$25,000) for non-IT goods

For emergency other than fire incident, refer to [Section 2612.5.4 Emergency Purchase Not in Response to a Natural Disaster](#).

For fire related purchases, refer to [Section 2644 – Special Category NCB request](#).

FILE DOCUMENTATION

2641.8

(May 2005)

[Click here](#) to access a file documentation list for NCB contracts.

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[\(see Forms or Forms Samples\)](#)