



United States
Department of
Agriculture

Office of the
Assistant
Secretary for
Administration

Departmental
Management

Office of
Procurement
and Property
Management

Procurement
Operations
Division

Reporters
Building
300 7th Street,
SW Suite 377
Washington,
DC 20024

ACQUISITION OPERATING PROCEDURE (AOP)

APR 9 2013

FROM: Jodey A. Exhem
Head of Contracting Activity Designee

SUBJECT: AOP No. 18: Procurement Administrative Lead Time (PALT)

◆ **PURPOSE:** The purpose of this Acquisition Operating Procedure (AOP) is provide PALT guidance that reflects the amount of time generally required to process a proposed contract action in accordance with the Federal Acquisition Regulations (FAR), and Departmental and Agency regulations and procedures to ensure a timely responses to the clients

PALT is an estimated amount of time required to effectively award a proposed contract action when a complete Requirement Package have been accepted by the contracting office. PALT is also a means to track the proposed contract actions through reporting in the Integrated Acquisition System (IAS) and to support the acquisition planning efforts.

◆ **PROCEDURE:** PALT commences when the contracting office accepts the complete Requirement Package in order to prepare and process the appropriate presolicitation documents for issuance of the solicitation. PALT concludes when the contracting officer awards and releases the contract in IAS.

◆ **REQUIREMENT PACKAGE CHECKLIST:**

1. The Contracting Officer Representative, IAS Requisitioner, program official, client, customer or end user from the requesting or requiring office is responsible for providing the complete Requirement Package to the appropriate contracting office through IAS.
2. The Requirement Package contents, at a minimum, must include the documents below. See AOP Number 19, Requirement Package for detailed information.

REQUIREMENT PACKAGE CHECKLIST	
✓	Market Research
✓	Source List (optional)
✓	Requisition Funding
✓	Independent Government Cost Estimate
✓	Description of Requirement (Products Specs/SOW/PWS/SOO)
✓	Justification and Approvals
✓	Evaluation Factors/Criteria
✓	Contracting Officer Representative/Requirement Point of Contact
✓	IPP Invoice Approver

◆ **ESTIMATED PALT GOALS:**

The estimated PALT goals represent the average processing time of a proposed contract action, but the processing time does not account for any extraordinary challenges or issues that may arise due to higher/external officials reviews and approvals, protest litigation, etc.

Day is considered to be calendar days, unless the end date falls on a weekend or holiday, then the next business day is considered the end date.

PROCUREMENT ACTIONS	LEAD TIME (Calendar Days)
SUPPLIES	
Delivery Orders (GSA, GWAC, SEWP, BPA, IDIQ) <ul style="list-style-type: none"> • Below the Simplified Acquisition Threshold (SAT) • Above SAT 	20 days 60-90 days
BPA Calls (single/multiple awards)	15-30 days
Open Market <ul style="list-style-type: none"> • Below SAT • Above SAT 	30-90 days 90-120 days
SERVICES	
Task Orders (GSA, GWAC, BPA, IDIQ) <ul style="list-style-type: none"> • Below \$1,000,000 • Above \$1,000,000 	30-90 days 90-120 days
Open Market <ul style="list-style-type: none"> • Below SAT • Above SAT 	90-120 days 120-180 days
8(a) PROGRAM AWARDS	
<ul style="list-style-type: none"> • Non-Competitive • Competitive 	60-90 days 90-120 days
STRATEGIC SOURCING INITIATIVES (DEPT-WIDE)	
<ul style="list-style-type: none"> • All Dollar amounts 	90-275 days
MODIFICATIONS / ANNUAL RENEWALS	
<ul style="list-style-type: none"> • Notification to exercise contract option year period • Other contract modifications, i.e. rentals, leases, maintenance 	30-60 days 15-30 days

CONSTRUCTION AND ARCHITECT & ENGINEERING SERVICES

The processing times are based on best-case scenarios. Circumstances may arise (e.g., change in program, contract modifications, full funding, e.g.) that may have an impact.

PROCUREMENT ACTION	LEAD TIME (Calendar Days)
ARCHITECT & ENGINEERING SERVICES	
<ul style="list-style-type: none"> Request for Proposals (RFP) 	90-180 days
CONSTRUCTION	
<ul style="list-style-type: none"> Below \$3,000 	30-45 days
<ul style="list-style-type: none"> Invitation for Bid (IFB) 	90-120 days
<ul style="list-style-type: none"> RFP 	150-180 days