Department of General Services Procurement Division
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Broadcast Date: November 20, 2026 **Bulletin #: P-05-26**

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

RE: Fiscal Year 2026-27 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 2026-27 due dates for receipt of requests for Department of General Services' Procurement Division's (DGS-PD's) 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 DGS-PD. Requests for procurements that exceed purchasing authority dollar thresholds granted to state departments must be submitted to 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 Non-Competitively Bid Justification approval, DGS Office of Fleet and Asset Management, California Department of Technology [CDT], California Correctional Training and Rehabilitation Authority, or the Department of Finance), if applicable, must be obtained before request submittal and must be included with the submission.

Requests related to a nondelegated IT project must be submitted to CDT.

Priority will be given to complete submittals. Submittals will not be considered complete until all required documentation is received and incomplete submittals may be returned to the department due to lack of responsiveness.

Requests funded by federal government funds that expire September 30, 2027 shall be subject to the same dates as those for state-funded purchases.

Due Dates:

February 1, 2027:
IT Goods and Services Requests

April 1, 2027:
Non-IT Goods Requests

Questions If you have any questions regarding this notification please contact IT Supervisor II Lynne Edison, DGS-PD-OTA Unit, at lynne.edison@dgs.ca.gov