



TO: Directors, Chief Information Officers, Telecommunication and Fiscal Officers of all State Agencies, Departments, Boards, and Commissions

FROM: Mary F. Carroll
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Office of Information Technology

DATE: February 27, 2004

SUBJECT: Fiscal Year 2004 Deadlines

In order to ensure adequate processing time for all Request for Proposals, contract extensions, and Invitations to Bid issued by the Office of Information Technology, Acquisition Management, the following are the deadlines for FY04 procurement requests.

Requests for Proposal (RFP)/Invitations to Bid (ITB) - If your agency is planning to release a RFP or an ITB for computing or telecommunication products, contact Acquisition Management at 466-6953 to schedule a meeting prior to **March 12, 2004**. This meeting will give you and Acquisition Management the opportunity to discuss the project requirements and timelines.

In addition to scheduling the meeting, agencies must provide Acquisition Management a draft of the RFP or ITB no later than **March 29, 2004**.

Contract Extensions – Many multi-year contracts expire at the end of each fiscal year. In order for work to be performed in subsequent fiscal years those contracts must be extended prior to expiration. Requests to extend existing contracts must be received by Acquisition Management by **May 3, 2004**.

State Term Schedule/Direct Purchases – Requests to purchase computing and/or telecommunication hardware, software or services using state term schedules or direct purchasing authorities must be received by Acquisition Management by **June 11, 2004**. While Acquisitions will accept requests after June 11th, completion cannot be guaranteed by June 30, 2004, as requests will be processed on a first-come-first-serve basis. Agencies should contact Acquisition Management immediately if there are concerns about qualifying for the use of the computing and telecommunication state term schedules.

Requests for large computing and telecommunication purchases must include a reference to the appropriate section of the agency's Information Technology Plan or include an update to the Plan with the request.

The Office of State Purchasing will be releasing their FY04 deadlines in the near future.

If you have any questions regarding this memo, contact Acquisition Management at 466-6953.