



**Department of General Services
Procurement Division**

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Broadcast Date: March 17, 2014

Bulletin #: P-05-14

**TO: Procurement and Contracting Officers (PCOs)
Purchasing Authority Contacts (PACs)
Small Business and DVBE Advocates**

RE: Fiscal Year 2013/14 Deadline Dates for Receipt of Purchase Estimates

The Department of General Services, Procurement Division (DGS/PD) would like to remind you of the date(s) for receipt of Fiscal Year (FY) 2013/14 **purchase estimates**. Due to implementation of Wave 2 of Fi\$cal, DGS PD has limited resources and a heavy workload. We especially appreciate your adherence to the deadline due dates.

Due dates for submittal of Purchase Estimates to be charged to the **2013/14 Fiscal Year** are as follows:

- IT goods and services (including IT NCB/SCR/LTB requests) under \$100,000. is **May 1, 2014**.
- Equipment Purchases, exceeding \$10,000. is **April 1, 2014**.
- All other purchases (includes non-IT NCB/SCR/LTB requests that are within the department's purchasing authority, but exceed \$25,000) is **May 1, 2014**.

As a reminder, the due date for IT goods and services requests over \$100,000. including IT NCB/SCR/LTB requests, has passed; It was February 1, 2014.

You will find a list of deadline dates for purchase estimates to be completed in FY 2013/2014 available via the attached letter:

Dates

Please make sure that all of the appropriate staff (i.e., procurement, logistics, budget, etc.) within your department, including district offices, are made aware of the information contained in this broadcast.

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

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