30744 Sarah Shipman Acting Sec

September 18, 2015

**PROCUREMENT AND CONTRACTS INFORMATIONAL CIRCULAR 16-01**

***SUBJECT: Schedule for Submission of Purchase Requisitions Prior to SMART Upgrade 9.2***

1. **GENERAL INFORMATION**

To allow the Procurement and Contracts office sufficient lead time for processing Purchase Requisitions prior to the SMART system being closed down for the implementation of SMART Upgrade 9.2. 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.

SMART will close for use by all state agencies, including the Office of Procurement and Contracts, at 6:00 p.m. on **November 5, 2015**. SMART will re-open for use on November 13, 2015. During this time no Purchase Requisitions will be able to be processed by the Office of Procurement and Contracts. Any purchase requisition which is not in an approved status on November 5, 2015 at 6:00 p.m. may be lost during the upgrade process.

The Office of Procurement and Contracts has no input regarding the time required for SMART to be unavailable for the SMART upgrade.

1. **PURCHASE REQUISITIONS**

A. If your agency intends to utilize the Request for Proposal (RFP) Negotiated Procurement process for a transaction, submit the purchase requisition by the close of business, ***Thursday, October 22, 2015.***

1. All other purchase requisitions should be submitted by the close of business, ***Wednesday, October 28, 2015.***

**III. PROCESSING PRIOR AUTHORIZATION REQUISITIONS**

1. Purchase Requisitions 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, October 23, 2015**. This will allow for review and the time for the statutorily required seven (7) day posting to be completed.
* If the amount is $100,000 or less, the requisition must be routed to this office no later than noon on **Wednesday, October 28, 2015.**

Tracy Diel

Director

Procurement and Contracts