Department of General Services
Procurement Division
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Broadcast Date: November 9, 2010

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

RE: Fiscal Year 2010/11 Dates for Receipt of Purchase Estimates

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The Department of General Services, Procurement Division (DGS/PD) would like to announce that the date(s) for receipt of Fiscal Year (FY) 2010/11 purchase estimates is fast approaching. You will find a list of dates for purchase estimates to be completed in FY 2010/2011 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, is made aware of the information contained in this broadcast.

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

Haydee Giusti
(916) 375-4491
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DGS
GENERAL SERVICES

State of California • Arnold Schwarzenegger, Governor
State and Consumer Services Agency
DEPARTMENT OF GENERAL SERVICES
Procurement Division
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www.pd.dgs.ca.gov

Date: November 1, 2010

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 2010/11 Dates for Receipt of Purchase Estimates**

This is a reminder that the Fiscal Year 2010/2011 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 2010/11 attached for your information.

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 (e.g. Office of Fleet Administration (OFA), Office of Public Safety Communications Services (OPSCS), Office of the State Chief Information Officer (OCIO) or California Technology Agency (CaTA), Prison Industry Authority (PIA), Real Estate Services Division (RESD)) or by the Department of Finance 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, One -Time Acquisitions at (916) 375-4491.

Jim Butler, Deputy Director
Department of General Services
Procurement Division

Attachments

cc: Fran Archuleta, Purchasing Manager, DGS-PD
Michael Banuelos, Manager, Office of Policy, Procedures and Legislation, DGS-PD
Marjorie Rubenstein, Manager, Technology Acquisitions Branch, DGS-PD
Roger Anderson, Section Chief, Acquisitions and Contracts 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 2010/11 Fiscal Year to the Procurement Division:

February 1, 2011	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, 2011	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, 2011	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, 2011	All other purchases. (This includes all NCB and LCB submittals that are within the department's purchasing authority, but exceed $25,000).
June 15, 2011	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, 2011, shall be subject to the same dates as those for State-funded purchases.

DATES FOR PURCHASE ESTIMATES THAT REQUIRE PRIOR APPROVAL OTHER THAN THE DGS PROCUREMENT DIVISION. DUE DATE IN APPROVING DIVISION:
(Prior workday if date falls on a weekend)

INFORMATION TECHNOLOGY GOODS AND SERVICES

Prior Approval Authority

California Technology Agency (CaTA)*. Refer to IT Policy Letter (ITPL) 09-06 (Contact your OCIO representative for dollar thresholds and dates).

TELECOMMUNICATIONS GOODS AND SERVICES

Prior Approval Authority	Transactions $100,000 or more	Transactions less than $100,000
CaTA, Public Safety Communications Division (PSCD)	December 15, 2010	April 1, 2011

COMMODITY ITEMS (NON-EDP AND NON-TELECOMMUNICATIONS)

Prior Approval Authority	Transactions $10,000 or more	Transactions less than $10,000
DGS, Office of Fleet Administration	March 1, 2011	April 1, 2011
DGS, Real Estate Services Design (RESD)	March 1, 2011	April 1, 2011

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 September 28, 2011 because of time constraints.

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