



## 2019-2020 Fiscal Year-End deadlines for Procurement and Contracting

The following information is intended to assist you in managing your requirements for the acquisition of goods and services targeting delivery prior to March 31, 2020, fiscal year end (FYE). Polar Procurement is providing the following information to assist with the acquisitions of goods and services that require delivery prior to FYE.

It is important to understand that **complete documentation** (including the statement of work, technical specifications, funding approval, justifications and certifications, etc.) **must be received prior to the dates indicated** below to ensure the necessary lead time to process requirements appropriately. Incomplete or incorrect documentation will delay the procurement process.

**Type of Procurement and deadline for the receipt of documents by Polar Procurement ([procurement@polar.gc.ca](mailto:procurement@polar.gc.ca)):**

Procurement types	Cut-off date
Competitive contracts < \$2M <u>not</u> covered under an existing Procurement Vehicle	November 1st, 2019
Contracts against supply arrangements (e.g. ProServices, Temporary Help Services, TBIPS, TSPS)	December 1st, 2019
<ul style="list-style-type: none"> <li>• Call-ups against a standing offer;</li> <li>• Sole-source or non-competitive service contracts &lt; \$40,000 (GST/HST included);</li> <li>• Goods requirements &lt; \$25,000 (GST/HST included) not available on Standing offer (sole source or competitive); and</li> <li>• Requirements under the Software Licensing Supply Arrangement (SLSA).</li> </ul>	February 1 <sup>st</sup> , 2020
<p><b>Public Services and Procurement Canada's cut-off dates should be available shortly at:</b>  <a href="http://www.gcpedia.gc.ca/wiki/Procurement_community/Policies_and_processes">http://www.gcpedia.gc.ca/wiki/Procurement_community/Policies_and_processes</a></p>	

**Please note:**

- Consider delivery, manufacturer's lead time, and security requirements when determining your timelines.
- These timelines do not include processing times for requirements that fall within Shared Services Canada's mandate.