



**United States
Department of
Agriculture**

Office of the
Assistant Secretary
for Administration

Office of
Procurement and
Property
Management

Procurement
Operations Division

300 7th Street
Southwest
Room 353
Reporters Building
Washington, DC
20024

TO: Departmental Management and Staff Offices Officials

FROM: Richard R. Jiron
Head of Contracting Activity Designee

4/10/2015

SUBJECT: Fiscal Year 2015 Year End Requisitions and FY 2016 Requisitions
Cutoff Dates for Contracting Offices

In the interest that our contracting officials may provide better overall acquisition services to your office, we ask you to review your FY 2015 requirements to identify requirements for fourth (4th) quarter spending. We are setting the goal to have all FY 2015 contracts awarded by **September 27, 2015**. This will allow time for the contracting officers to ensure all contract obligations are released in the Integrated Acquisition System (IAS); and posted to the Financial Management Modernization Initiative (FMMI) and Federal Procurement Data System – Next Generation (FPDS-NG), with all errors resolved, in both IAS, FMMI and FPDS-NG prior to the year-end close.

In order to have a meaningful chance for a contract to be issued this FY, requisitions must include all applicable documentation, statements of work, approvals (acquisition plan, delegation of procurement authority for Information Technology (IT) (*DR 5039-7*), sole source/limited source, IT acquisition approval (*Procurement Advisory Number 53*), small business program review (*DR 5090-1*), legal review (*DR 5000-4*), waivers, clearances, etc. and be received in the IAS Acquisition Module to the appropriate contracting office by the cut-off dates listed below. We will make every effort to meet your procurement needs by the end of the FY. Please contact the contracting office as early as possible for procurement advice and approximate processing times to ensure the IAS requisitions are routed to the contracting office in a timely manner.

Type of Requirement	Estimated Amount	Cut-Off Date
Simplified Acquisition Threshold	Greater than \$150,000 ¹	July 1
Simplified Acquisition Threshold	Less than/equal to \$150,000	August 15
1 st Qtr of FY 2015 (<i>Oct. 1 – Dec 31, 2015</i>) Renewals, options (existing contracts), rentals, leases & maintenance agreements	All Amounts	August 15

¹ Requirements estimated greater than \$150,000 may require additional processing time due to extraordinary challenges or issues that may impact the award of the contract. Refer to AOP Number 18, PALT at <http://www.dm.usda.gov/oppm/pod/index.htm> and consult with the contracting offices for guidance to ensure ample time is allowed for issuance of the contract.

If you have FY 2016 requirements that require the contract to be in place by October 2015, to avoid any disruption of services, it is absolutely imperative for the procurement officials to receive the requirement package by the dates listed above to ensure continuity of the services. The contract document for these requirements will be issued as “***Subject to Availability of Funds.***” As a reminder, contracts and delivery/task/purchase orders must be in effect prior to the start of any work being performed by the contractor to avoid unauthorized commitments, which are subject to the ratification approval process.

We will diligently attempt to issue contracts for all requirements, but the unusual amount of pressures of obtaining contractual data (quotes, vendor data, approvals, etc.) that may be needed for last minute requirements sometimes results in the contract not being issued because the procurement official does not receive the data before the FY ends. Be mindful that the use of existing contracts (Indefinite Delivery, Blanket Purchase Agreements, and General Service Administration Federal Supply Schedules) can help expedite the contractual process; and Executive Order 13360 signed by the President, requires agencies to provide opportunities to Service Disabled Veteran-Owned Small Businesses.

If you have any questions about the procurement of a requirement, call the appropriate Contracting Branch Chief listed below:

<u>Contracting Office</u>	<u>Name/Phone</u>
Acquisition Management Branch - Washington, DC	Scott C. Wolz, 202-720-1894
Acquisition Management Branch - Ft. Collins	Kelly Moore, 970-295-5487
AMS, Acquisition Management Office - NFC	Deidre Phillips, 504-426-0274
RMD, Resource Support Services Branch - NITC	Jean Oyler, 816-823-1230