PROCUREMENT FISCAL YEAR END PROCESSES AND DEADLINES

Once again fiscal year-end is upon us! Please review this information carefully to ensure a smooth year-end and prompt processing of your requirements for not only the coming Fiscal Year (FY), but also the remainder of this FY. If you have any questions, please contact your Buyer immediately for clarification.

Blanket Purchase Orders (BPO’s) and Service Contracts To Be Effective September 1

As Procurement Services gears up for our year-end processing, the first step is determining how many orders, primarily annual “blanket purchase order” (BPO’s) and service contracts, we need to have in place on September 1. We also need to determine whether renewals are available or whether it is time for a new solicitation. Buyers have started contacting departments regarding BPO’s which are set to expire on August 31. Whether there are renewals available or a new solicitation is needed, that process must begin now to ensure a new BPO is in place by September 1. Please respond to your Buyer on or before June 1st so that we can begin the working on these items, especially if a new solicitation is needed. If a new solicitation is needed, bids need to be issued no later than the middle of June and your help is critical to ensuring that happens.

A couple of changes this year:

1) If we are going to exercise a renewal as allowed by the BPO, you will not need to enter a new requisition. We will be utilizing the same PO# going forward. This makes things easier for everyone involved, and was requested by the majority of vendors and departments. We will roll the remaining funds into the new fiscal year and simply add funding for the new year as needed on September 1. This maintains continuity of the PO for the life of the agreement and all transaction information is captured in one place.

2) All other instances will require a new Requisition and PO.

If your Buyer has not contacted you regarding your Blanket PO’s, please contact them immediately.

Key Procurement Deadlines

Friday June 1, 2018:

- Responses due to Buyer regarding existing BPO’s in UTShare.
- Notification due to Buyer of any new BPO’s that will need to be in place September 1.
- Instructions will be provided to Departments, as needed, regarding how to enter Requisitions for next FY.

Friday July 13, 2018:

- Submission of Requisitions for current FY18 purchases of $15,000 or more.
- Requisitions to be submitted, fully approved and successfully budget checked in UTShare. This includes all related required approvals including Office of Information Technology (OIT), Web Accessibility, and Information Security.

Note: Requisitions received after the close of business on July 13, 2018 will be cancelled in UTShare and may be re-entered after September 1.

Thank you and we hope this new process will greatly improve our year-end order processing!