

**Department of General Services
Procurement Division**

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

NUMBER: P-04-21
DATE ISSUED: 11/10/21
EFFECTIVE: 11/10/21

BROADCAST BULLETIN

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

SUBJECT:
Deadlines for Receipt of Purchase Requests - Fiscal Year 2021/22

Purpose This Broadcast Bulletin announces Fiscal Year 2021/22 deadlines for submitting purchase requests to the Department of General Services, (DGS) Procurement Division (PD), One-Time Acquisitions Unit (OTA) for the purchase of non-IT goods and IT goods and services.

Policy Pursuant to the State Contracting Manual (SCM), requests to conduct acquisitions for the purchase of non-IT goods and IT goods and services, on behalf of state agencies, should be submitted directly to the OTA. As such, OTA has identified deadlines for submitting requests to comply with budgetary and accounting year end requirements.

Pursuant to the State Administrative Manual (SAM) and conveyed in Broadcast Bulletin P-10-18, IT acquisitions, including those in the maintenance and operations (M&O) stage of a project, that are related to non-delegated IT projects must be conducted by the California Department of Technology (CDT). Requests to conduct acquisitions for the purchase of IT goods and services related to delegated IT projects may be sent to PD's OTA.

Procedure/ Process Due dates noted herein must be met for OTA to process purchase requests. Failure to meet the due dates can result in untimely processing or denial of the request.

Pre-procurement reviews and 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 in advance.

Purchase Estimates or FI\$Cal Requisitions funded by federal government funds that expire September 30,2022, shall be subject to the same dates as those for state funded purchases.

For more information on how to submit a purchase request, please refer to the following links:

[Submit a FI\\$Cal Requisition to One-Time Acquisitions](#)

[Submit a Purchase Estimate \(STD. 66\) to One-Time Acquisitions](#)

**Department of General Services
Procurement Division**

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

BROADCAST BULLETIN

NUMBER: P-04-21
DATE ISSUED: 11/10/21
EFFECTIVE: 11/10/21

Deadlines are as follows:

February 1, 2022:

Information Technology (IT) Goods and Services Requests (excludes IT procurements related to a non-delegated IT project)

April 1, 2022:

Non-IT Goods Requests

Questions:

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

Haydee Giusti, Supervisor
DGS-PD One-Time Acquisitions (OTA) Unit
Haydee.Giusti@dgs.ca.gov