



COUNTY of VENTURA

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

Craig Clutts, P.E., CEM
Chief Deputy Director
Facilities & Materials

Cliff Chroust, CPPO
County Chief Procurement Officer
Deputy Director

Greg Bergman, CPA
Administrative Services Director

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

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

DATE: March 18, 2025
TO: Agency/Department Fiscal Officers
FROM: Cliff Chroust, County Chief Procurement Officer
SUBJECT: **FISCAL YEAR 24/25
PROCUREMENT YEAR-END DEADLINE DATES**

Due dates for the submission of fiscal year 2024-2025 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*
Master Agreements (MA's) requested modifications to be carried forward to next fiscal year documents submit to Procurement by:	March 24, 2025
Requisitions over \$200,000 for Services, Supplies, and Equipment approved by your agency and submitted to Procurement by:	April 18, 2025
Requisitions under \$200,000 for Services, Supplies, and Equipment approved by your agency and submitted to Procurement by:	May 23, 2025
Delivery Orders (DO's) CompuWave, etc. submit to Procurement by:	June 6, 2025
Modifications to existing documents (DO, PO, CT, SC, RAP, MA) and allocation increases to Master Agreements (must be within Board approved limits approved by your agency and submitted to Procurement by:	June 6, 2025
RAP Purchase Orders (one-time up to \$10,000, restrictions apply) submit by:	June 13, 2025
Internet Delivery Orders (IDO) Staples, Grainger, etc. submit by:	June 20, 2025

*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.

VCFMS will copy contract (CT's) renewals (June and July expirations) for agencies to modify and submit for processing on or about May 6, 2025.

County ordinance limits award authority on agreements for Construction, Independent Contractors and A&E Services. Please be cognizant of board approval requirements regarding the approval to purchase construction and independent contractor services over \$200,000 and A&E (professional) services in excess of \$65,000..

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