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PSC COMMUNICATOR

News from the Procurement Service Center

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To receive the newsletter:
email your Employee ID # to FinTrnHelp@cu.edu
and ask to be added to the PSC newsletter list.

February 26, 2020

Preparing for FYE 2020: RFPs, Documented Quotes, and Contracts

As you prepare for the upcoming fiscal year-end (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, the Request for Proposal (RFP) procedures – for purchases of goods or services costing over $500,000 – require a committee to convene, a 30-day time frame for suppliers to respond, significant review of submissions, and then time to execute a contract.

Deadlines for submitting your high-dollar requisitions are set accordingly:

- **Friday, March 6, 2020** - Deadline to submit a **Request for Proposal (RFP)**. These are purchases of goods or services costing over $500,000 using Fiscal Year (FY) 2020 funds.
  RFPs submitted after that date may or may not be able to be completed within the required time frames for funding this year.
- **Thursday, April 30, 2020** – Deadline to submit requisitions for purchases requiring **Documented Quotes.** 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 15, 2020** - Deadline to submit all other high-dollar (over $10,000) **PO/SPO requisitions using FY 2020 funds.**

Special Considerations for Fiscal Year-End 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

Purchase of these and related items require additional compliance review and approval. **This part of the process is mandatory and can take several weeks.**

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 Campus | Anschutz Medical Campus:
  https://www1.ucdenver.edu/offices/office-of-information-technology/secure-campus/application-services
- Colorado Springs Campus:
  Please email Tom Conley at tconley@uccs.edu for additional information.
- CU System:
  Please email Sarah Braun at Sarah.Braun@cu.edu for additional information.

Keep in mind that some contracts can take a significant amount of time to execute.

As we approach the final months of the fiscal year, we suggest you take stock of any renewals or new agreements you wish to have in place by June 30 and begin working with your purchasing agent right away to ensure negotiations can be completed within your anticipated time frames.

Questions? Contact the purchasing agent for the commodity.