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Mayor

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Director and Purchaser
Purchasing

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To: All Departments

From: Naomi Kelly *N. Kelly*
Director and Purchaser

Subject: Final Dates for Receipt of Requisitions for FY 09-10

This is the annual reminder to departments with the schedule for receipt of requisitions, forms, or online FAMIS-Purchasing documents, in the Office of Contract Administration/Purchasing for this fiscal year. If you submit your purchase request by the dates listed below, your order will be placed before the end of the fiscal year, barring unforeseen circumstances. If requisitions are received after the dates below, we will use best efforts to award all requisitions by June 30, but cannot guarantee that will happen because of year-end volume.

Commodity or Document Type	Submission Date
1. Automobiles and trucks	now
2. All other requisitions for equipment	April 9
3. All other requisitions (except for items 4, 5, and 6, and emergencies)	April 16
4. All other requisitions for materials or services covered by existing City contracts	May 28
5. Departmental Blanket Orders and Contract Purchase Orders	May 28
6. Hardcopy Departmental Purchase Orders (Prop Q)	June 11
7. Office supplies on-line (be sure you've done a release)	June 30
8. On-line Departmental Purchase Orders (Prop Q)	June 30

Continuing freeze on purchase of new vehicles

Last year, a Directive from the Mayor put a freeze on the purchase of new vehicles, which are net additions to the City fleet. That freeze is still in effect, but does not apply to replacements of existing vehicles

If you wish to have your vehicle purchase exempted from this freeze, please create a requisition (but don't submit it yet) and then e-mail Tom Fung, Director of Fleet Management (tom.fung@sfgov.org) with the following information:

- Description of the vehicle
- Budget number
- Funding source
- Requisition number
- Estimated cost
- Estimated annual usage
- What the vehicle will be used for
- Efforts you have made to identify a vehicle already in the fleet that could be used instead of buying a new vehicle.
- Impact on your operations if the purchase is not approved
- Any other factors you would like considered

If Fleet Management approves your request, then submit the requisition.

We will continue to process requisitions for replacement vehicles.

What hasn't changed from last year

Although these lead times may appear lengthy, they are necessary to guarantee that bids may be solicited and analyzed, and funds encumbered, by June 30. We strongly recommend that requisitions be submitted early to avoid the last-minute rush helping move transactions from late in fiscal year's fourth quarter, which is the heaviest. By submitting your requisitions early, we can process documents more quickly when the volume is lower.

Purchasing will process requisitions received after the above due dates but, except for emergencies, cannot guarantee that funds will be encumbered by June 30. The Controller's Office will post purchase orders through June 30. If a purchase order cannot be posted by June 30, it will be posted against FY 10-11 funds unless you advise Purchasing to cancel the order instead.

If you have questions, please consult with your regular Purchasing Contact (Purchaser) or call OCA's central number, (415) 554-6743.

Reminder about how to use term contracts

In November of 2009, OCA distributed a memo summarizing important procedures to follow when ordering term contract items, including:

- If you need term contract items, order them **only** from the term contract vendor and from no other vendor; and order them via a purchase order release against the citywide blanket, and not via a Prop. Q order, DV, or any other ordering method.
- Reviewing the term contract itself
- Creating a release against the citywide blanket and sending the release to the vendor before ordering
- What to do when the shipment arrives
- How to approve and pay the invoice.

The memo is posted in the intranet Document Library (<http://mission.sfgov.org/doccenter>), in this category:

OCA, Term Contract; Read me first; and How to use term contracts

Ten documents concerning term contracts are posted in that category, including how-to primers for these contracts:

- Disposing of surplus property
- Avaya telephone equipment
- Gasoline, diesel, biodiesel, and propane
- Paying your trash bill
- Technology Store
- Advertising in official and outreach newspapers

We're working on adding more primers for other contracts.

For more information

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