

TO: Commissioners, Procurement and Fiscal Officers of all State Departments, Institutions, and Agencies

FROM: Michael F. Perry, Chief Procurement Officer

DATE: January 20, 2016

SUBJECT: Cut-Off Dates for Fiscal Year (FY) 2016

The purpose of this letter is to provide agencies with year-end deadlines for reviews required by the Central Procurement Office. These deadlines allow for specification development, solicitation posting, receipt of responses, evaluation and award of the solicitation, as well as any required approval processes. Requisitions received after the dates indicated in the below guidelines **may not be complete prior to July 1, 2016. Please plan ahead.**

- Any RFP that results in a contract that must be established by July 1, 2016, must be received by the Central Procurement Office by **Tuesday, March 1, 2016**. Please continue to use the following email address when submitting documents: agsprs.agsprs@tn.gov.
- Any contract that needs to be fully executed by July 1, 2016, must be received by the Central Procurement Office by **Wednesday, June 1, 2016**.
- Any Delegated Grant Authority or Delegated Purchase Authority that needs to be in place by July 1, 2016, must be received by the Central Procurement Office by **Friday, April 1, 2016**. Please continue to use the following email address when submitting documents: agsprs.agsprs@tn.gov.
- The Central Procurement Office will attempt to award all FY16 requisitions prior to June 30, 2016. Any FY17 requisitions will be awarded on July 1, 2016, or later.

If you have any questions or concerns regarding these guidelines, please contact the Central Procurement Office at 615-741-1035 or CPO.State_of_TN@tn.gov.