



February 8, 2013

As a reminder to our procurement customers, ITS is distributing a link to the section of the ITS Procurement Handbook outlining key dates for submitting procurement requests that have fiscal year deadlines. Our desire is to facilitate your IT procurement requests in a timely manner.

Procurement Process: Deadlines for Submitting Requests

<http://dsitspe01.its.ms.gov/its/procman.nsf/0/29962D71B214AC4686256B95006B6AC0?OpenDocument>

Please know that you do not have to have every detail of an acquisition defined prior to submitting a request to ITS. By contacting us early in your purchase planning process, you can help ensure ITS is aware of and can plan for your project, including your schedule requirements.

If you have questions or want to schedule a time to discuss your upcoming technology procurements, call Lynn Ainsworth at 601-432-8150 or Tina Wilkins at 601-432-8161.

Sincerely,  
Tina Wilkins

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Procurement Resources:

ITS Procurement Handbook:

<http://dsitspe01.its.ms.gov/its/procman.nsf/TOC4?OpenView>

On-line Procurement Request System:

<http://dsitspe01.its.ms.gov/its/procurement.nsf/Instructions?OpenForm>