



**Department of General Services
Procurement Division**

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

**RE: The Fiscal Year 2023/24 Due Dates for Receipt of Requests for DGS to
Purchase: Non-IT Goods and IT Goods and Services**

Purpose

This Broadcast Bulletin announces the fiscal year 2023/2024 due dates for receipt of requests for Department of General Services (DGS) to purchase: non-information technology (non-IT) goods and information technology (IT) goods and services.

Policy

Statutory authority for purchasing non-IT goods and IT goods and services for state government resides with the DGS Procurement Division (PD). Requests that exceed purchasing authority dollar thresholds granted to state departments must be submitted to the DGS-PD, One Time Acquisitions Unit (OTA).

Background

Workload significantly increases near the end of each fiscal year and therefore DGS-PD-OTA has established due dates to enable timely processing of incoming purchase requests.

**Procedure/
Process**

Due dates noted herein must be met. Failure to meet the due dates can result in untimely processing or denial of the request.

Pre-procurement (e.g., DGS Non-Competitively Bid Justification approval, DGS Office of Fleet and Asset Management, California Department of Technology, California Prison Industry Authority, or the Department of Finance), if applicable, must be obtained before request submittal.

Request funded by federal government funds that expire September 30, 2024, shall be subject to the same dates as those for State-funded purchases.

Due Dates:

February 1, 2024:

IT Goods and Services Request

(Requests related to a non-delegated IT projects must be submitted to the California Department of Technology)

April 1, 2024:

Non-IT Goods Requests

IT goods and services related to non-delegated IT projects are subject to California Department of Technology's (CDT) procurement authority and must be submitted to CDT for processing.

Questions

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

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