



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: November 22, 2017

Bulletin #: P-14-17

**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

**RE: Fiscal Year 2017-18 Deadlines for Receipt of Requests for DGS to Purchase
Non-IT Goods and IT Goods and Services**

The Department of General Services, Procurement Division (DGS-PD) is alerting all state agencies of the Fiscal Year 2017-18 deadline dates for receipt of requests for DGS-PD to purchase non-IT goods and IT goods and services (thru submission of Purchase Estimates (PE), FI\$Cal Requisitions, and requests for IT service contracts) are approaching.

Due dates noted herein must be met for DGS-PD to process your request. Failure to meet the due dates can result in untimely processing or denial of the request.

Procurement pre-approvals (e.g., DGS Non-Competitive Bid Justification approval, DGS Office of Fleet and Asset Management, DGS Real Estate Services Division, California Department of Technology, California Prison Industry Authority, or the Department of Finance), if required, must be obtained prior to request submittal.

Deadlines are as follows:

- February 1, 2018:

Information Technology (IT) Goods and Services Requests

- March 30, 2018:

Non-IT Goods Requests

¹ Excludes IT procurements related to a reportable IT project.

¹ Purchase Estimates or FI\$Cal Requisitions funded by federal government funds that expire September 30, 2018, shall be subject to the same dates as those for State funded purchases.

¹ Excludes IT procurements related to a reportable IT project.

Thank you in advance for your cooperation in adhering to the deadlines.

If you have any questions regarding this notification, please contact:

Haydee Giusti, Supervisor
One-Time Acquisitions (OTA) Unit
Haydee.Giusti@dgs.ca.gov
(916) 375-449