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.

mates.doc

If you have questions regarding these deadlines, please contact:

Bob French
Acquisitions and Contracts Manager
(916) 375-4465