

Procurement Fiscal Year Ending 2020-21

In order to meet year-end processing deadlines and comply with the Commonwealth's mandated competitive solicitation procedures, Shared Services needs to institute firm deadlines for procurements that require delivery and payment in fiscal year 2021. Deadlines are necessary to complete your requirements within the budget year, which includes lead-times for procurement processing, vendor delivery, receipt of vendor's invoice in the SSC invoice queue, and payment processing. Estimated deadlines are as follows to assist with planning:

<u>Purchasing Threshold</u>	<u>eVA Req Deadline for Goods/Services*</u>
• Over \$100,000 invitation for bid (IFB) solicitation	Friday, March 5, 2021**
• \$10,000 to \$100,000, solicitation	Friday, May 7, 2021
• DPS required approval over \$50,000 <i>(Date pending DGS notification. Includes Non-IT, Non-Construction Sole Source, Cooperative and Solicitation)</i>	Friday, April 23, 2020 (UNpublished)
• More than \$10,000 non-solicitation, non-DPS approval	Friday, May 21, 2020***
• Less than \$10,000	Friday, May 21, 2020***

If your college has identified earlier deadline dates, please follow that guidance.

*All orders will be subject to vendor lead times and those timelines will prevail. We cannot guarantee completion of orders to final payment for those circumstances out of our control.

**Request for Proposals (RFPs) will be handled on a case-by-case basis independent of fiscal year-end requirements.

***Requisitions (including food orders) received after this date will be handled on a case-by-case basis. This date ensures capacity for 'hot' orders.

The earlier the requisition specifications are submitted to SSC, the greater likelihood that the vendor can make delivery and payment can be processed prior to fiscal year-end.

Procurement Fiscal Year Opening 2021-22 (POs needed after July 1, 2021)

Shared Services will be accepting eVA requisitions for FY22 prior to FY21 year-end close and throughout the eVA integration shutdown. Shared Services successfully implemented this process in FY20 which assisted with managing requisition volume in July and August. A gating system, in the eVA approval flow, is used to accept **FY22** requisitions so they can be completed to a stage that is awaiting integration to become an eVA purchase order (EP#) upon re-opening integration in July. **Please plan to begin entering FY22 orders, such as annual blanket orders, as soon as Fiscal Year 2021-22 is available in eVA** (SSC will notify eVA end users when FY22 is available). If a purchase order is needed during the integration shutdown period, contact the SSC Help Center to coordinate a bypass integration option to manually manage the process.

College Business Offices: Accounting Fiscal Year End Closeout Procedures for **2020-21** will be announced separately from the System Office Finance Team.