

**Date:** September 26, 2013

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

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

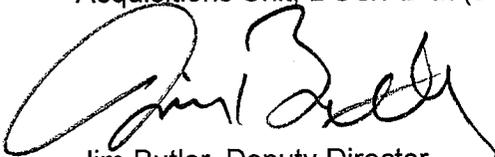
**Subject:** **Fiscal Year 2013/14 Deadline Dates for Receipt of Purchase Estimates**

This is a reminder that the Fiscal Year 2013/14 deadline dates for receipt of purchase estimates, Non-Competitively Bid (NCB) Contracts and Limit to Brand or Trade Name (LTB) submittals are coming up soon. Attached is a list of submittal dates for Fiscal Year 2013/14.

Most of these dates are set forth in the State Administrative Manual Section 3558. Please make every effort to submit purchase estimates, NCB contracts, or LTB submittals chargeable to current fiscal year appropriations to the Department of General Services (DGS), Procurement Division (PD) by the deadline date listed. This will allow the DGS/PD 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), Department of Technology (CalTech), California Prison Industry Authority (CALPIA), Real Estate Services Division (RESD) or by the Department of Finance) before the DGS/PD can make the purchase. Please be sure to obtain such approvals before submitting purchase estimates.

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



Jim Butler, Deputy Director  
Department of General Services  
Procurement Division

**Attachments**

cc: Eric Mandell, Acting Branch Chief, Acquisitions Branch, DGS-PD  
Ricardo Martinez, Branch Chief, Policy, Training and Customer Services Branch, 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 due dates (prior workday if date falls on a weekend) for receipt of Purchase Estimates (including all NCB and LTB submittals, if applicable), for purchases to be charged to the 2013/14 Fiscal Year, to the DGS Procurement Division:

- |                  |   |
|------------------|---|
| February 1, 2014 | All Information Technology (IT) goods and/or services with a total value of \$100,000 or greater. This includes all IT NCB and LTB submittals.<br><br>NOTE: IT procurements, NCB and LTB for reportable projects must be submitted to the Department of Technology (refer to DGS Broadcast Bulletin P-10-13 dated September 11, 2013).    |
| April 1, 2014    | All equipment purchases, as defined in SAM Section 8602 and 8614, exceeding \$10,000 or greater. This includes all NCB and LTB submittals.  |
| May 1, 2014      | All Information Technology (IT) goods and/or services with a total value of <u>less than</u> \$100,000. This includes all NCB and LTB submittals.<br><br>NOTE: IT procurements, NCB and LTB for reportable projects must be submitted to the Department of Technology (refer to DGS Broadcast Bulletin P-10-13 dated September 11, 2013). |
| May 1, 2014      | All other purchases. (This includes all non-IT NCB and LTB submittals that are within the department's purchasing authority, but exceed \$25,000).  |

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 LTB 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, 2014, shall be subject to the same dates as those for State-funded purchases.

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

**DUE DATE (PRIOR WORKDAY IF DATE FALLS ON A WEEKEND) IN APPROVING AGENCY/DIVISION:**

**INFORMATION TECHNOLOGY GOODS AND SERVICES**

Prior Approval Authority

Department of Technology

Refer to TL 12-1, TL 11-4 and DGS Broadcast Bulletin P-10-13 dated September 11, 2013.

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

Prior Approval Authority

Transactions  
\$10,000  
or more

Transactions less  
than \$10,000

DGS, OFAM

Refer to DGS Management Memo 13-02

DGS, RESD

March 1, 2014

April 15, 2014

**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 year 2013-14.