



City of Albuquerque

Finance and Administrative Services

Richard J. Berry, Mayor

Interoffice Memorandum

March 26, 2014

To: All Departments, Divisions and Sections

Through: Lou Hoffman, Director DFAS 

From: Mona Martinez, Chief Procurement Officer

Subject: Procurement Deadlines FY 2014

As all of you are aware, the Accounting Office will close the City of Albuquerque's financial records for FY 2014 on June 30, 2014. Therefore in order to ensure that your Departments acquisitions are reflected in FY 2014, the following deadlines are established for submitting requisitions for equipment supplies 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.

It should be further emphasized that these deadlines should not restrict Departments from submitting requisitions for FY 2014 purchases.

- 1. Request for Proposal** – Requisitions and prepared documents requiring competitive sealed requests for proposal must be received by the Purchasing Division no later than **April 4, 2014**
- 2. Request for Bids over \$25,000.00** – Requisitions for purchases estimated to exceed \$25,000.00 that require competitive sealed request for bids must be received by the Purchasing Division no later than **April 18, 2014**.
- 3. Request for Quotes (purchases under \$25,000.00)** – Requisitions for purchases estimated at less than \$25,000.00 solicited by request for quotation (RFQ) through the Albuquerque E-Procurement System must be received by the Purchasing Division no later than **May 16, 2014**
- 4. Request for Purchases against existing contracts / price agreements** – (e.g. GSA, SPD, ETC) must be received by the Purchasing Division no later than **May 09, 2014**
- 5. Vehicle Purchases- Requisitions** for vehicle purchase against an existing contract / price agreement must be received with all appropriate authorizations by the Purchasing Division no later than **May 16, 2014**. Exceptions are vehicle purchases which are subject to manufacturer's build out dates for makes and models or to extensions of buying periods by the manufacturer. Manufacturer's' build out dates for extensions will be posted, by make and

model, on the Fleet Management Division SharePoint site
<http://sharepoint.cabq.gov/dfas/fleet/default.aspx>

6. **Professional Technical** – and other contracts requiring a Purchase Order must be received by the Purchasing Division for preliminary review no later than **May 16, 2014** and for final processing with all approvals signatures and required documentation no later than **June 6, 2014**

7. **Cash Disbursements** – Requisitions for cash disbursements for all other expense items must be received by the Purchasing Division no later than **May 30, 2014**

It is important to also emphasize that a purchase requisition submitted to this office for Requests for Bids and Request for Proposal must be accompanied by all required information to include complete specifications, scope of services, items, requirements, etc. If procurement is the contemplated which may require a Specifications Committee or pre-bid/ pre-Proposal conference, the requesting department should immediately contact the Purchasing Division so that the requirement may be properly addressed with sufficient lead-time to allow for completion of the procurement process.

It is further required that all Contract Release Orders (CRO) be entered into the PeopleSoft Financial system and applicable invoices be submitted to the Accounts Payable Sections of DFAS no later than **May 30, 2014** to allow for processing of payments during FY 2014

While requisitions will not be turned away, requisitions meeting the deadlines will be prioritized in order that they are filled within the FY 2014 budget cycle. Requisitions for purchases which will be paid from FY 2014 funds must be indicated as such in order to be given due consideration. The Purchasing Division may not complete the process prior to the end of the Fiscal Year for requisitions that do not meet the established deadlines.

Please note,

Your cooperation in adhering to these deadlines is greatly appreciated.