



COUNTY of VENTURA

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

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Chief Deputy Director
Facilities & Materials

Cliff Chroust, CPPO
County Chief Procurement Officer
Deputy Director

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Administrative Services Director

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

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

DATE: March 7, 2024

TO: Agency/Department Fiscal Officers

FROM: Cliff Chroust, County Chief Procurement Officer

SUBJECT: **FISCAL YEAR 23/24
PROCUREMENT YEAR-END DEADLINE DATES**

Due dates for the submission of fiscal year 2023-2024 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 over \$200,000 for Services, Supplies, and Equipment approved by your agency and submit to Procurement by: | May 1, 2024 |
| Requisitions under \$200,000 for Services, Supplies, and Equipment approved by your agency and submit to Procurement by: | June 1, 2024 |
| Delivery Orders (DO's) CompuWave, etc. submit to Procurement by: | June 10, 2024 |
| 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 1, 2024) submit by: | June 10, 2024 |
| RAP Purchase Orders (one-time up to \$10,000, restrictions apply) submit by: | June 14, 2024 |
| Internet Delivery Orders (IDO) Staples, Grainger, etc. submit by: | June 17, 2024 |

*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 \$200,000 are not guaranteed.

ACO will copy contract (CT's) renewals for agencies to modify and submit for processing on May 8, 2024.

This fiscal year some CT documents became SC documents. SC docs will not automatically copy. They must have money available on a comm line and be marked for roll. Agencies will then need to add money in the new fiscal year to keep the SC alive. Contact Auditor-Controller with questions regarding this transition.

Please be aware of board dates regarding the approval to purchase services over \$200,000 should you need additional authority.

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

If you have any questions regarding procurement, please contact Cliff Chroust at 805-654-3718.

ec: Agency/Department Heads, VCFMS Document Owners