



# Tech Alert

from Customer Engagement Services  
*"Your Gateway to Technology Services"*

## TA 17-13: FY 2017/18 Procurement and Contract Deadlines

**ISSUE DATE:** December 8, 2017  
**ATTENTION:** All Customers  
**ACTION REQUESTED:** Adhere to Submittal Dates Below  
**EFFECTIVE DATE:** Immediately

### Introduction:

Fiscal Year (FY) 2017/18 procurement and contract deadlines for service request (SR) submittals are listed below. Meeting these dates will ensure the Department of General Services (DGS) deadlines are met, per DGS [Broadcast Bulletin P-14-17](#). All customers requiring the procurement of products or services, using FY 2017/18 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 dates listed below.

### Service Request Due Dates to CDT:

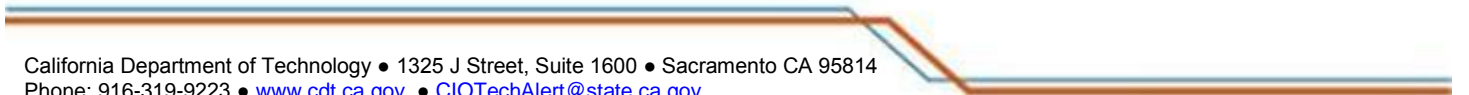
| SR Due Dates:    | Type of Request   |
|------------------|---|
| January 15, 2018 | <ul style="list-style-type: none"> <li>Information Technology (IT) Non-Competitive Bids (NCB)</li> <li>IT Limited to Brand (LTB)</li> <li>IT Special Category Requests (SCR)</li> <li>IT goods and/or services with an estimated total value of \$5 million or greater, which must be submitted to DGS via Purchase Estimate for processing</li> </ul>  |
| March 12, 2018   | <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> <li>Non-IT NCBs, Non-IT LTBs and Non-IT SCRs</li> </ul> |
| April 14, 2018   | <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 15, 2018     | <ul style="list-style-type: none"> <li>All Microsoft O365 requests</li> <li>Infrastructure as a Service requests</li> <li>Platform as a Service requests</li> <li>Vendor Hosted Subscription Services requests</li> </ul>   |

With the exception of Purchase Estimates submitted to DGS for execution, and requests that require execution in the next fiscal year, all SRs meeting the requirements and timeframe identified above will be executed in FY 2017/18.

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 Customer Engagement Services at (916) 431-5390.



California Department of Technology • 1325 J Street, Suite 1600 • Sacramento CA 95814  
Phone: 916-319-9223 • [www.cdt.ca.gov](http://www.cdt.ca.gov) • [CIOTechAlert@state.ca.gov](mailto:CIOTechAlert@state.ca.gov)