



TO: URI Community

FROM: Tracey Angell, AVP
Strategic Procurement

DATE: April 1, 2024

SUBJECT: Fiscal Year 23-24 & 24-25 Deadlines

As in the past, in order for the University Accounting and Purchasing departments to address the large number of transactions which occur at the end of the fiscal year, the following schedule has been established.

Please also take the time to review the additional information on the following pages that may affect the timing of your transaction so that you can plan accordingly.

Processing your requisitions in PeopleSoft:

Please note: When processing requisitions for the new fiscal year please make sure to select the appropriate “**due date**” and “**budget date**”. Please refer to the on-line requisitions manual(s) - <https://web.uri.edu/purchasing/on-line-requisitioning/>

Additional Considerations for time:

Public Bid Solicitations:

Most public bid solicitations are posted for 21-28 days.

Request for Proposals:

The RFP Process which involves a Public Bid Posting, review by a department lead technical review committee, recommendation for award, and submittals by the vendor; can result in a lengthy process, often taking well over 6 weeks to complete. While much of this process is at the discretion of the committee, consideration should be given when submitting requisitions for an RFP as the deadlines proposed may not be sufficient for an RFP process to be completed and services *rendered* by the awarded vendor to allow for expense in FY 24.



Contracts & Legal review:

Please familiarize yourself with the [protocol](#) of the Office of the General Counsel that was effective on January 1, 2022.

This applies to any quote, contract, or agreement that upon acceptance (whether signature is required or not) binds you, the contract owner, and the University of RI to another parties Terms. This can include the purchase of goods or services such as maintenance agreements, licenses, subscriptions, cloud service agreements or other hosted software agreements.

Please note that contracts that do not require review of the Office of the General Counsel still require the Contract Cover Page, Appendix A, and signature of an authorized individual under this protocol. For questions, assistance or training in this area, please contact the General Counsel’s Office at: OGC_Service_Request@etal.uri.edu

URI Policy:

There is a new [Approval and Execution of Contracts and Other Binding Documents](#) policy that was effective on 2/20/2023 that requires the following additional reviews:



IT (Information Technology) Contract review. For information please visit [here](#). For questions, please email: john.brindamour@uri.edu



ERM (Enterprise Risk Management) review. For information visit [here](#).



Approvals over certain dollar thresholds are also required per the 2022 [policy](#).

Other:

If ordering any materials with logos or trademarks, please also familiarize yourself with the information on the General Counsel’s website regarding [Use of Logos and Trademarks](#)



Please also note:

Internal Vendors:

- Internal Vendor (IV) Requisition year-end deadlines may be different than previously shown, please check with the URI Internal Vendor.
- Facilities Services:
 - Keys: IV requisitions for keys should be processed as needed and should **NOT** be submitted as a blanket requisition.
- Dining Services:
 - Ram Account: Requests for Ram Cards **SHOULD** be processed on a blanket requisition.
 - Catering: Departments who *routinely* utilize catering services are encouraged to initiate a Blanket PO with Dining for this purpose. Funds should be encumbered for the anticipated annual spend and can be adjusted as the year proceeds. Individual requests should be processed using an IV requisition to generate a one-time PO.

Master Price Agreements:

If you are not already familiar, please note that the State Division of Purchases has moved all MPAs to the “Contract Board” on their new Ocean State Procures website. The link is as follows: <https://www.ridop.ri.gov/>

We also have some tips and tricks for searching on our website:

<https://web.uri.edu/purchasing/new-master-price-agreements-state-contract-board/>

These MPAs are awarded by the State of RI Division of Purchases and are not under the Control of the University. If you have questions regarding any MPA however, please direct them to your URI Buyer who can assist you in navigating these contracts or contact the State office if necessary.

Blanket Purchase Orders issued against the MPA typically need to follow the dates the MPA is active therefore your PO expiration date is likely to coincide with the MPA dates. If an MPA is expiring and no new award is posted yet, you can still submit your requisition for an extension or new award and we will hold it – or we will contact you if changes are needed.

If you have any questions, please contact the Purchasing Department at x42171.

Please see the attached list of deadlines.



Accounting Deadlines:

Accounts Payable:

- June 7- All invoices related to State Grants ending June 30th
- June 21- Misc. Feeds (telephone, central mail, printing and GSO)
- July 11- All documents related to any FY24 goods, services, travel etc.

PCARD:

- June 25th cycle end date – all transactions must post by this date to hit FY24
- June 26th – statements available in afternoon
- June 28th - All transaction must be approved in PeopleSoft by noon
- July 5th - Reconciliation packets due

Purchasing Deadlines:

- April 15, 2024
 - New Year FY 2024-2025 Blanket Requisitions; please note that whenever possible Blanket Purchase Orders/Price Agreement requests to cover multi-year periods should be considered.
 - Procurements for June 30th delivery processed through URI Purchasing or State Purchasing and requiring IT or Legal Review.
 - Current Year procurements in excess of \$10,000 or Construction over \$50,000 with delivery up to 6/30/24.
- May 6, 2024
 - Change Orders to State Awards
 - Current Year / FY 23-24 Master Price Agreement (MPA) awards for services in excess of \$10,000 that require additional approvals such as Insurance, MBE, etc.
 - Current Year / FY 23-24 Non-MPA awards for construction related services **\$50,000 or less** that require additional approvals such as MBE, EEO, etc.
- May 15, 2024
 - Current Year / Fiscal Year 2023-2024 college requisitions.
 - Purchases less than or equal to \$10,000 with delivery up to 6/30/24.
 - Purchases on a Master Price Agreement (MPA) in excess of \$10,000.
 - Change Orders to Non-State Awards



- June 25, 2024 – PCard Purchases up to \$1000 must post by June 25th.
- June 30, 2024 - Limited Value Purchase (LVPO) up to \$5000. Departments may continue to process LVPO's up to 6/30/24 **as long as the goods or services are received by URI on or before 6/30/24**. Please refer to the URI Controller's web site for Accounts Payable Year End Close Deadlines.
- June 30, 2024 – **Receipt** of goods/services required in order for FY23-24 to be charged; Only goods and services received or rendered on or before 6/30/23 will be charged against the current year. If delivery of goods/services are received after June 30, 2024, your FY 2024-2025 budget will be charged for those items.
- Requisitions for new Blanket Purchase Orders which cover periods *other than the state fiscal year* (FYE 6/30), should be submitted to the University Purchasing Office at least **sixty (60) days** prior to the expiration date of the current Purchase Order/Price Agreement.

College requisitions received after the dates indicated with a due date and/or budget date in the current fiscal year will be at risk for the ability to process and receive goods or services this fiscal year. The only exception to this is of course, is if an emergency situation exists. Please refer to the Purchasing manual, located on our website, for emergency procedures:

<https://web.uri.edu/purchasing/files/2.6-PURCHMAN-EMERGENCY-9-13.pdf>

Last year despite best efforts by you and the Purchasing Department, with POs in hand, we saw a large percentage of transactions delayed until after July 1 due to supply chain issues

Again, please be reminded that you must receive the goods or services on or before June 30 in order for this year's budget to be charged. All of the above deadlines are in anticipation of being able to process a Purchase Order for you in a timely manner and are assuming that product or contractor availability is immediate to ensure you **RECEIVE the goods or services by 6/30.**



STRATEGIC PROCUREMENT
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**APPENDIX 1 – PROCUREMENT THRESHOLDS
from the BOT Procurement Regulations**

This appendix contains the thresholds that determine which Procurement method may be used when the purchase is a Small Purchase funded by any source of funds or when the purchase is not a Small Purchase but is funded by Restricted, Sponsored, or Auxiliary Funds. Purchases made with Federal funds must also conform to the Code of Federal Regulations Chapter 2, Part 200.

If a combination of funds including unrestricted, Restricted, Auxiliary and/or Sponsored Funds are to be used for any Procurement transaction which exceeds \$50,000 for construction or \$10,000 for any other purchase, those fund sources must be determined in advance of the purchase and no transfer of funds can occur retroactively which might alter the determination of the Procurement methodology employed. When a combination of fund sources is used, the most restrictive applicable statutes and regulations apply. If the amount of the purchase exceeds \$50,000 for construction or \$10,000 for any other purchase, then if any unrestricted funds are being used, the purchase is subject to State procurement regulations:

University of Rhode Island Procurement Thresholds						
Purchase Category	Description	Small Purchases - No quotes required	Informal (3 quotes)	Public Sealed Bid	Construction Small Purchase No quotes required	Construction (Public Bid)
A	State Funds	<= \$10,000	N/A	>\$10,000	<= \$50,000	>\$50,000
B	URI - Restricted	<= \$10,000	N/A	>\$10,000	<= \$50,000	>\$50,000
C	URI - Auxiliary	<= \$10,000	N/A	>\$10,000	<= \$50,000	>\$50,000
D	URI - Research/Sponsored*	<= \$10,000	\$10,000 - \$50,000	>\$50,000	Consult Research Accounting	Consult Research Accounting
E	URI - A&E or Consultant	<= \$10,000	\$10,000 - \$20,000	>\$20,000	N/A	N/A

*Must conform to OMB Uniform Guidance where applicable