



## M E M O R A N D U M

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**Date:** November 20, 2003

**To:** Business Services Offices (All Departments)  
Department of General Services Office Chiefs

**From:** Department of General Services  
Procurement Division

**Subject:** **FISCAL YEAR 2003/04 DEADLINES FOR RECEIPT OF PURCHASE ESTIMATES**

THE DEADLINES FOR SUBMITTAL OF 2003/04 PURCHASE ESTIMATES ARE FAST APPROACHING! A list of deadlines for purchase estimates to be completed in Fiscal Year 2003/04 is attached for your information. These deadlines are actually set forth in SAM 3558, but we provide them to you in this manner as a reminder. We ask that you make every possible effort to submit purchase estimates chargeable to current fiscal year appropriations to the Department of General Services (DGS), Procurement Division (PD) by the appropriate date in order to have time to complete the procurement process before the funds expire. Those purchase estimates submitted to the PD after the deadline dates may be returned without action if there is insufficient time to process them.

As you may be aware, purchase estimates for some commodities must first be approved by other divisions of the DGS or by the Department of Finance before the Procurement Division can make the purchase. Since we cannot process these requests without the proper prior approvals, please be sure to obtain such approvals before submitting your purchase estimate to avoid delays. Those of you with large telecommunications projects may wish to pay special attention to the December 12, 2003 DGS, Telecommunications Division deadline for projects with a total value greater than \$500,000.

**PLEASE HELP US TO ASSIST YOU BY ENSURING THAT ALL OF THE APPROPRIATE PROCUREMENT STAFF WITHIN YOUR DEPARTMENT (INCLUDING DISTRICT OFFICES, WHERE APPLICABLE) ARE MADE AWARE OF THE INFORMATION CONTAINED IN THIS MEMO.**

If you have questions regarding these deadlines, please contact Russ Guarna, Acquisitions Manager, at (916) 375-4482.

*Signature on file*

Ralph Chandler, Deputy Director  
Department of General Services  
Procurement Division

DE:RF:rf

Attachments

cc: Janice King, Procurement Division, Department of General Services  
Russ Guarna, Procurement Division, Department of General Services  
Bob French, Procurement Division, Department of General Services  
June Okada, Procurement Division, Department of General Services

## PROCUREMENT DIVISION DEADLINES

The following dates are the latest day upon which the Procurement Division will accept Purchase Estimates for purchases to be charged to the 2003/04 Fiscal Year:

February 13, 2004	All Information Technology (EDP and Telecommunications) goods and/or services including Computers Aided Retrieval (CAR) microfilm with a total value of \$500,000 or greater.
April 30, 2004	All other equipment purchases exceeding \$25,000 or greater (except those items noted below)
May 28, 2004	All Information Technology (EDP and Telecommunications) goods and/or services with a total value of less than \$500,000.
May 28, 2004	All other purchases (except those contract items noted below).
June 18, 2004	Contract items that require the Procurement Division to Issue orders (such as soft body armor).

\*Note: All information technology acquisitions, including CAR microfilm, must have the necessary approvals from the Department of Finance, Technology Oversight and Security Unit (TOSU). Reportable projects requiring TOSU approval and projects for the acquisition of CAR microfilm systems should be submitted to that office at least sixty (60) days prior to the Procurement Division due dates.

### FEDERALLY FUNDED PURCHASES:

We ask your cooperation in submitting your Purchase Estimates for goods funded by the Federal Government (funds which expire September 30, 2004) by the same deadline dates as those for state-funded purchases.

**DEADLINES BY WHICH OTHER AGENCIES OR DIVISIONS MUST RECEIVE PURCHASE ESTIMATES WHICH REQUIRE PRIOR APPROVALS:**

**EDP AND TELECOMMUNICATIONS GOODS AND SERVICES (see notes below)**

<u>Prior Approval Authority</u>	Transactions \$500,000 or greater	Transactions less than \$500,000
DGS Telecommunications Division	December 12, 2003	April 2, 2004

**COMMODITY ITEMS (NON-EDP AND NON-TELECOMMUNICATIONS)**

<u>Prior Approval Authority</u>	Transactions \$25,000 or greater	Transactions less than \$25,000
DGS Telecommunication Division (e.g. radios)	January 2, 2004	January 30, 2004
DGS Office Fleet of Administration	February 27, 2004	April 2, 2004

Notes:

All EDP Telecommunication acquisitions, including CAR (Computer Aided Retrieval) microfilm, must have the necessary approvals from the TOSU. Reportable projects requiring the TOSU approvals, and projects for the acquisition of CAR microfilm systems should be submitted to that office at least sixty (60) days prior to the Procurement Division's due dates.

Acoustical screens from PIA should be ordered on Standard Form 65, Contract Delegation Purchase Orders. The DGS Real Estate Services Division (RESD) deadline dates are February 27, 2004 for transactions of \$25,000 or greater, and April 16, 2004 for transactions less than \$25,000. If approved by RESD, these orders should be submitted directly to PIA for processing.

Contract vehicles may be ordered at any time directly by agencies until the manufacturer's cutoff is imposed or June 30th, whichever occurs first. However, cutoffs may be imposed prior to March 5, 2004. Once the cutoff has passed you may not order any more contract vehicles until a new contract is established. For this reason, even though we impose no deadline, we suggest agencies submit orders for contract vehicles as early as possible.

Non-contract vehicles requests should be submitted in accordance with the schedule noted above.