



**Department of General Services
Procurement Division**

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

**RE: The Fiscal Year 2025/26 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 2025/2026 due dates for Purchase Requisition submittals to the Department of General Services, Procurement Division (DGS-PD), One Time Acquisitions Unit (OTA) 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-PD. Requests for procurements that exceed purchasing authority dollar thresholds granted to state entities must be submitted to the OTA.
Background	Workload significantly increases near the end of each fiscal year and therefore 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 approval (e.g., DGS-PD 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. Priority will be given to complete submittals. Submittals will not be considered received until all required documentation is included. Incomplete submittals and/or lack of responsiveness from the requesting state entity may result in requests being subject to OTA's escalation process and may be returned to the requestor.

Requests funded by federal government funds that expire September 30, 2026, shall be subject to the same dates as those for state-funded purchases.

Due Dates:

February 1, 2026:

IT Goods and Services Request

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

April 1, 2026:

Non-IT Goods Requests

Questions

Please contact:

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