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BROADCAST BULLETIN

TO:
Purchasing Authority Contacts (PAC)
Purchasing and Contracting Officers (PCO)

SUBJECT:
Procurement Division's Fiscal Year 2020/21 Deadlines for Requests to Conduct Acquisitions

Purpose This Broadcast Bulletin announces Fiscal Year 2020/21 deadlines for request submittals for the Procurement Division (PD) to conduct acquisitions to purchase non-IT goods and IT goods and services.

Policy Pursuant to the State Contracting Manual (SCM), Volume F, Chapter 1, requests for the Procurement Division to conduct acquisitions on behalf of state agencies should be submitted directly to the One Time Acquisitions Unit (OTA). In order to comply with budget and accounting year end requirements, as well as peak workflow during year end, the OTA has identified deadlines to submit requests for purchasing services.

Background Procurements above a state agency's purchasing authority must be submitted to the DGS PD One-Time Acquisitions (OTA) through submission of Purchase Estimates (PEs), FI\$Cal Requisitions, and requests for IT service contracts.

Procedure/ Process 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. PEs or FI\$Cal Requisitions funded by federal government funds that expire September 30, 2021, shall be subject to the same dates as those for state funded purchases.

Deadlines are as follows:

February 1, 2021

Information Technology (IT) goods and services requests (excludes IT procurements related to a non-delegated IT project)

April 1, 2021

Non-IT goods requests

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

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