March 1, 2018

**PROCUREMENT AND CONTRACTS INFORMATIONAL CIRCULAR 18-01**

***SUBJECT: Schedule for Submission of Purchase Requisitions to Close Fiscal Year 2018***

***and begin Fiscal Year 2019***

**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, 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 might take to review bid documents, negotiate with RFP respondents, and to prepare Purchase Order documents.***

**FY18 Funded Transactions**

A. If your agency intends to utilize the Request for Proposal (RFP) Negotiated Procurement process for an FY18 transaction, submit the purchase requisition by the close of business, ***Monday, April 16, 2018.***

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 19, 2018.***
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 24, 2018.***
3. Exceptions or deviations from this schedule will require written justification from agency head and approval by the Director of Procurement and Contracts.

**III. FY19 Funded Transactions**

1. Requisitions for FY19 funded transactions that require bidding may be entered in SMART starting ***May 1, 2018***.
   * The Requisitioner or Agency Approver must type “FY19 FUNDED TRANSACTION” in the **Justification/Comments** field on the requisition; and
2. Send an e-mail notifying the applicable Procurement and Contracts Procurement Officer identifying the Requisition ID that is to be FY19 funded. (If you are unsure which Procurement Officer to contact, all commodity and services assignments can be found on the Procurement and Contracts web page.)
3. The Procurement Officer will change the budget date on the requisition to reflect an FY19 date.
4. 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.

**IV. PROCESSING FY19 PRIOR AUTHORIZATION REQUISITIONS**

1. Requisitions for FY19 funded transactions, requiring Prior Authorization approval, may be entered in SMART starting on ***June 1, 2018***.
   * The Requisitioner or Agency Approver must type “FY19 FUNDED TRANSACTION” in the Justification/Comments field, and
   * Send an e-mail to [bids@ks.gov](mailto:bids@ks.gov) identifying the Requisition ID that is to be FY19 funded.
2. The assigned Procurement Officer will change the budget date on the requisition to reflect an FY19 date.
3. Prior Authorization Requisitions must be processed in accordance with Information Circular 11-03 (located at: <http://admin.ks.gov/offices/procurement-and-contracts/procurement-informational-circulars>), **taking into consideration all recent information which has been provided regarding Prior Authorizations and the procurement process.**
4. Note that any subsequent POs will fail budget check until FY19 budgets are loaded.

**V. PROCESSING FY18 PRIOR AUTHORIZATION REQUISITIONS**

Requisitions for FY18 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 8, 2018**.
* If the amount is $100,000 or less, the requisition must be routed to this office no later than noon on **Friday**, **June 15, 2018**.

**VI. PROCESSING FY19 REQUISITIONS FOR PRIOR APPROVED CONTRACTS**

1. For Contracts that have been previously approved in SMART (i.e. multiyear contracts, including leases), requisitions for FY19 funded transactions should be entered in SMART on ***July 2, 2018***. However, agencies may have a need to insure payment is made on July 1, 2018. In this case, requisitions may be entered in SMART beginning ***June 1, 2018*** or whenever FY19 budgets are loaded in SMART, whichever occurs **LAST**. Notification of budgets being loaded will be sent via SMART Info blast. **If entry is done BEFORE July 2, 2018, the following process must be followed.**
2. The requisition is entered prior to July 2, 2018. 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 to be changed to reflect FY19. 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.
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 19 budget date used.

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

On any project ***financed with funds*** ***which lapse on June 30, 2018***, 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 **April 13, 2018** so plans can be reviewed for compliance and bids can be issued and submitted for advertising prior to or not later than noon **April 26, 2018**. The same deadlines apply to projects reviewed by Facilities Planning but bid by Procurement and Contracts.

**VIII. SCHEDULE FOR FISCAL YEAR 2019 PROCUREMENTS**

* Requisitions for FY18 will be given priority over Requisitions for FY19.
* Should FY19 Purchase Orders be dispatched prior to July 2, no vouchers may be created from these POs until July 2.

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 (<http://www.admin.ks.gov/offices/procurement-and-contracts>).

Tracy Diel

Director

Procurement and Contracts