



# Tech Alert

from the Office of Customer Engagement  
 "Your Gateway to Technology Services"

## TA 17-01: FY 2016/17 Procurement and Contract Deadlines

**ISSUE DATE:** January 3, 2017  
**ATTENTION:** All Customers  
**ACTION REQUESTED:** Adhere to Submittal Dates Below  
**EFFECTIVE DATE:** Immediately

### Introduction:

Fiscal Year (FY) 2016/17 procurement and contract deadlines for service request (SR) submittals are listed below. Meeting these dates will ensure that the Department of General Services (DGS) deadlines are met, per DGS Broadcast Bulletins P-10-16 and P-11-16. All customers requiring the procurement of products or services, using FY 2016/17 funds, must adhere to the SR submittal dates below. In addition, all SRs must be complete, have approval from your department's authorized approvers, include all required documentation (e.g., statement of work, hardware/software configurations, Government Code Section 19130 approvals, etc.), and be submitted to the California Department of Technology (CDT) by the following dates:

### Service Request Due Dates to CDT:

SR Due Dates:	Type of Request
January 9, 2017	<ul style="list-style-type: none"> <li>Information Technology (IT) Non-Competitive Bids (NCB)</li> <li>IT Limited to Brand (LTB)</li> <li>IT Special Category Requests (SCR)</li> </ul>
January 11, 2017	<ul style="list-style-type: none"> <li>IT goods and/or services with an estimated total value of \$5 million or greater, which must be submitted to DGS via Purchase Estimate for processing</li> <li>Non-IT NCBs, Non-IT LTBs and Non IT SCRs</li> </ul>
March 3, 2017	<ul style="list-style-type: none"> <li>IT goods and/or service with an estimated total value between \$250,000 and \$5 million</li> <li>Non-IT goods with an estimated total value of \$100,000 or greater, which must be submitted to DGS via Purchase Estimate for processing</li> <li>Non-IT services with an estimated total value of \$50,000 and above</li> </ul>
March 31, 2017	<ul style="list-style-type: none"> <li>IT goods and/or services with an estimated total value below \$250,000</li> <li>Non-IT goods with an estimated total value under \$100,000</li> <li>Non-IT services estimated total value below \$50,000</li> </ul>
May 1, 2017	<ul style="list-style-type: none"> <li>All MS O365 and VHSS orders</li> </ul>

SRs received by CDT after the above deadlines, or without required and/or completed documentation, will be handled as an exception, on a case-by-case basis. All exceptions must be reviewed and approved by the CDT Deputy Director of Administration, and may not meet the year end timeframe desired.

### Contact:

If you have questions or need further clarification, please contact your CDT Account Lead by using the [Account Lead Directory](#), or call the Office of Customer Engagement at (916) 431-5476.



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