

Procurement Fiscal Year Ending Processing 2022

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 2022 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 2022. 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 2022 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	March 15, 2022
3	\$10,000 to \$100,000	Solicitations	May 20, 2022
4	Over \$50,000	Items requiring DPS approval -- Includes Non-IT, Non-Construction Sole Source, Cooperative and Solicitation	<i>Pending DPS</i>
5	More than \$10,000	Items NOT requiring a solicitation or DPS approval	June 3, 2022***
6	Less than \$10,000		June 3, 2022***

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 2023 Opening (POs needed after July 1, 2022):

At this time, we anticipate using our legacy "gating system" to accept Fiscal Year 2023 orders as soon as the year option is available in eVA. We plan to complete the procurement aspects of those requisitions this fiscal year and then release the requisitions to become purchase orders upon the opening of Fiscal Year 2023.

If an emergency 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 **2021-22** will be announced separately from the System Office Finance Team.