

Procurement Fiscal Year Ending Processing 2023

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 2023 is 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 2023. 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 2023 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 17, 2023 |
| 3 | \$10,000 to \$100,000 | Unsealed Solicitations | May 5, 2023 |
| 4 | Over \$50,000 | Items requiring DPS approval -- Includes Non-IT, Non-Construction Sole Source, Cooperative and Goods Solicitations over \$100,000. | <i>Pending DPS</i> |
| 5 | More than \$10,000 | Items NOT requiring a solicitation or DPS approval | Friday, May 26, 2023 *** |
| 6 | Less than \$10,000 | | Friday, May 26, 2023 *** |

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 2024 Opening (POs needed after July 1, 2023):

Fiscal Year 2024 is now available in eVA, so please begin entering FY24 orders, such as annual blanket orders.

Please note: A gating system, in the eVA approval flow, is used to accept FY24 requisitions that will allow them to become an eVA purchase order (PO#) once integration reopens in July.

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 **2022-23** will be announced separately from the System Office Finance Team.