



COUNTY of VENTURA

GENERAL SERVICES AGENCY
David J. Sasek, P.E.
Agency Director

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Chief Deputy Director
Facilities & Materials

Cliff Chroust, C.P.P.O.
County Chief Procurement Officer
Deputy Director

Greg Bergman, C.P.A.
Administrative Services Director

Christopher Melton, M.L.T.M.
Fleet Services Deputy Director

J. Colter Chisum, P.E.
Parks Department Deputy Director

DATE: March 8, 2023
TO: Agency/Department Fiscal Officers
FROM: Cliff Chroust, County Chief Procurement Officer *ek*
SUBJECT: **FISCAL YEAR 22/23
PROCUREMENT YEAR-END DEADLINE DATES**

Due dates for the submission of fiscal year 2022-2023 requisitions are shown below. Adherence to the deadline dates will ensure continuity of services, adherence to procurement policies, and encumbering of department funds prior to the closing of the fiscal year. Please contact the buyer if you need a modification after the posted dates. In certain limited circumstances, we may be able to help.

ITEM	DATE*
Requisitions for new purchases of Services, Supplies, and Equipment over \$60,000 approved by your agency and submit to Procurement by:	May 5, 2023**
Contracts (CT's) renewals available for agencies to modify and submit for processing:	May 8, 2023
Requisitions for Services, Supplies, and Equipment less than \$60,000 approved by your agency and submit to Procurement by:	June 5, 2023
Delivery Orders (DO's) CompuWave, etc. submit to Procurement by:	June 9, 2023
Modifications to existing documents (DO, PO, CT, SC, RAP, MA) and allocation increases to Master Agreements (must be within Board approved limits. Increases in excess of Board approved limits must be submitted prior to May 5, 2023) submit by:	June 9, 2023
RAP Purchase Orders (one-time up to \$10,000, restrictions apply) submit by:	June 14, 2023
Internet Delivery Orders (IDO) Staples, Grainger, etc. submit by:	June 16, 2023

*Documents must have all completed department level approvals and be in Procurement's VCFMS Workflow by this date.

**Due to the expected volume of requests and the complexity involved with sealed Bids or Request for Proposals, requisitions for new purchases of services, supplies, and equipment over \$60,000 are not guaranteed.

Please make sure appropriate staff within your departments are made aware of this information.

Please be aware of board dates regarding the approval to purchase services over \$200,000.

If you have any questions regarding these procedures, please contact Cliff Chroust at 654-3718.

ec: Agency/Department Heads, VCFMS Document Owners