December 1, 2015

OPRPM CIRCULAR NO. 16-002

TO: All Fiscal Administrators

FROM: Duff Zwald  
       Director


In accordance with APM A8.220, paragraph 4, Fiscal Year-End Contracting, the following Schedule of Cut-Off Dates provides the deadlines for submitting documents to the Office of Procurement and Real Property Management that require encumbrance by June 30, 2016:

<table>
<thead>
<tr>
<th>CONTRACTS/PURCHASE ORDERS EXCEEDING FA AUTHORITY</th>
<th>TIME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Construction services that require competitive solicitation.</td>
<td>4:30 p.m.</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>• Goods and/or services (non-construction) that require competitive solicitation by OPRPM, including solicitations utilizing SuperQuote.</td>
<td>4:30 p.m.</td>
<td>04/01/2016</td>
</tr>
<tr>
<td>• Sole source and professional services procurements.</td>
<td>4:30 p.m.</td>
<td>04/15/2016</td>
</tr>
<tr>
<td>• Exempt procurements including P.O.'s for short term leases.</td>
<td>4:30 p.m.</td>
<td>05/01/2016</td>
</tr>
<tr>
<td>• Small purchase procurements above FA purchasing authority where the competitive solicitation has been completed.</td>
<td>4:30 p.m.</td>
<td>05/01/2016</td>
</tr>
<tr>
<td>• Contract modifications (including renewals)</td>
<td>4:30 p.m.</td>
<td>05/01/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTERDEPARTMENTAL ORDERS (IDO) EXCEEDING FA AUTHORITY (FOR BOOKSTORE ONLY)</th>
<th>TIME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4:30 p.m.</td>
<td>05/01/2016</td>
</tr>
</tbody>
</table>

Due to the operational impact resulting from budgetary restrictions, processing of procurement requests received after the above deadlines may not be completed to permit the encumbrance of funds scheduled for lapsing at fiscal year-end.

Should you have any questions, please contact OPRPM for assistance.