

February 18, 2021

## Preparing for Fiscal Year-End (FYE) 2021 - RFPs, Documented Quotes, and Contracts

As you prepare for FYE, remember that purchases of goods exceeding \$10,000 or services exceeding \$50,000 require competition via a solicitation process.

Solicitations can take a significant amount of time to prepare, evaluate, and award. In particular, Request for Proposal procedures (for purchases of goods or services over \$500,000) require a committee to convene, a 30-day timeframe for suppliers to respond, significant review of submissions, and then time to negotiate and execute a contract.

**Deadlines for submitting your high-dollar requisitions are set accordingly.**

- **Friday, March 5, 2021** - Deadline to submit a **Request for Proposal (RFP)**. These are purchases of goods or services costing over \$500,000 using FY 2021 funds. RFPs submitted after that date may or may not be able to be completed within the required timeframes for funding this year.
- **Friday, April 30, 2021** - Deadline to submit requisitions for purchases requiring **Documented Quotes (DQ)**. These are purchases of goods costing \$10,001-\$500,000 using federal or non-federal funds; purchases of services \$10,001-\$500,000 using federal funds; or purchases of services \$50,001-\$500,000 using non-federal funds.
- **Friday, May 14, 2021** - Deadline to submit all other high-dollar (over \$10,000) **PO/SPO requisitions using FY 2021 funds**. This deadline assumes that no contract is required for the requisition to be processed, that all necessary information is attached to the requisition, and that all departmental approvals have been obtained.  
For any urgent procurement (where there is a risk of service interruption or work stoppage) and the requisition was not submitted by May 14, please work with your PSC contact to determine if alternative solutions are required.

## Contracts

**Due to unpredictable variables, some contracts can take a significant amount of time to negotiate and execute.** As we approach the final months of the fiscal year, please take stock of any renewals or new agreements you wish to have in place by June 30. You should begin working with your purchasing agent right away to ensure negotiations can be completed within your anticipated timeframes. Completion cannot be guaranteed for all contracts due to specific circumstances associated with each request.

## Special Considerations for FYE Purchases

Please note that special procedures apply to the purchase of goods or services that involve (but are not limited to) the following:

- Digital interface
- Software, licenses
- Systems that can store, manage, control, manipulate, or retrieve information/data for human interaction, including videos, platform, web content/web development, and communications products
- Professional services that will have access to sensitive data

Purchase of these and related items require additional compliance review and approval. **This part of the process is mandatory, can take several weeks, and must be done ahead of the PSC receiving the requisition and/or contract. The process advises the PSC of compliance and additional language that needs to be negotiated with the supplier.** For more information regarding this step in the procurement process, please review the information provided by your campus, below:

- **Boulder Campus:**  
<https://www.colorado.edu/ictintegrity/>
- **Denver | Anschutz Medical Campus:**  
[https://ucdenverdata.formstack.com/forms/application\\_and\\_cloud\\_services\\_assessment\\_requestor\\_questionnaire](https://ucdenverdata.formstack.com/forms/application_and_cloud_services_assessment_requestor_questionnaire)
- **Colorado Springs Campus:**  
Email Tom Conley at [tconley@uccs.edu](mailto:tconley@uccs.edu) for additional information.
- **CU System:**  
Email Sarah Braun at [Sarah.Braun@cu.edu](mailto:Sarah.Braun@cu.edu) for additional information.

## Change Orders

- **June 18, 2021** - Last day to submit to [ChangeOrder@cu.edu](https://www.colorado.edu/psc/changeorder). The PSC will do its best to complete change order requests received by this date but cannot guarantee completion. This date assumes the change order is for monetary or date changes to SPOs and does not take into account any amendments to contracts that are associated with the change order request.

## Questions?

Contact the purchasing agent for the [commodity](#).