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**** MEMORANDUM ****

January 30, 2025

TO: Chief Financial Officers and Chief Procurement Officers

FROM: Ray A. Maestas, Bureau Chief 
Contract Review Bureau

SUBJECT: Professional Services Contracts Processing for FY25 and FY26

CRB is providing the following information to ensure all Agencies can plan appropriately in order to process all new professional services contracts and amendments in an efficient manner. This memorandum will also impact FY26 contract submissions for an effective date of July 1, 2025

Last day to submit any new contracts to CRB utilizing FY25 Funds	May 2, 2025 by 5PM
<i>Last day to submit/email extensions of existing contracts expiring June 30, 2025 This applies to ANY contract or amendment that is set to expire June 30, 2025</i>	May 2, 2025 by 5PM
First day to submit new contracts utilizing FY26 funds for an effective date of July 1, 2025	May 12, 2025
Last day to submit FY26 Contracts to CRB to receive an effective date of July 1, 2025	July 1, 2025 by 5PM
Last day to resubmit FY26 contracts originally received by July 1, 2025 but rejected by CRB to receive effective date of July 1, 2025	July 25, 2025 by 5PM