

SPECIAL CATEGORY NCB CONTRACT REQUEST (SCR) 2644
(May 2005)

An SCR represents categories of contracts for the purchase of goods or services necessary to achieve a department's program objectives in a timely manner, where DGS has determined in advance and in writing, that for a specific type of category of goods or services there is no viable competition, or that due to critical time requirements such competition cannot be completed by the exercise of reasonable efforts prior to the time such goods or services are required.

In CAL FIRE, SCRs are requested by Business Services Sacramento only.

INDIVIDUAL SCR FOR EACH CATEGORY 2644.1
(No. 2 September 2005)

An SCR must be completed and approved for each category of non-IT goods being requested and submitted to DGS/PD for consideration and approval.

Each year CAL FIRE requests a SCR for all fire incident related goods and service purchases \$5,000 and over. This SCR exempts CAL FIRE from the bid process for services and goods \$5,000 and over during a "going fire".

[Click here for SCR for goods.](#)
[Click here for SCR for services.](#)

SCR DOLLAR THRESHOLD AND DURATION 2644.2
(No. 3 February 2006)

All SCRs have a maximum annual authorized dollar limit and a maximum "window of approval" not to exceed three calendar years from the date of DGS/PD approval unless renewed by submission of a new SCR 30 days prior to expiration. The expiration date is identified in the box labeled "For DGS Use Only" on the SCR form.

SCR REFERENCE NUMBER ASSIGNED 2644.3
(May 2005)

Each approved SCR will be assigned an SCR reference number by DGS/PD. This SCR number must be recorded on any purchase document executed under the SCR approval. This is in addition to the department's approved purchasing authority number.

EXECUTING THE PURCHASE

2644.4

(May 2005)

Departments with purchasing authority may proceed with execution of purchase documents in accordance with an approved SCR. The SCR number must be entered on each applicable purchase document.

TRACKING SCR PURCHASE

2644.5

(No. 5 May 2008)

Business Services Sacramento tracks the use of the SCRs. Therefore, it is extremely important that copies of all purchase documents executed under the approved SCRs are forwarded to Business Services Sacramento.

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SCR USAGE OVERSIGHT

2644.6

(May 2005)

Purchase documents executed under an approved SCR will be reviewed when a purchasing authority compliance review is scheduled or during the department's annual purchasing authority renewal process.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

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