Office of Procurement and Contracts
900 SW Jackson St., Room 451 South
Topeka, KS 66612

Kansas
Department of Administration

Phone: 785-296-2376
Fax: 785-296-7240
www.admin.ks.gov/procurement-and-contracts

Adam C. Proffitt, Acting, Secretary
Todd Herman, Director

Laura Kelly, Governor

Office of Procurement and Contracts – Informational Circular 23-01

SUBJECT: Schedule for Submission of Purchase Requisitions to Close Fiscal Year 2023 and begin Fiscal Year 2024

I. GENERAL INFORMATION

To allow the Office of Procurement and Contracts 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 to meet these deadlines.

Agencies can submit requisitions for FY23 and FY24 prior to the dates indicated below. However, priority will be given to those requisitions which are in immediate need based upon the dates. For example, if there are requests for bid events for both FY23 and FY24, the FY23 request will be given priority, if received on or before May 01, 2023.

When submitting a requisition for an FY24 bid solicitation it is the responsibility of the agency to type "**FY24 FUNDED TRANSACTION**" in the Justification/Comments field on the requisition, but not at the line level. Should this not be done, and the requisition is approved, it will need to be resubmitted.

If exceptions or deviations from the schedule are needed, this will require written justification by the agency head and approval by the Director, Office of Procurement and Contracts (Director of Purchases).

II. PROCESSING REQUISITIONS THAT REQUIRE BIDDING

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

A. FY23 Funded Transactions

1. If your agency intends to utilize the Request for Proposal (RFP) Negotiated Procurement process for an FY23 transaction, the agency needs to submit the purchase requisition by the close of business, ***Monday, April 17, 2023.***
2. If the amount of a non-RFP purchase is estimated to ***exceed*** fifty thousand dollars ($50,000), agencies need to submit the purchase requisition by the close of business, ***Thursday, April 20, 2023.***
3. If the amount of a purchase is estimated to be ***less than*** fifty thousand dollars ($50,000) agencies are to submit the purchase requisition by the close of business, ***Thursday, May 18, 2023.***
4. Exceptions or deviations from this schedule will require written justification from agency head and approval by the Director of Procurement and Contracts.

B. FY24 Funded Transactions

1. Requisitions for **FY24** funded transactions that require bidding, may be entered in SMART beginning Tuesday, ***May 2, 2023***. Last year this date was on Monday?)
    i. The Requisitioner or Agency Approver must type **"FY24 FUNDED TRANSACTION"** in the **Justification/Comments** field on the requisition; and
2. The Procurement Officer will change the budget date on the requisition to reflect an FY24 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 and the requisition passes budget check.

III. PROCESSING FY24 PRIOR AUTHORIZATION REQUISITIONS

A. Requisitions for **FY24** funded transactions, requiring Prior Authorization approval, may be entered in SMART starting on ***Wednesday, May 31, 2023***.(last year this was on Tuesday)

1. The Requisitioner or Approver must type "**FY24 FUNDED TRANSACTION"** in the Justification/Comments field, and
2. Send an e-mail to bids@ks.gov identifying the Requisition ID that is to be **FY24** funded.

B. The assigned Procurement Officer will change the budget date on the requisition to reflect an FY24 date.

C. Prior Authorization Requisitions must be processed in accordance with Information Circular 11-03, located at: Procurement Informational Circulars | Kansas Department of Administration (ks.gov) under the FY2011 link.

D. Note that any subsequent POs will fail budget check until FY24 budgets are loaded.

E. Agencies should not assume that because a Prior Authorization was approved in prior years that it will automatically be approved moving forward. If competition exists, then the appropriate course should be to hold a bid event.

IV. PROCESSING FY23 PRIOR AUTHORIZATION REQUISITIONS

Requisitions for FY23 funded transactions, requiring Prior Authorization approval, must be entered in SMART and routed to this office as follows:

A. If the amount is greater than $100,000, the requisition is to be routed to this office no later than **noon** (12:00pm) on **Friday, June 2, 2023**. This is necessary in order to meet the mandatory statutory Kansas Register posting requirements defined in K.S.A. 75-3739.

B. If the amount is $100,000 or less, the requisition is to be routed to this office no later than **noon** (12:00pm) on **Friday**, **June 09, 2023**.

V. PROCESSING FY24 REQUISITIONS FOR PRIOR APPROVED CONTRACTS

Requisitions for FY24 funded transactions for contracts that have been previously approved in SMART (for example, multiyear contracts, including leases) should be entered in SMART on or after July 1, 2023. If a requisition were entered prior to July 1, 2023, the requisition would have a budget date equal to the date of entry, which if entered before July 1, 2023 would create a FY23 encumbrance. Due to system controls, a budget date can only be changed by central users. Therefore, to alleviate the need for budget date changes on these requisitions, a grace period is allowed during the month of July to allow agencies time to enter encumbrances for the new fiscal year. No audit findings will be issued during July based on a comparison of service date or order date to the requisition date.

VI. CONSTRUCTION OR MAJOR REPAIRS AND IMPROVEMENTS

On any project ***financed with funds which lapse on June 30, 2023***, preliminary work on plans and specifications should be started immediately with Design, Construction and Compliance (DCC). Construction Documents (100% complete) shall be received no later than close of business on **Monday, April 17, 2023,** so plans can be reviewed for compliance and bids can be issued and submitted for advertising prior to or not later than **noon (12:00pm)** on **Friday, April 21, 2023.** The same deadlines apply to projects reviewed by Facilities Planning but bid by Procurement and Contracts.

VII. SCHEDULE FOR FISCAL YEAR 2023 PROCUREMENTS

A. Requisitions for FY23 will be given priority over Requisitions for FY24.

B. Should FY24 Purchase Orders be dispatched prior to July 1, no vouchers may be created from these POs until July 1.

If there are questions about the procurement process and its application to the instructions provided in this Information Circular, please contact the procurement officer who is assigned the commodity or service involved in your request. All Procurement Officer Commodity Assignments can be found on the Office of Procurement and Contracts web page https://admin.ks.gov/offices/procurement-contracts/staff-directory/procurement-officer-commodity-assignments

Regards,

Todd Herman

Director of Purchases