



# COUNTY of VENTURA

GENERAL SERVICES AGENCY  
Thomas Hunt, P.E., CEM  
Agency Director

**Kenney Johnson, MBA, PMP**  
Chief Deputy Director  
Facilities & Materials

**Julie Miller, CPP**  
County Chief Procurement Officer  
Deputy Director

**Greg Bergman, CPA**  
Administrative Services Director

**Christopher Melton, M.L.T.M.**  
Fleet Services Deputy Director

**J. Colter Chisum, P.E.**  
Parks Department  
Deputy Director

DATE: March 5, 2026

TO: Agency/Department Fiscal Officers

FROM:  Julie Miller, County Chief Procurement Officer

SUBJECT: **FISCAL YEAR 25/26  
PROCUREMENT YEAR-END DEADLINE DATES**

Due dates for the submission of fiscal year 2025-2026 requisitions are shown below. Adherence to the deadline dates will ensure continuity of services, adherence to procurement policies, and encumbering of department funds prior to the closing of the fiscal year. Please contact the buyer if you need a modification after the posted dates. In certain limited circumstances, we may be able to help.

ITEM**	DATE*
<b>Master Agreements (MA's)</b> requested modifications to be carried forward to next fiscal year documents submit to Procurement by:	March 23, 2026
<b>Requisitions</b> over \$200,000 for Services, Supplies, and Equipment approved by your agency and submitted to Procurement by:	April 17, 2026
<b>Requisitions</b> under \$200,000 for Services, Supplies, and Equipment approved by your agency and submitted to Procurement by:	May 22, 2026
<b>Delivery Orders (DO's)</b> Bmak, TriCounty Furniture, etc. submit to Procurement by:	June 5, 2026
<b>Modifications</b> to existing documents (DO, PO, CT, SC, RAP, MA) and allocation increases to Master Agreements (must be within Board approved limits approved by your agency and submitted to Procurement by:	June 5, 2026
<b>RAP Purchase Orders</b> (one-time up to \$10,000, restrictions apply) submit by:	June 12, 2026
<b>Internet Delivery Orders (IDO)</b> Bmak, etc. submit by:	June 19, 2026

\*Documents must have all completed department level approvals and be in Procurement's VCFMS Workflow by this date.

\*\*Due to the expected volume of requests and the complexity involved with sealed Bids or Request for Proposals, requisitions for new purchases of services, supplies, and equipment over \$200,000 are not guaranteed.

VCFMS will copy contract (CT's) renewals (June and July expirations) for agencies to modify and submit for processing on or about May 5, 2026.

County ordinance limits award authority on agreements for Construction, Independent Contractors and A&E Services. Please be cognizant of board approval requirements regarding the approval to purchase construction and independent contractor services over \$200,000 and A&E (professional) services in excess of \$65,000.

**Please make sure appropriate staff within your departments are made aware of this information.**

If you have any questions regarding procurement, please contact Julie Miller at 805-654-3756.

ec: Agency/Department Heads, VCFMS Document Owners