



**Department of General Services
Procurement Division**

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Broadcast Date: October 13, 2014

Bulletin #: K-57-14

**TO: Purchasing Authority Contact (PAC) (All Departments)
Purchasing and Contracting Officers (PCO) (All Departments)
Department of General Services Office Chiefs**

**RE: Fiscal Year 2014/15 Deadline Dates for Receipt of Purchase Estimates and
Other Requests**

The Department of General Services (DGS) is alerting all state departments that the Fiscal Year 2014/15 deadline dates for receipt of Purchase Estimates (PE), Non-Competitively Bids (NCB) Contract Justifications, and Limit to Brand or Trade Name (LTB) Statements are approaching. Below is the list of submittal dates that must be met for DGS to process your request. Failure to meet the deadline can result in DGS denying the request.

Departments should be aware that requests for some commodities must first be approved by offices or agencies before being submitted to DGS (e.g., DGS Office of Fleet and Asset Management, DGS Real Estate Services Division, Department of Technology, California Prison Industry Authority, or the Department of Finance). Departments must obtain such approvals prior to deadlines for submitting requests. Requests deficient of required approvals prior to submission to DGS will be returned to the ordering agency.

In an effort to streamline your procurement process, please refer to the DGS/PD One Time Acquisitions website at <http://www.dgs.ca.gov/pd/Programs/onetime.aspx> for guidance before submitting your Purchase Estimate or NCB, LTB requests.

Deadlines for all PE, NCB, LTB Requests

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| January 30, 2015 | All Information Technology (IT) goods or services (regardless of value), and all IT NCB and LTB submittals exceeding \$25,000. |
| April 1, 2015 | All non-IT Goods (regardless of value) and all non-IT NCB and LTB submittals exceeding \$25,000. |

Note: If your department has purchasing authority to conduct procurements, please remember that some procurements require prior approval and that all NCB and LTB submittals over \$25,000 must be submitted to the DGS for review and approval prior to the dates above.

Federally Funded Purchases

Purchase Estimates for goods funded by federal government funds that expire September 30, 2015, shall be subject to the same dates as those for State funded purchases.

Thank you in advance for your cooperation in adhering to the deadline dates.

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

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