



**HHS BULLETIN B-07-001**  
**Health and Human Services Enterprise**

**Procurement Deadlines for 2007 Purchase Requests and  
2008 Purchase Requests and Contract Renewals**

**Purpose**

To provide instructions and timelines to the enterprise for 2007 and 2008 purchase requests and 2008 contract renewals for the end of the fiscal year.

**Directive**

As we approach the end of fiscal year 2007, the HHSC Enterprise Contract and Procurement Services (ECPS) Division have established purchasing deadlines for the expenditure of fiscal year 2007 funds and handling of fiscal year 2008 purchases and renewals, as shown below. Requesters are to enter their requisitions in HHSAS and have them approved not later than the following dates:

<b>Deadline for Arrival at ECPS Fully Approved by Requesting Agency</b>	<b>Type of Purchases Submitted to ECPS</b>
May 25, 2007	All fiscal year 2007 HHSAS requisitions, except for emergencies, TBPC term contracts, drugs, medical/health supplies and food orders – Exceptions: <ul style="list-style-type: none"><li>• emergencies and drug, medical/health and food orders will be accepted up to August 3, 2007; and</li><li>• term contracts orders will be accepted up to June 22, 2007.</li></ul>



**Deadline for Arrival at  
ECPS Fully Approved  
by Requesting Agency**

**Type of Purchases Submitted to ECPS**

June 4, 2007	Fiscal year 2008 HHSAS requisitions for PO/contracts – with a PO/contract start date, or delivery date, of September, 2007. Note: Approved contract requests may be sent to ECPS agency CST mail boxes prior to June 4 in order to allow time for the review and solicitation to occur. Please use a pre-requisition form.
June 22, 2007	Fiscal year 2008 HHSAS requisitions for contract renewals/POCNs – with a PO contract start date of September 1, 2007, or need September delivery.

**Note:**

The system will be unavailable for new entries of requisitions and purchase orders after August 10, 2007 in order to allow for system clean up.

Emergencies, like other requests that occur while the system is down, will be processed using the emergency/disaster method of purchasing which uses e-mail requests and Word doc purchase orders.

Any goods considered to be consumable must be procured in sufficient time for them to be received prior to **August 31, 2007**. If these items are not received prior to August 31, 2007, they will be paid for out of the next fiscal year budget funds.

The above deadlines do not apply to ordering through the Hurricane/Office Depot website, or agencies using their internal procurement cards. Effective August 24, 2007, the systems for Office Supply Ordering System will be turned off for re-enrollment and/or updating budget information in the systems.

Fiscal year 2008 HHSAS purchase requests except for emergency, urgent or client related purchases will not be accepted after June 22, 2007 except when submitted with written approval by either of the respective agency's Commissioner, Chief Financial Officer, or Chief Operating Officer.

**Bulletin Expiration**

This bulletin will expire September 1, 2007.



## **Inquiries**

Inquiries regarding the process delineated in this bulletin should be directed to Michael Woolsey at (512) 206-5426 or by e-mail at [Michael.Woolsey@hhsc.state.tx.us](mailto:Michael.Woolsey@hhsc.state.tx.us).