

FY 2018 Year-End Procurement Submission Dates

Purchasing Processes

The last day of the University's fiscal year is **June 30, 2018**. Procurement transactions which are required to be completed prior to the end of FY 2018 and which are also conditional on the competitive processes listed below are subject to the respective due dates as described.

The dates shown below are estimates and not guarantees. They reflect the typical time necessary to allow for a procurement process to be completed, as well as for delivery of requested goods or services prior to June 30th. Procurement requests submitted after the dates below may not be completed by June 30, 2018.

April 13, 2018 - Request for Proposal (RFP): Requisitions for procurement requests that require a request for proposal process must be submitted by April 13, 2018. This process requires draft RFP documents for review and input by Purchasing, committee chair participation, pre-arranged dates, timelines and suggested vendor list.

April 13, 2018 - Multi-Stage Invitation for Bids (IFB) for purchases over \$50,000: Requisitions for procurement requests that require a multi-stage low bid process must be submitted by April 13, 2018. This process requires bid stage advancement criteria, specifications/requirements and a suggested vendor list.

May 4, 2018 - Invitation for Bids (IFB) for purchases over \$50,000: Requisitions for procurement requests that require a standard low bid process must be submitted by May 4, 2018. This process requires specifications/requirements and a suggested vendor list.

June 1, 2018 - Request for Quotes (RFQ) for purchases between \$5,000 - \$50,000: Requisitions for procurement requests that require a quote process must be submitted by June 1, 2018. This process requires complete specifications and a suggested vendor list.

****REMINDER****

Departments who have Renewal POs will need to re-submit them for the new fiscal year.

Due to Procurement Code change some renewal PO requests may be declined, as a new procurement process may be required.

It is easy to generate a list of your renewal orders by utilizing the search function in UShop. Please review the information contained below for appropriate use of the Renewal PO form.

[PO Renewal Request](#)

[Submit Renewal Orders](#)

Thank you for your assistance in meeting these year-end procurement timelines. If you have questions concerning these timelines, please call Purchasing at extension **1-7241**.