



**Department of General Services
Procurement Division**

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**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

RE: The Fiscal Year 2024/25 Due Dates for Receipt of Requests for the Department of General Services to Purchase: Non-IT Goods and IT Goods and Services.

Purpose This Broadcast Bulletin announces the fiscal year 2024/2025 due dates for receipt of requests for the Department of General Services (DGS) to purchase: non-information technology (non-IT) goods and information technology (IT) goods and services.

Policy Statutory authority for purchasing non-IT goods and IT goods and services for state government resides with the DGS Procurement Division (PD). Requests that exceed purchasing authority dollar thresholds granted to state departments must be submitted to the DGS-PD, One Time Acquisitions Unit (OTA).

Background Workload significantly increases near the end of each fiscal year and therefore DGS-PD-OTA has established due dates to enable timely processing of incoming purchase requests.

**Procedure/
Process** Due dates noted herein must be met. Failure to meet the due dates can result in untimely processing or denial of the request.

Pre-procurement (e.g., DGS Non-Competitively Bid Justification approval, DGS Office of Fleet and Asset Management, California Department of Technology, California Prison Industry Authority, or the Department of Finance), if applicable, must be obtained before request submittal.

Priority will be given to complete submittals. Submittals will not be considered received until all required documentation is included and may be returned to the department due to lack of responsiveness.

Requests funded by federal government funds that expire September 30, 2025, shall be subject to the same dates as those for state-funded purchases.

Due Dates:

February 1, 2025:

IT Goods and Services Request

IT Goods and Services related to non-delegated IT projects are subject to California Department of Technology's (CDT) procurement authority and must be submitted to CDT for processing.

April 1, 2025:

Non-IT Goods Requests

Questions Please contact:

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