
MEMORANDUM

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

FROM: Wayne McCulty
State Purchasing Administrator

SUBJECT: Cutoff Dates, FY 2014

DATE: March 10, 2014

To ensure that your FY2014 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 State Purchasing no later than close of business on **May 2, 2014**.
2. **Term Contracts**
 - Requests to establish a term contract to be in place to allow encumbrances of FY14 funds should be received by State Purchasing no later than **April 4, 2014**. Beyond this date requests will be considered on a case-by-case basis.
 - Requests to establish a term contract to be effective **July 1, 2014**, should be received by State Purchasing no later than **April 18, 2014**. Beyond this date, requests for a **July 1, 2014** effective date will be considered on a case-by-case basis.
3. **Requests for Proposals**
Requests to establish new projects and/or renewals of existing contracts that are routine in nature require the RFP process to be initiated no later than **March 31, 2014**, to meet an award deadline of **June 30, 2014**. 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 State Purchasing no later than close of business **May 15, 2014** to meet the **May 27, 2014** submission deadline for the **June 16, 2014** meeting.

If you have any questions regarding this memo, please contact Wayne McCulty at (614) 466-7066.

