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DATE: January 30, 2025  
TO: All State Agencies  
FROM: Dorothy Mendonca, State Purchasing Agent  
SUBJECT: End of Fiscal Year Deadlines

The following schedule is implemented to ensure contract awards and extensions are in place to allow agencies to accept goods and services for FY25 expenditures and to have procurements in place for FY26 for goods and services beginning in July. In keeping with this schedule, we ask that you anticipate your needs and available budget in advance of the dates shown and plan accordingly in submitting procurement requests.

**Type of Request:**

**Deadline:**

Requests for Proposals requiring award through SPD for FY25 that need a July 1 start date. (**Please be advised: RFPs that require several edits or re-drafts cannot be guaranteed an award by July 1, 2025. Agencies are required to utilize the RFP Template from the SPD Website.)	Tuesday, March 4, 2025
Invitations to Bid, with a start date of July 1.	Thursday, March 20, 2025
Sole Source Procurements (including the 30-day posting period being completed) and GSA Requests, GSA schedules must be posted on the GSA Library, in order for SPD to extend SWPAs.	Friday, March 28, 2025
Extensions of existing contracts expiring June 30, 2025	Tuesday, May 13, 2025
Federally Funded Procurements (RFP-based), to be awarded before September 15 <sup>th</sup> .	Friday, May 30, 2025