



**Department of General Services  
Procurement Division**

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

**Broadcast Date: November 20, 2018**

**Bulletin #: P-15-18**

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

**RE: Fiscal Year 2018-19 Deadlines for Receipt of Requests for DGS to Purchase  
Non-IT Goods and IT Goods and Services**

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The Department of General Services, Procurement Division (DGS-PD) is alerting all state agencies of the Fiscal Year 2018-19 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).

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-Competitively 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.

**ii Deadlines are as follows:**

**February 1, 2019:**

**Information Technology (IT) Goods and Services Requests**

**April 1, 2019:**

**Non-IT Goods Requests**

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](mailto:Haydee.Giusti@dgs.ca.gov)

(916) 375-4491

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<sup>i</sup> Excludes IT procurements related to a non-delegated IT project.

<sup>ii</sup> Purchase Estimates or FI\$Cal Requisitions funded by federal government funds that expire Sep., 30, 2019, shall be subject to the same dates as those for State funded purchases.