



Date: January 10, 2022
To: All City Departments
From: Sailaja Kurella, Director and Purchaser of the Office of Contract Administration/Purchasing
Subject: Final Dates for Receipt of Requisitions and Contracts for FY21-22

This is the annual reminder to departments regarding the schedule of submission for requisitions and contracts in PeopleSoft and any supporting documentation to the Office of Contract Administration – Purchasing (OCA) for FY21-22.

Transaction Type		Submission to Central Shops by:	Submission to OCA by:
Vehicles & Fleet Related Equipment	Not on a City Contract	02/04/2022	03/04/2022
	On a City Contract	03/18/2022	04/01/2022
Technology Marketplace IT Requisitions	> \$25,000	N/A	05/02/2022
	≤ \$25,000	N/A	06/01/2022
Non-IT Requisitions (other than Vehicles & Fleet Related Equipment) and IT Requisitions not using the Technology Marketplace Process	> \$10,000 & requires a solicitation	N/A	03/15/2022
	> \$10,000 & does not require a solicitation (e.g. those with an approved sole source waiver)	N/A	06/01/2022
Departmental Professional Service Contracts requiring OCA approval by 06/30/2022	N/A	N/A	06/01/2022

Though Departments may submit requisitions and contracts after the deadlines stated above, OCA cannot guarantee those requisitions or contracts will be processed within FY21-22. Additionally, submitted requisitions for which a purchase order cannot be issued prior to June 30, 2022 must be resubmitted in FY22-23. Departments must work with the Controller’s office to ensure the funds encumbered by such requisitions are rolled over to FY22-23.

If you have any questions, please consult with your regular Purchasing contact or call OCA’s main office number for further assistance at (415) 554-6743.