MEMORANDUM

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

FROM: Wayne McCulty
State Purchasing Administrator

SUBJECT: Cutoff Dates, FY 2012

DATE: April 2, 2012

To ensure that your FY2012 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 25, 2012**.

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 27, 2012**.

3. Term Contracts
   Requests to establish a term contract to be effective July 1, 2012, should be received by State Purchasing no later than **April 27, 2012**. Beyond this date, requests for a July 1 effective date will be considered on a case-by-case basis.

4. Requests for Proposals
   New projects and/or renewals of existing contracts that are routine in nature require the RFP process to be initiated no later than **April 27, 2012**, to meet an award deadline of June 30, 2012. These dates are based upon a typical processing time of ninety (90) days.

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 on **April 13, 2012** to meet the May 1, 2012 submission deadline for the May 21, 2012 meeting, and on **May 4, 2012** to meet the May 22, 2012 submission deadline for the June 11, 2012 meeting.

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

Office of Procurement Services | 4200 Surface Road | Columbus, OH 43228
Phone (614) 466-5090 | FAX (614) 644-1785 | DAS.StatePurchasing@das.state.oh.us