

TO: Procurement and Fiscal Officers of all State Departments, Institutions, and Agencies

FROM: Michael F. Perry, Chief Procurement Officer

DATE: March 9, 2016

SUBJECT: EDISON Upgrade – CPO Submission Deadlines

The EDISON 9.2 upgrade is scheduled to begin Thursday, April 28 with full functionality expected on Monday, May 2, 2016. All sourcing events must be cancelled or awarded before April 22, 2016, or they will have to be submitted as a new sourcing event by the agency after completion of the EDISON upgrade. The Central Procurement Office (CPO) will work diligently to complete all contracts, requisitions and purchase orders prior to the upgrade. However, in order for the CPO to ensure their completion, please make all submissions by the following deadlines:

- Contracts – April 1, 2016
- Purchase Orders – April 8, 2016
- Requisitions – April 8, 2016

Any ePro inventory orders that need to be processed prior to the upgrade must be approved and sourced to inventory by **April 22, 2016**.

The EDISON upgrade deadlines do not affect the cut-off deadlines for Fiscal Year (FY) 2016. As a reminder, those submission deadlines are:

- Any contract that needs to be fully executed by July 1, 2016, must be received by the CPO by **Wednesday, June 1, 2016**.
- Any Delegated Grant Authority or Delegated Purchase Authority that needs to be in place by July 1, 2016, must be received by the CPO by **Friday, April 1, 2016**. Please continue to use the following email address when submitting documents: agsprs.agsprs@tn.gov.
- The CPO will attempt to award all FY16 requisitions prior to June 30, 2016. Any FY17 requisitions will be awarded on July 1, 2016, or later.

If you have any questions or concerns regarding these guidelines, please contact the CPO at 615-741-1035 or CPO.State_of_TN@tn.gov.