

**Department of Administration – Division of Purchases/Accounts and Control
MEMORANDUM**

To: Department Directors and Chief Financial Officers
From: Lorraine A. Hynes, Purchasing Agent
Date: April 1, 2011
Subject: **Fiscal Year Transition Timetables and Deadlines**

As in the past, in order for the Division of Purchases to address the large number of transactions, which occur at the end of each fiscal year, a schedule has been established as to the lead-time necessary to permit transactions to be processed on time. This memorandum is to advise you of the timetables and deadlines for this current year.

As you know the State is experiencing significant fiscal issues. Please remember that spending what may be left in your budget is not obligatory. Only spend money that is absolutely essential.

We would remind you that you must consider in your requisition preparation and submittal schedule any appropriate external review and approval necessary (e.g., Chief Information Officer, Building Commissioner and Budget). Requisitions submitted to the Division of Purchases without appropriate approvals will not be considered received and will be returned to the preparer for proper completion and approvals. In addition, in order to avoid delays, requisitioners should assure that requisition descriptions and documentation are clear and sufficient.

If submitting a requisition based on Delegated Authority, you must attach your Delegated Authority Letter from the State Purchasing Agent to your requisition. If you do not have a letter authorizing Delegated Authority, you must provide back up indicating why your request should be considered Delegated Authority before submitting your requisition. The Chief Purchasing Officer will review these transactions and issue a letter if deemed appropriate.

Before submitting any requisitions for the new fiscal year 2012 purchase agreements or standard purchase orders, be sure to review the procedures below.

THE DEADLINES TO SUBMIT REQUISITIONS TO PURCHASING FOR THIS YEAR ARE:

**Standard Purchase Orders
with Delivery up to June 30, 2011**

May 2, 2011

Purchase Agreements with Delivery up to June 30, 2011

Services/Commodities

8 weeks prior to start date

Change Orders Other than control value/contract period/cancellation

May 2, 2011

Sole/Single Source (Well-Documented, Including Justification Form &

May 2, 2011

Delegated Purchase Agreements

Vendor Quotation)

- New
- Change

8 weeks prior to start date

May 25, 2011

Purchase Agreements Beginning July 1, 2011

New Commodity/Service and Delegated Purchase Agreements

- New May 2, 2011
- Change May 25, 2011

The deadlines above are for planning purposes. Due to the large number of transactions at this time, issuance of purchase orders will be dependent upon the date received. Unless current year requisitions are received by the dates above, there will not be sufficient time to meet the June 30 contract award and delivery schedule. Therefore, **all requisitions for new purchases charged to FY2011 accounts (except bond, federal accounts, and stimulus accounts) received after the target dates will be returned.** Please do not count on using a sole source justification or direct pays as a means of extending the deadline on what should be a competitive purchase. Evaluating and denying inappropriate requests will only slow processing of legitimate requisitions. If justifications for exemption from competition are insufficient and there is inadequate information for a competitive process, such requisitions will be returned asking for further information; however, your request may not be completed in a timely manner.

Although **late new purchase agreement requests** will not be returned to agencies, they **will be processed on a "first in, first out" basis**; therefore, some may not be processed in time to be effective on July 1, 2011. Considering that service purchase agreements are more time-sensitive than supply purchase agreements, you should **prepare and submit your service purchase agreement requests first.**

Standard Purchase Orders with Delivery after June 30, 2011

There is no deadline for FY12 standard purchase requisitions. However, requisitioners should be aware that these requests will not be processed until all old year standard purchase orders and new year purchase agreements have been addressed. Please refer to the attached procedures for creating these types of requisitions.

Blanket Releases, Contract Releases, and Small Purchases for delivery before June 30, 2011

The cut-off for creating releases and purchase orders for FY 2011 will be June 24, 2011. You cannot order goods or services for delivery in FY2011 after this date. Direct payments will not be accommodated because an agency failed to acquire a purchase order before ordering required goods or services.

Any outstanding Contract and Blanket Releases will be decreased to the billed/received amount and closed systematically beginning July 25, 2011. **In order to facilitate this process, agencies must ensure that the billed amount is equal to the received amount for all FY11 contract/blanket releases. Failure to do so may result in the remaining closed balance not going back into the agreed amount.**

Change Orders

- Increases to Standard Purchase Orders and Releases June 30, 2011
- Decreases to Releases for encumbrance reducing purposes July 8, 2011
- Decreases to Standard Purchase Orders < \$5000 RIFANS Electronic Change Order Process
- Canceling Standard Purchase Orders < \$5000 RIFANS Electronic Change Order Process

RIFANS Electronic Change Order Process

Instructions for reducing/canceling standard purchase orders less than \$5000 (Autocreate Buyer), contract releases and blanket releases will be addressed in a separate memo.

Standard Purchase Order Rollover to 2011 Accounting

Fiscal Year 2011 Standard Purchase Orders that are required to be carried over to 2012 will be rolled over to the new year accounting on July 30, 2011. More information on the rollover process will be sent out via a memo at a later date.

The RI Detail Encumbrance Report clean up will be part of the fiscal year end close process. You should continue to monitor these reports and work with Purchasing through the RIFANS Electronic Change Order Process for canceling any standard purchase orders < \$5000 (Autocreate Buyer), contract releases and blanket releases that you no longer require. Requisitions that appear on this report are the agencies responsibility to cancel, if necessary.

Please share this information with appropriate members of your staff as soon as possible. And remember, as long as you continue to submit most of your requisitions during the end-of-year crunch, your needs will be in competition with the other agencies doing the same. Thank you for your cooperation.

cc: Thomas Mullaney, Executive Director Budget Officer
Wayne Hannon, Deputy Budget Officer

Instructions for FY12 Purchase Agreements beginning July 1, 2011

A substitute account number has been set up for each agency. This account number is to be used on all requisitions for FY12 transactions that need to go out to bid.

The substitute account number is 12.10.(agency number).CCCCCCC.01.699998.00000.

Before creating a requisition for a Purchase Agreement, check for a Master Price Agreement that may have the product or service you are looking for. You will find the list of Master Price Agreements on the Purchasing website along with a listing of the items available. Master Price Agreements may be set up in RI-FANS as Blanket Purchase Agreements or Contract Purchase Agreements. For an Agreement set up as a Blanket Purchase Agreement, you would use a Blanket Release to purchase items. For an Agreement set up as a Contract Purchase Agreement, you would use a Contract Release to purchase items. Requisitions may be returned to the preparer if the incorrect NIGP Code (Category Code) is used. The current list of NIGP codes is located on the RI-FANS website: www.rifans.ri.gov

To request a purchase agreement for FY12, please utilize the RI Division of Purchases Business Processes for creating requisitions based on the type of commodity you are requesting to be purchased.

FY12 Standard Purchase Order Requests

As noted in the attached memo, there is no deadline for FY12 standard purchase order requisitions. However, requisitioners should be aware that these requests will not be worked on until all old year standard purchase orders and new year purchase agreements have been addressed.

If you need to submit a requisition for a standard purchase order, please use the same procedures as above. By doing this before the FY2012 budget and account strings are open, you will need to create another requisition using the correct accounting before any bids will be awarded or purchase orders created.