



**Date:** October 17, 2008

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

**From:** **Jim Butler, Deputy Director**  
**Procurement Division**  
**Department of General Services**

**Subject: Fiscal Year 2008/09 Deadlines for Receipt of Purchase Estimates**

This is a reminder that the Fiscal Year 2008/2009 deadlines for receipt of purchase estimates are fast approaching. We have included dates for Non-competitively Bid (NCB) and Limited Competitive Bid (LCB) submittals. You will find a list of submittal deadlines to be completed in Fiscal Year 2008/09 attached for your information.

These deadlines 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 other DGS divisions 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 deadlines for receipt of purchase estimates. If you have questions regarding this memorandum, please contact Tom Abeyta, Manager, 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  
Joan Rabang, Manager, External Operations, DGS-PD  
Marjorie Rubenstein, Manager (acting), Technology Acquisitions, DGS-PD  
Tom Abeyta, Manager, One-Time Acquisitions Unit, DGS-PD  
Dion Campos, Manager, Food Acquisitions Unit, DGS-PD

**PROCUREMENT DIVISION DEADLINES**  
**(State Administrative Manual 3558)**

The following are the deadlines for receipt of Purchase Estimates (including all NCB and LCB submittals, if applicable) for purchases to be charged to the 2008/09 Fiscal Year to the Procurement Division:

February 2, 2009	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. This includes all NCB and LCB submittals.
April 1, 2009	All other equipment purchases exceeding \$50,000 or greater (except those items noted below). This includes all NCB and LCB submittals.
May 1, 2009	All Information Technology (EDP and Telecommunications) goods and/or services with a total value of less than \$500,000. This includes all NCB and LCB submittals.
May 1, 2009	All other purchases (except those contract items noted below). This includes all NCB and LCB submittals that are within the department's purchasing authority, but exceed \$25,000.
June 15, 2009	Leverage Procurement Agreement (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 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, 2009, shall be subject to the same deadline dates as those for State-funded purchases.

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

**INFORMATION TECHNOLOGY GOODS AND SERVICES**

Prior Approval Authority

Department of Finance (DOF) (Contact your DOF representative for dollar thresholds and dates)

**TELECOMMUNICATIONS GOODS AND SERVICES**

	Transactions \$500,000 <u>or greater</u>	Transactions less than <u>\$500,000</u>
<u>Prior Approval Authority</u>		
DGS, Telecommunications Division	December 15, 2009	April 1, 2009

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

	Transactions \$50,000 <u>or greater</u>	Transactions less than <u>\$50,000</u>
<u>Prior Approval Authority</u>		
DGS, Office of Fleet Administration	March 1, 2009	April 1, 2009
DGS, Real Estate Services Design (RES D)	March 1, 2009	April 1, 2009

**Notes:**

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. These cutoff dates may be imposed prior to March 1, 2009. Once the cutoff has passed, you will not be able to order any more contract vehicles and will have to wait until a new contract is established. Note: Non-contract vehicles requests should be submitted in accordance with the schedule noted above.