

## MEMORANDUM

TO: All State Agencies, Departments, Institutions, Boards and Commissions

FROM: Sandy Herrel, CPPO, CPPB *ASH*  
Deputy Chief Procurement Officer

SUBJECT: Cutoff Dates, FY 2016

DATE: March 18, 2016

To ensure that your FY2016 purchase requests are processed prior to the close of the fiscal year and/or prior to OBM's cut-off for encumbrances, the Office of Procurement Services has established the following guidelines and cut-off dates for one time bids, term contracts, requests for proposals and release and permits.

1. One Time Purchases

Purchase requests for non-IT supplies and services must be received by Office of Procurement Services no later than close of business on **May 1, 2016**.

2. Term Contracts

- Requests to establish a term contract to be in place to allow encumbrances of FY16 funds should be received by Office of Procurement Services no later than **April 1, 2016**. Beyond this date requests will be considered on a case-by-case basis.
- Requests to establish a term contract to be effective **July 1, 2016**, should be received by Office of Procurement Services no later than **April 15, 2016**. Beyond this date, requests for a **July 1, 2016** effective date will be considered on a case-by-case basis.

3. Requests for Proposals

Requests to establish new projects and/or re-issuance of solicitations for existing contracts that are routine in nature require the RFP process to be initiated no later than **March 25, 2016**, to meet an award deadline of **June 23, 2016**. These dates are based upon a typical processing time of ninety (90) days. Beyond this date, requests will be considered on a case-by-case basis.

4. Release and Permits

Requests for a Release and Permit, seeking approval from the Controlling Board to waive competitive bidding, must be received by Office of Procurement Services no later than close of business **April 29, 2016** to meet the **May 17, 2016** submission deadline for the **June 6, 2016** meeting.

If you have any questions regarding this memo, please contact Sandy Herrel at (614) 466-4768.