
MEMORANDUM

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

FROM: Wayne McCulty
State Purchasing Administrator

SUBJECT: Cutoff Dates, FY 2013

DATE: April 2, 2013

To ensure that your FY2013 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 - Food
Purchase requests for food must be received by State Purchasing no later than close of business **May 24, 2013**.
2. One Time Purchases – Non-Food
Purchase requests for non-IT supplies and services must be received by State Purchasing no later than close of business on **April 26, 2013**.
3. Term Contracts
Requests to establish a term contract to be effective June 10, 2013, will be considered on a case-by-case basis.
4. Requests for Proposals
Requests to establish an RFP to meet an award deadline of June 10, 2013, or renewals of existing contracts that are routine in nature, will be considered on a case-by-case basis depending on the timeline and complexity of the project.
5. 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 2, 2013** to meet the May 14, 2013 submission deadline for the June 10, 2013 meeting.

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

