



Date: January 9, 2023
To: All City Departments
From: Sailaja Kurella, Director, Office of Contract Administration
Subject: Final Dates for Receipt of Requisitions and Contracts for FY22-23

This is the annual reminder to departments regarding the FY22-23 submission deadlines for Administrative Code Chapter 21 requisitions and contracts in PeopleSoft, as well as any required supporting documentation to the Office of Contract Administration (OCA).

Transaction Type		Submission to Central Shops by:	Submission to OCA by:
Vehicles & Fleet Related Equipment	Not on a City Contract	02/03/2023	03/03/2023
	On a City Contract	03/17/2023	03/31/2023
Technology Marketplace IT Requisitions	> \$25,000	N/A	05/01/2023
	≤ \$25,000	N/A	06/01/2023
Non-IT Requisitions (other than Vehicles & Fleet Related Equipment) <i>and</i> IT Requisitions not using the Technology Marketplace Process	> \$10,000 & requires a solicitation	N/A	03/15/2023
	> \$10,000 & does not require a solicitation (e.g. those with an approved sole source waiver)	N/A	06/01/2023
Departmental Professional Service Contracts requiring OCA approval by 06/30/2023	N/A	N/A	06/01/2023

FY 22-23 POs must be fully approved and dispatched by June 23, 2022. Please plan accordingly, and kindly submit requisitions and contracts with required documentation well in advance of the deadlines specified above so that OCA can meet this deadline.

Though departments may submit requisitions and contracts after the deadlines stated above, OCA cannot guarantee those requisitions or contracts will be processed within FY 22-23. Additionally, requisitions for which a purchase order cannot be issued prior to the system year-end close must be resubmitted in FY23-24. Departments must work with the Controller's office to ensure the budget associated with such requisitions are carried forward to FY23-24 for annual funds.

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