



HHS BULLETIN B-06-001
Health and Human Services Enterprise

**Procurement Deadlines for 2006 Purchase Requests and
 2007 Purchase Requests and Contract Renewals**

Purpose

To provide instructions and timelines to the enterprise for 2006 and 2007 purchase requests and 2007 contract renewals for the end of the fiscal year.

Directive

Upon approaching the end of fiscal year 2006, the HHSC Enterprise Contract and Procurement Services (ECPS) Division has established purchasing deadlines for the expenditure of fiscal year 2006 funds and handling of fiscal year 2007 purchases and renewals, as shown below. Requesters are to enter their requisitions in HHSAS and have them approved not later than the following dates:

| Deadline for Arrival at ECPS Fully Approved by Requesting Agency | Type of Purchases Submitted to ECPS |
|---|--|
| June 20, 2006 | Fiscal year 2007 HHSAS requisitions for contracts with a start date or delivery date of September 2006. |
| June 30, 2006 | All fiscal year 2006 HHSAS requisitions, except for emergencies, TBPC term contracts, drugs, medical/health supplies and food orders. |
| July 20, 2006 | Fiscal year 2007 HHSAS requisitions for contract renewals/POCNs with a contract start date of September 1, 2006, or need September delivery. |
| August 1, 2006 | Term contract orders. |
| August 25, 2006 | Emergencies and drug, medical/health, and food orders. |

Any goods considered to be consumable must be procured in sufficient time for them to be received prior to **August 31, 2006**. If these items are not received prior to August 31, 2006, they will be paid for out of budgeted funds for next fiscal year.

The above deadlines do not apply to ordering off the Hurricane/Office Depot website or agencies using internal procurement cards. August 25, 2006, the systems for Hurricane/Office Depot, and for procurement cards, will be turned off for re-enrollment or updating budget information in the systems.



Fiscal year 2007 budgets will be in place to support the completion of approved fiscal year 2007 requisitions. This will allow the completion of fiscal year 2007 purchase orders to be completed in HHSAS for those orders required to begin September 1, 2006. These budgets will also be used for balances of fiscal year 2006 consumable goods orders not received by September 1, 2006.

Fiscal year 2006 HHSAS purchase requests for non-direct client related purchases will not be accepted after June 30, 2006, except when submitted with written approval by either the respective agency's commissioner, chief financial officer, or chief operating officer.

Inquiries

Inquiries concerning the process delineated in this bulletin should be directed to Dianne Shirey at (512) 206-5399 or by e-mail at Dianne.Shirey@hhsc.state.tx.us.