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Karen S. Boeger
Director

To: Purchasing Committee and FMAC Members

From: Karen Boeger, Director

Re: Fiscal Year End Procurement Procedures

Date: January 14, 2022

Please review the fiscal year-end procurement procedures and schedule, and distribute to the appropriate personnel in your department. If you have any questions, please contact Stacia Dawson, Assistant Director, at stacia.dawson@oa.mo.gov or (573) 522-3052.

To ensure timely processing of procurement documents at the end of the fiscal year, the following procedures must be followed.

Requests – FY22 Funds

Cutoff dates for requests for competitively bid purchases that will be charged to **FY22 funds** will be based on the lead time required by the Division of Purchasing (Purchasing) and by vendors for delivery of the goods or services.

Requests for competitive bidding for **commodities, professional and general services, and Information Technology (IT) products and services** should be for intended delivery of the products and/or services before June 30, 2022. Therefore, all such requests should be received in Purchasing by the cutoff date specified below in accordance with the Estimated Delivery Lead Times chart herein for the needed products and/or services, unless the delivery lead time warrants an earlier submission (such as needed for specialized commodities, complex professional services, complex IT solutions).

DELIVERY LEAD TIME REQUEST CUTOFF (FY22 Funds)	
Delivery Lead Time	Cutoff Date
120 days or less	February 1, 2022
90 days or less	March 1, 2022
60 days or less	March 15, 2022
30 days or less	April 12, 2022

No FY22 requests will be accepted by Purchasing after **April 12, 2022**, unless justification for late submittal is signed by the department director.

If you are uncertain of the delivery lead times, you are encouraged to submit your requests as soon as possible. For more detailed information concerning a specific commodity or service, please contact the appropriate buyer.

For cutoff dates for FY22 payment documents, refer to the Office of Administration, Division of Accounting's Fiscal Year End Memorandum (the Memorandum will be issued later within this fiscal year).

Requests – FY23 Funds

FY23 CONTRACTS: Requests for competitive bidding for contracts with a start date of July 1, 2022 or shortly thereafter should be submitted to Purchasing no later than the following dates:

CUTOFF FOR JULY 1, 2022 CONTRACT START REQUESTS (FY23 Funds)	
Product/Service	Cutoff Date
IT Hardware/Software (off-the-shelf) and Complex Professional Services*	February 1, 2022
Professional Services (non-complex)*	March 1, 2022
General Services	March 15, 2022
Commodities*	March 15, 2022

* Note: Complex IT solutions, specialized commodities, and complex professional services require significant advance planning. While a specific cutoff date cannot be identified, departments must provide adequate time for procurement and vendor implementation efforts.

FY23 RENEWALS: Requests to renew contracts expiring June 30, 2022 should be submitted to Purchasing on or before **March 15, 2022**.

DEPARTMENT PACKET

So that Purchasing can expedite the issuance of the Department's solicitation document in the most efficient manner possible, Departments are requested to provide the items that comprise the Department Packet (and the corresponding Request) to Purchasing when requesting a product/service to be competitively bid. Please see Section 7 (7.3.1 through 7.3.4) of the **Procurement Manual** for details. The table below identifies the four department packet items and their corresponding Appendices.

Department Packet Item	Procurement Manual Appendix
Solicitation Checklist	Appendix F.1
Scope of Work Templates /Attachments	Appendices F.2 (Commodities), F.3 (IT), and F.4 (Services)
Quarter Million Dollar RFP Worksheet	Appendix F.5

PURCHASING REQUEST CUTOFF SCHEDULE
*Calendar of Events for the End of FY22
and the Beginning of FY23*

- February 1, 2022** Requests due for items with 120 days or less delivery lead-time to be paid with **FY22** funding.
- Requests due for contracts for IT hardware and software and complex professional services with a **start date of July 1, 2022**, or shortly thereafter, to be paid for with **FY23** funding.
- March 1, 2022** Requests due for items with 90 days or less delivery lead-time to be paid with **FY22** funding.
- Requests due for contracts for professional services (non-complex) with a **start date of July 1, 2022**, or shortly thereafter, to be paid for with **FY23** funding.
- March 15, 2022** Requests due for items with 60 days or less delivery lead-time to be paid with **FY22** funding
- Requests due for contracts for commodities or general services with a start date of July 1, 2022, or shortly thereafter, and to be paid for with **FY23** funding.
- Requests due for renewal of contracts that expire on June 30, 2022.
- April 12, 2022** Requests due for items with 30 days or less delivery lead-time to be paid with **FY22** funding
- Last day to submit requests for purchases utilizing **FY22** funding without written justification signed by department director.