

Procurement Fiscal Year Ending Processing 2021

As you know the end of the fiscal year is a transition period for many of the Commonwealth's systems and processes. And, the end of Fiscal Year 2021 is fast approaching. 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. These 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 FY 2021 deadlines are as follows:

| | Purchasing Threshold | Solicitation Method | eVA Requisition Deadline for Goods / Services* |
|---|-----------------------|--|--|
| 1 | Over \$100,000 | Requests for Proposals (RFP) Solicitations | ** |
| 2 | Over \$100,000 | Invitation for bid (IFB) solicitation | Friday, March 5, 2021 |
| 3 | \$10,000 to \$100,000 | Solicitations | Friday, May 7, 2021 |
| 4 | Over \$50,000 | Items requiring DPS approval -- Includes Non-IT, Non-Construction Sole Source, Cooperative and Solicitation | Monday, April 5, 2021 |
| 5 | More than \$10,000 | Items NOT requiring a solicitation or DPS approval | Friday, May 21, 2021*** |
| 6 | Less than \$10,000 | | Friday, May 21, 2021*** |

Please Note: 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 2022 Opening (POs needed after July 1, 2021):

Fiscal Year 2022 is now available in eVA, so please begin entering FY22 orders, such as annual blanket orders.

Please note: A gating system, in the eVA approval flow, is used to accept FY22 requisitions that will allow them to become an eVA purchase order (EP#) once integration reopens in July. (Shared Services successfully implemented this process two years ago, which allows Colleges to submit FY22 orders before the system transition of the fiscal years -- i.e. submitting orders in FY21 that will be processed early in FY22).

If an emergency purchase order is needed during the integration shutdown period, contact the SSC Help Center to coordinate abypass 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.