



HHS BULLETIN B-08-001
Health and Human Services Enterprise
Procurement Deadlines for 2008 Purchase Requests and
2009 Purchase Requests and Contract Renewals

Purpose

To provide instructions and timelines to the enterprise for 2008 and 2009 purchase requests and 2009 contract renewals for the end of the fiscal year.

Directive

Upon approaching the end of fiscal year 2008, the Health and Human Services Commission Enterprise Contract and Procurement Services (ECPS) Division has established purchasing deadlines for the expenditure of fiscal year 2008 funds and handling of fiscal year 2009 purchases, contract renewals and amendments as outlined below. Requesters are to enter their requisitions in HHSAS and have them approved no later than the following dates:

Deadline for Arrival at ECPS	
Fully Approved by Requesting Agency	Type of Purchases Submitted to ECPS
June 1, 2008	New fiscal year 2009 HHSAS requisitions for contracts, contract renewals or amendments with an effective date of September 2008
August 1, 2008	Fiscal year 2008 HHSAS requisitions

The State Office Supply Ordering System will be unavailable effective 8:00 a.m., Monday, August 25, 2008, through 8:00 a.m., Tuesday, September 2, 2008, to allow for re-enrollment and updating of budget information in the system.

There is no deadline for agency use of internal procurement cards.

Fiscal year 2008 HHSAS purchase requests, with the exception of emergency, urgent or client related purchases, will not be accepted after August 1, 2008. Emergency, urgent or client related purchase requests must be submitted with written approval by the respective agency's Commissioner, Chief Financial Officer, or Chief Operating Officer.



Any goods considered to be consumable must be procured in sufficient time for delivery and receipt in HHSAS prior to August 31, 2008. If these items are not received prior to August 31, 2008, they will be paid for out of budgeted funds for next fiscal year.

Fiscal Year 2009 Requisitions

The process for completing fiscal year 2009 requisitions is in testing phase and will be made available to HHS agencies by April 11, 2008.

Inquiries

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