



Procurement Services

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TO: All AHEC, CCD, and MSU Denver Departments
FROM: Stacy Steelman, Director, Procurement Services
DATE: February 24, 2016

Fiscal Year 2016 (FY16) Cut-Off Dates for Submitting Purchasing Requests
Fiscal Year 2017 (FY17) Purchasing Requests, Renewals and Open Purchase Orders

Once again, it's time to consider your procurement needs for the remainder of this fiscal year and start planning for fiscal year 2017. Below are the cut-off dates for submission of your Purchase Requisitions (PR). These dates have been established according to current estimates on processing, delivery, and vendor response times.

Orders submitted after these cut-off dates will be processed, first come – first served, but cannot be guaranteed. *Please plan ahead and help us help you!*

<u>Cut-off Date</u>	<u>Order Description</u>
March 4	~ Services valued at \$25,000, or more, requiring competitive bidding, for FY16 (June 30, 2016) delivery ~ Contracts (services over \$100,000) for FY16
March 25	~ Specialty & Custom Products from Colorado Correctional Industries
April 1	~ Orders containing like items (goods) from a single vendor valued at \$10,000, or more, for FY16 (June 30, 2016) delivery ~ Also, by this date, please submit any FY16 orders for goods that vendors require extensive lead times to supply ~ Orders for services valued over \$25,000 requiring competition for FY17
April 15	~ Orders for goods, between \$5,000 - \$10,000, for FY16 (to be delivered prior to June 30, 2016) ~ Services under \$25,000 for FY16 (to be performed prior to June 30, 2016) ~ Orders containing like items (goods) from a single vendor valued over \$10,000 for FY17
April 29	~ Requests for ongoing maintenance, agreement renewals, and recurring services less than \$25,000 for FY17 (to be effective July 1, 2016) ~ All open orders for goods less than \$10,000 for FY17 (to be effective July 1, 2016) ~ All COPIER requests (renewals, upgrades, changes and cancellations) – <i>please be sure to include previous PO #, machine serial #, and machine location.</i>
May 6	~ Standard Seating and Office Furniture from Colorado Correctional Industries, over \$5,000 (specialty and custom items see above), for FY16 (to be delivered prior to June 30, 2016)

Remember to indicate the fiscal year on your PR and please indicate building and room number in the “Ship To” area. **Note previous PO #, if applicable, as well.** Attach any vendor renewal forms, etc. to the renewal request to expedite processing (**do not sign any vendor renewal forms or agreements**).

Thank you!