



**State of Georgia
Department of Administrative Services
State Purchasing Division**

Official Announcement # 22-04

FROM: Jim Barnaby, Deputy Commissioner of State Purchasing, DOAS Initials: JB

DATE: February 15, 2022

TO: State of Georgia Procurement Professionals

RE: Fiscal Year Cut-Off Dates

The Department of Administrative Services (DOAS) State Purchasing Division (SPD) is announcing reminders for year-end activity deadlines for Fiscal Year 2022.

Agency Sourcing Group Assistance

As purchasing personnel throughout the State are actively working to meet their customers' expectations, competing priorities must be balanced with the realities of processing times and limited staffing across the State. State Entities required to seek DOAS assistance for procurement activities above their Delegated Purchasing Authority (DPA) must engage the Agency Sourcing Team as soon as possible. While it is DOAS' goal to provide assistance to all State Entities, a focus will be placed on solicitation projects already requested and new solicitation projects with a high level of complexity with a requirement to be completed by June 30, 2022.

Please note, SPD is leveraging all resources to cover the current pipeline. Please contact Agency Sourcing to discuss all new requests by the due date included below to allow for proper planning and assignment of Agency Sourcing staff.

Other alternatives may be available when determining the fiscal year-end priorities. Please remember to:

1. Request full or conditional delegated authority for projects that do not classify as a complex IT engagement and are not a high risk for protest.
2. Consider extending services for up to six (6) months when contracts are at risk of expiring without a replacement contract/supplier. Please comply with [Georgia Procurement Manual](#) Section 7.6.3.

The State Purchasing Division (SPD) must receive the following requests no later than **Tuesday, March 1, 2022:**

- Request for Proposals (RFPs) estimated to exceed the delegated purchasing authority, and to be encumbered with State Fiscal Year (SFY) 2022 funds;

- Proposed Sole Sources with an estimated value of \$500,000 or more to be encumbered in SFY 2022; and
- Proposed Cooperative Purchasing/Consortia notices above the State Entity's delegated purchasing authority per GPM Section 1.3.4.4 Cooperative Purchasing to be encumbered in SFY 2022.

If there are any questions or concerns about this deadline, please contact carrie.steele@doas.ga.gov.

Contract Amendments, Extensions or Renewals

For any contract amendments, extension or renewals requiring SPD prior approval that must be finalized by June 30, 2022, SPD recommends submitting these requests to process.improvement@doas.ga.gov no later than **Friday, April 29, 2022**. SPD will continue to accept requests after this date; however, there may be delays in processing.

Statewide Contract Vehicle Purchases

Please review the Report of Vehicle Availability Under Statewide Contracts for upcoming vehicle purchase cut-off dates (if applicable) as reported by the supplier which is available on the website at: <https://doas.ga.gov/state-purchasing/statewide-contracts>. This report is maintained by SPD's Contract Management team and includes current order cut-off dates as announced by the supplier.

Currently, the **Kia K5 sedan** has an order cut-off date of **May 1, 2022**. Please check the report for future updates on other vehicle models as applicable. For any questions, please contact procurementhelp@doas.ga.gov.