

Procurement Fiscal Year Ending Processing 2024

Fiscal year-end 2024 is around the corner. To meet yearend deadlines and comply with The Commonwealth's mandated procurement processes, the SSC needs to institute the following procurement deadlines for 2024. The SSC is also providing a recommended timeframe for when to begin entering your fiscal year 2025 requisitions.

Please review the table below to assist in preparing your fiscal year-end procurements:

	Purchasing Threshold	Solicitation Method	eVA Requisition Deadline for Goods / Services
1	Over \$100,000	Requests for Proposals (RFP) Solicitations	No Fiscal Deadline
2	Over \$100,000	Invitation for bid (IFB) solicitation	March 15, 2024*
3	\$10,000 to \$100,000	Unsealed Solicitations (aka Quick Quote)	May 10, 2024*
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 31, 2024*
6	Less than \$10,000		Friday, May 31, 2024*

**Please Note: If your college has identified earlier deadline dates, please follow that guidance.*

Early Start of Fiscal Year 2025 Requisitions:

The early bird gets the worm... you may begin entering your known 2025 requisitions including annual Blanket Orders. SSC Procurement recommends starting around May 6th 2024.

Please keep in mind, SSC Procurement will complete these requisitions to be released as a Purchase Order when Finance opens the new fiscal year, approximately July 8, 2024.

Please Note: The deadlines above relate only to procurements. Fiscal Services will issue a separate deadline memo in the coming weeks.