



City of Albuquerque
Department of Finance and Administrative Services
Purchasing Division

Interoffice Memorandum

May 18, 2016

To: All Departments, Divisions and Sections
Through: Lou Hoffman, Director DFAS *Lou Hoffman*
From: Mona Martinez, Chief Procurement Officer
Subject: PROCUREMENT DEADLINES – FY 2016

As all of you are aware, the Accounting Office will close the City's financial records for FY 2016 on **June 30, 2016**. Therefore, in order to ensure that your department's acquisitions are reflected in FY 2016, the following deadlines are established for submitting requisitions for goods and services to the Purchasing division. It is emphasized that these deadlines will be strictly enforced and are subject to approval by the Budget Office.

While requisitions will not be turned away, requisitions meeting the deadlines will be prioritized in order that they are filled within the FY 2016 budget cycle. CIP funded purchases are not affected by fiscal budget cycles so are processed as normal. Requisitions for purchases which will be paid from FY

2016 funds must be indicated as such in order to be given due consideration.

It should be further emphasized that these deadlines should not restrict departments from submitting requisitions for FY2017 purchases.

1. Request for Proposals (RFPs) – The Purchasing Division will **not** process any **new** requisitions for RFPs until the start of the new fiscal year, July 1, 2016. All pending Requisitions for RFPs will be processed.
2. Request for Bids (RFBs) over **\$25,000** – Requisitions for purchases estimated to exceed **\$25,000** that require competitive sealed requests for bids must be received by the Purchasing Division no later than **May 27, 2016**.
3. Request for Quotes for purchases under **\$25,000**- Requisitions for purchases estimated at less than **\$25,000**, solicited by Request for Quotation (RFQ) through the Albuquerque e-Procurement System, must be received by the Purchasing Division no later than **May 31, 2016**.
4. Request for Purchase against existing contracts/price agreements (e.g. GSA, SPD, etc.) must be received by the Purchasing Division no later than **May 31, 2016**.

5. Professional technical contracts must be received by the Purchasing Division for preliminary review no later than **June 10, 2016** and for final processing with all approvals, signatures and required documentation no later than **June 17, 2016**.
6. Cash Disbursements- Requisitions for cash disbursements for all other expense items must be received by the Purchasing Division no later than **June 15, 2016**.
7. Contract Release Orders (CRO)- All CROs must be dated no later than **June 30, 2016** in the PeopleSoft to be considered for payment for goods or services using FY16 funds.

It is important to also emphasize that a purchase requisition submitted to this office for Requests for Bids must be accompanied by all required information to include complete specifications, scope of services, items, requirements, etc.

It is further required that all invoices for goods/services be submitted to the Accounts Payable Section of the DFAS no later than **July 15, 2016**, to allow for the processing of payments for FY 2016.

Your cooperation in adhering to these deadlines is greatly appreciated.