



**Department of General Services
Procurement Division**

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Broadcast Date: March 1, 2007

**TO: Procurement and Contracting Officers (PCOs)
Purchasing Authority Contacts (PACs)
Small Business and Disabled Veteran Business Enterprise SB/DVBE)
Advocates State Contracting Advisory Network (SCAN)**

RE: FISCAL YEAR 2006/07 DEADLINES FOR RECEIPT OF PURCHASE ESTIMATES

The deadline for submittal of 2006/07 purchase estimates is fast approaching! A list of deadlines for purchase estimates to be completed in Fiscal Year 2006/07 is attached for your information. These deadlines are set forth in the State Administrative Manual (SAM) Section 3558. The Department of General Services (DGS), Procurement Division (PD), is providing this memorandum and information to you as a reminder. We ask that you take these timelines seriously. Please make every effort to submit purchase estimates chargeable to current fiscal year appropriations to the DGS-PD by the appropriate date in order to have time to complete the procurement process before the funds expire. Those purchase estimates submitted to the PD after the deadline dates will be returned without action if there is insufficient time for processing.

As you may be aware, purchase estimates for some commodities must first be approved by other divisions of the DGS or by the Department of Finance before the PD can make the purchase. Since we cannot process these requests without the proper prior approvals, please be sure to obtain such approvals before submitting your purchase estimate. Those departments with large telecommunications projects should pay special attention to the December 8, 2006, DGS, Telecommunications Division deadline for projects with a total value greater than \$500,000.

Please help us to assist you by ensuring that all of the appropriate procurement staff within your department (including district offices, where applicable) is made aware of the information contained in this memorandum.

NOTE: The cutoff dates listed on the attachments are mandatory; late purchase estimates will not be accepted. Please see the attached link for cutoff dates.

- <http://www.documents.dgs.ca.gov/pd/communication/DeadlineReceiptofPurchaseEstimates.doc>

If you have questions regarding these deadlines, please contact:

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