

Date: September 29, 2011

To: Business Services Officers (All Departments)
Purchasing and Contracting Officials
Department of General Services Office Chiefs

From: **Jim Butler, Deputy Director**
Procurement Division (PD)
Department of General Services (DGS)

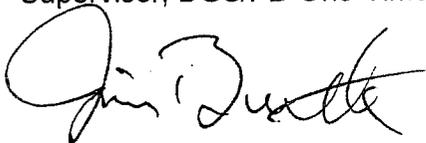
Subject: **Fiscal Year 2011/12 Dates for Receipt of Purchase Estimates**

This is a reminder that the Fiscal Year 2011/2012 dates for receipt of purchase estimates are fast approaching. We have also included dates for Non Competitive Bid (NCB) and Limited Competitive Bid (LCB) submittals. You will find a list of submittal dates to be completed in Fiscal Year 2011/12 attached for your information.

Most of these dates are set forth in the State Administrative Manual (SAM) Section 3558. Please make every effort to submit purchase estimates chargeable to current fiscal year appropriations to the Department of General Services, Procurement Division (DGS/PD) by the appropriate date in order to have time to complete the procurement process before the funds expire.

Purchase estimates for some commodities must first be approved by offices or agencies (e.g. Office of Fleet and Asset Management (OFAM), Office of Public Safety Communications Services (OPSCS), California Technology Agency, California Prison Industry Authority (CALPIA), Real Estate Services Division (RESD) or by the Department of Finance (DOF) before the PD 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.

Thank you in advance for your cooperation in adhering to the dates for receipt of purchase estimates. If you have questions regarding this memorandum, please contact Haydee Giusti, Supervisor, DGS/PD One-Time Acquisitions at (916) 375-4491.



Jim Butler, Deputy Director
Department of General Services
Procurement Division

Attachments

cc: Fran Archuleta, Branch Chief, Acquisitions Branch, DGS-PD
Marjorie Rubenstein, Branch Manager, Technology Acquisitions Branch, DGS-PD
Mark Lamb, Acting Branch Chief, Policy, Training and Customer Services Branch, DGS-PD
Roger Anderson, Section Chief, Acquisitions and Contracts Section, DGS-PD
Cathy Lorenzo, Section Chief, Acquisitions and Transportation Section, DGS-PD
Susan Chan, Section Chief, Multiple Awards Program Section, DGS-PD

**DGS-PD PROCUREMENT DIVISION DEADLINES
(State Administrative Manual 3558)**

The following are the dates* for receipt of Purchase Estimates (including all NCB and LCB submittals, if applicable), for purchases to be charged to the 2011/12 Fiscal Year, to the Procurement Division:

- February 1, 2012 All Information Technology (EDP and Telecommunications) goods and/or services including Computers Aided Retrieval (CAR) microfilm with a total value of \$100,000 or greater. This includes all NCB and LCB submittals.

- April 1, 2012 All equipment purchases, as defined in SAM Section 8602 and 8614, exceeding \$10,000 or greater. This includes all NCB and LCB submittals.

- May 1, 2012 All Information Technology (EDP and Telecommunications) goods and/or services with a total value of less than \$100,000. This includes all NCB and LCB submittals.

- May 1, 2012 All other purchases. (This includes all NCB and LCB submittals that are within the department's purchasing authority, but exceed \$25,000).

- June 15, 2012 Leveraged Procurement Agreements (LPA) items that require the Procurement Division to issue orders (such as soft body armor).

Note: If your department has purchasing authority to conduct procurements that exceed the dollar amounts listed above, please remember that some procurements require prior approval and that all NCB and LCB submittals over \$25,000 shall be submitted to the DGS Procurement Division for review and approval according to the dates above.

FEDERALLY FUNDED PURCHASES:

Purchase Estimates for goods funded by federal government funds that expire September 30, 2012, shall be subject to the same dates as those for State-funded purchases.

*Prior workday if date falls on a weekend

DATES FOR SUBMITTING PURCHASE ESTIMATES THAT REQUIRE PRIOR APPROVAL OTHER THAN THE DGS PROCUREMENT DIVISION.

DUE DATE IN APPROVING AGENCY/DIVISION:

INFORMATION TECHNOLOGY GOODS AND SERVICES

Prior Approval Authority

California Technology Agency **

Refer to IT Policy Letter (ITPL) 09-06 (Contact your CaTA representative for dollar thresholds and due dates).

TELECOMMUNICATIONS GOODS AND SERVICES

Prior Approval Authority

Transactions
\$100,000
or more

Transactions less
than \$100,000

CA Tech. Agency, Public Safety
Communications Division (PSCD)

December 15, 2011

April 1, 2012

COMMODITY ITEMS (NON-EDP AND NON-TELECOMMUNICATIONS)

Prior Approval Authority

Transactions
\$10,000
or more

Transactions less
than \$10,000

DGS, OFAM

March 1, 2012

April 1, 2012

DGS, RESD

March 1, 2012

April 15, 2012

LATE PURCHASE ESTIMATES

Purchase estimates submitted after the dates identified in this letter may be subject to a late fee and/or not processed by the end of fiscal 2011-12 because of time constraints.

*Prior workday if date falls on a weekend

**Effective January 1, 2011, the Office of the State Chief Information Officer (OCIO) is renamed the California Technology Agency (CaTA) pursuant to Chapter 404, Statute 2010.