



State of Georgia
Department of Administrative Services
State Purchasing Division

Official Announcement # **20-03**

FROM: Lisa Eason, Deputy Commissioner, DOAS

DATE: March 20, 2020

TO: State of Georgia Procurement Professionals

RE: Fiscal Year Cut-Off Dates

The Department of Administrative Service (DOAS) State Purchasing Division (SPD) is announcing the deadline for State Entities to request purchasing assistance for new contract execution required by the end of this fiscal year (June 30, 2020).

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 Entities, as a result of existing commitments, authorization may be limited to solicitation projects that can be approved with delegated authority. Any projects that required DOAS to be the Issuing Officer, should be planned to be executed in FY21.

Other alternatives may be available when determining the end of the year 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.
3. Plan to engage DOAS at the beginning of the next fiscal year for projects that require long term planning and coordination (beyond FY20).

The State Purchasing Division (SPD) must receive the following requests **no later than Wednesday, April 1st, 2020**:

- Request for Proposals (RFPs) estimated to exceed the delegated purchasing authority, and to be encumbered with State Fiscal Year (SFY) 2020 funds; and
- Proposed Sole Sources with an estimated value of \$500,000 or more to be encumbered in SFY 2020.

If there are any questions or concerns about this deadline, please contact:

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