**April 15, 2013**

 **Revised May 22, 2013 (See \*\* under Section IV)**

### PROCUREMENT AND CONTRACTS INFORMATIONAL CIRCULAR 13-01

***SUBJECT: Schedule for Submission of Purchase Requisitions to Close Fiscal Year 2013***

 ***and begin Fiscal Year 2014***

**I. GENERAL INFORMATION**

To allow the Procurement and Contracts office sufficient lead time for processing Purchase Requisitions funded from the current fiscal year appropriations, all agencies are expected to comply with the submission schedule outlined below.

Because the submission schedule provides only minimal processing time, *agencies are urged to submit requisitions as noted in the below schedule.* Also, agencies are urged to establish internal procedures in order to meet these deadlines.

Exceptions or deviations from the schedule will require written justification by the agency head and approval by the Director of Purchases.

**II. VEHICLES**

**Policies for the procurement of Replacement Vehicles can be found at the following web sites:**

General Vehicle Information Website

<http://www.da.ks.gov/fm/cmp/information/vehicle.htm>

**Vehicle Acquisition**

[Vehicle Management Process Review](http://da.state.ks.us/fm/cmp/information/transition/vehicleaquisition/vehiclemanagementprocessreview.ppt)  [PowerPoint document]

<http://www.da.ks.gov/fm/cmp/information/transition/vehicleaquisition/vehiclemanagementprocessreview.ppt>

[Vehicle Acquisition Checklist](http://da.state.ks.us/fm/cmp/information/transition/vehicleaquisition/vehicleacquisitionchecklist.doc)  [MS Word format]

<http://www.da.ks.gov/fm/cmp/information/transition/vehicleaquisition/VehicleAcquisitionChecklist.doc>

[Vehicle Purchase Request Form](http://da.state.ks.us/fm/cmp/information/transition/vehicleaquisition/vehiclepurchaserequestform.xls)  [MS Excel format]

(Must be attached to the SMART requisition)

<http://www.da.ks.gov/fm/cmp/information/transition/vehicleaquisition/VehiclePurchaseRequestForm.xls>

Due to the vehicle manufacturers’ practice of establishing deadlines for ordering 2013 vehicle models, Procurement and Contract may be unable to process bids and obtain the usual competitive pricing at this time. Contact John Lowe at 785-296-3126 if you have questions.

Additional information can be found in the current Vehicles Contract:

[DAVIS MOORE INC](http://www.da.ks.gov/purch/Contracts/Default.aspx/0000000000000000000036334) – 36334

[ED BOZARTH CHEVROLET INC](http://da.ks.gov/purch/Contracts/Default.aspx/0000000000000000000035131) – 35131

[SHAWNEE MISSION FORD INC](http://www.da.ks.gov/purch/Contracts/Default.aspx/0000000000000000000036332) – 36332

[LANDMARK DODGE](http://www.da.ks.gov/purch/Contracts/Default.aspx/0000000000000000000037414) - 37414

Law Enforcement Vehicles:

[SHAWNEE MISSION FORD INC](http://www.da.ks.gov/purch/Contracts/Default.aspx/0000000000000000000036159) – 36159

[DON HATTAN CHEVROLET INC](http://da.ks.gov/purch/Contracts/Default.aspx/0000000000000000000035128) – 35128

[DAVIS MOORE INC](http://da.ks.gov/purch/Contracts/Default.aspx/0000000000000000000035165) - 35165

**III. PROCESSING REQUISITIONS THAT REQUIRE BIDDING**

***In considering when to submit requisitions described below, please consider the amount of time it might take to review bid documents, negotiate with RFP respondents, and to prepare Purchase Order documents.***

**FY13 Funded Transactions**

A. If your agency intends to utilize the Request for Proposal (RFP) Negotiated Procurement process for an FY13 transaction, submit the purchase requisition by the close of business, ***Monday, April 22, 2013.***

1. If the amount of a non-RFP purchase is estimated to ***exceed*** fifty thousand dollars ($50,000), submit the purchase requisition by the close of business, ***Thursday, April 25, 2013.***
2. If the amount of a purchase is estimated to be ***less than*** fifty thousand dollars ($50,000) submit the purchase requisition by the close of business, ***Thursday, May 30, 2013.***
3. Exceptions or deviations from this schedule will require written justification from agency head and approval by the Director of Purchases.

**FY14 Funded Transactions**

1. Requisitions for FY14 funded transactions that require bidding may be entered in SMART starting ***May 1, 2013***.
	* The Requisitioner or Agency Approver must type “FY14 FUNDED TRANSACTION” in the **Justification/Comments** field on the requisition; and
	* Send an e-mail notifying the applicable Procurement and Contracts Procurement Officer identifying the Requisition ID that is to be FY14 funded
2. The Procurement Officer will change the budget date on the requisition to reflect an FY14 date.
3. Pre-encumbering agencies will see a pre-encumbrance in current fiscal year until the budget date is changed on the requisition to the new fiscal year.

**IV. PROCESSING FY14 PRIOR AUTHORIZATION REQUISITIONS**

1. Requisitions for FY14 funded transactions, requiring Prior Authorization approval, may be entered in SMART starting on ***June 1, 2013***.
	* The Requisitioner or Agency Approver must type “FY14 FUNDED TRANSACTION” in the Justification/Comments field, and
	* Send an e-mail to bids@da.ks.gov identifying the Requisition ID that is to be FY14 funded.
2. The assigned Procurement Officer will change the budget date on the requisition to reflect an FY14 date.
3. Prior Authorization Requisitions must be processed in accordance with Information Circular 11-03 (located at <http://www.da.ks.gov/purch/InformCirc.htm>).
4. Note that any subsequent POs will fail budget check until FY14 budgets are loaded.

**\*\* PROCESSING FY13 PRIOR AUTHORIZATION REQUISITIONS**

Requisitions for FY13 funded transactions, requiring Prior Authorization approval, must be entered in SMART and routed to this office as follows:

* If the amount is greater than $100,000, the requisition must be routed to this office no later than noon on **Friday, June 14, 2013**.
* If the amount is $100,000 or less, the requisition must be routed to this office no later noon on **Monday**, **June 24, 2013**.

**V. PROCESSING FY14 REQUISITIONS FOR PRIOR APPROVED CONTRACTS**

1. For Contracts that have been previously approved in SMART (i.e. multiyear contracts, including leases), requisitions for FY14 funded transactions should be entered in SMART on ***July 1, 2013***. However, agencies may have a need to insure payment is made on July 2, 2013. In this case, requisitions may be entered in SMART beginning ***June 1, 2013*** or whenever FY14 budgets are loaded in SMART, whichever occurs **LAST**. Notification of budgets being loaded will be sent via SMART Infoblast. **If entry is done BEFORE July 1, 2013, the following process must be followed.**
2. The requisition is entered prior to July 1, 2013. The Requisitioner selects ‘**Save and Preview**’ (NOT ‘Save and Submit’) on the requisition. If ‘Save and Submit’ is selected before the budget date has changed, additional work may be created for the agency by re-triggering workflow.
3. Agency logs a SMART Service Desk Ticket requesting the budget date on the requisition be changed to reflect FY14. The Service Desk Ticket subject should state ‘Change Requisition Budget Date’ and must include the Business Unit and the Requisition ID.
4. The budget date will be changed and the ticket closed, which will notify the ticket creator. This change is usually completed within 4 working hours.
5. Requisitioner may then ‘**Save and Submit**’ the requisition for further approvals.
6. Once the Requisition is approved, it will source to a Purchase Order with the FY 14 budget date used.

**VI. CONSTRUCTION OR MAJOR REPAIRS AND IMPROVEMENTS**

On any project ***financed with funds*** ***which lapse on June 30, 2013***, preliminary work on plans and specifications should be started immediately with Facilities Planning (but not later than **April 30, 2013**) so plans can be reviewed, bids can be issued and submitted for advertising prior to or not later than noon **May 15, 2013**. The same deadlines apply to projects reviewed by Facilities Planning but bid by Procurement and Contracts.

**SCHEDULE FOR FISCAL YEAR 2014 PROCUREMENTS**

* Requisitions for FY13 will be given priority over Requisitions for FY14.
* While FY14 Purchase Orders may be dispatched prior to July 1, no vouchers may be created from these POs until July 1.

Tracy Diel

Director of Purchases