



February 26, 2021

United States  
Department of  
Agriculture

Office of the  
Assistant Secretary  
for Administration

Office of Contracting  
and Procurement

Procurement  
Operations Division

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TO: Departmental Management, Staff Office Officials, and Mission Area/Agency Customers

FROM: Richard R. Jiron  
Mission Area Senior Contracting Official

**RICHARD  
JIRON**

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Date: 2021.02.26 14:35:06  
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SUBJECT: Fiscal Year (FY) 2021 Year End Requisitions and 1<sup>st</sup> Quarter FY 2022 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 fiscal year needs to identify requirements for fourth (4<sup>th</sup>) quarter spending. We are setting the goal to have all FY 2021 contracts awarded by **September 24, 2021**. 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 fiscal year, requisitions must include all applicable documentation, statements of work, approvals (acquisition plan, sole source/limited source, IT acquisition approval request (AAR), small business program review (*DR 5090-1*), legal review (*USDA Contracting Desk Book*), 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 fiscal year. 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 |
|---|-------------------------------------|--------------|
| Other Than Simplified Acquisition Threshold   | Greater than \$250,000 <sup>1</sup> | June 29      |
| Simplified Acquisition Threshold  | Less than/equal to \$250,000        | August 7     |
| 1 <sup>st</sup> Quarter of FY 2022<br>Renewals, options (existing contracts), rentals,<br>leases & maintenance agreements | All Amounts                         | August 15    |

<sup>1</sup> Requirements estimated greater than \$250,000 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 requirements that require the contract to be in place in by October 2021, to avoid any disruption of services, it is absolutely imperative for the contracting officials to receive the requirement package by the dates listed above to ensure continuity of the services. See Acquisition Operating Procedure Number 19, Requirement Package at <https://www.dm.usda.gov/oppm/pod/aop.htm>. 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.

It is imperative for the customer to provide the AAR approval from OCIO with the requisition package for applicable IT purchases. The USDA Contracting Desk Book instructs the Contracting Officer (CO) not to accept a requisition nor issue a solicitation unless an approved AAR has been granted for the full estimated price of the action, and a copy of the AAR approval must be placed in the file. The USDA Contracting Desk Book is located at <https://www.dm.usda.gov/procurement/policy/index.htm>.

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 or the contracting officer that supports your office located at the Ft. Collins, CO (FTC), Washington, DC (DC), and New Orleans, LA (LA), please call the appropriate Branch Chief listed below. To assist our customers with identifying the appropriate Branch Chief’s office, the Contracting Functions by Customer Organizational Chart is provided in Attachment 1.

| <u>Office</u>   | <u>Contact Name/Phone</u>        |
|---|----------------------------------|
| Acquisition Management Branch – FTC<br>(Small Purchases)      | Josh Tafoya, 970-295-5497        |
| Acquisition Management Branch – FTC<br>(FPAC, FAS)            | Jason Kattman, 970-295-5428      |
| Acquisition Management Branch – FTC<br>(OCFO, incl. NFC, FNS) | William VanStockum, 970-295-5344 |
| Acquisition Management Branch – FTC<br>(OCIO/DISC)            | Jason Kuhl, 970-295-5365         |
| Acquisition Management Branch – FTC<br>(OCIO/non-DISC)        | John Selenske , 970-295-5424     |
| Acquisition Management Branch – DC<br>(Small Purchases)       | Janice Tillery, 202-720-8057     |
| Acquisition Management Branch – DC<br>(Staff Offices)         | Todd Lennox, 202-720-6309        |
| NFC Acquisition Management Office – LA                        | Deidre Phillips, 972-689-7196    |

Additionally, the Office of Contracting and Procurement issued the *Federal Acquisition Regulation (FAR) Deviation* to increase the micro-purchase threshold (MPT) to \$10,000 and the simplified acquisition threshold (SAT) to \$250,000, and it is found in the procedures guidance and information (PGI) Subpart 402.101, Definitions in the USDA Contracting Desk Book at <https://www.dm.usda.gov/procurement/policy/index.htm>.

Attachment



# CONTRACTING FUNCTIONS BY CUSTOMER ORGANIZATIONAL CHART

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 CHIEF, PROCUREMENT OPERATIONS DIVISION  
 and  
 MISSION AREA SENIOR CONTRACTING OFFICIAL (MASCO)

**KELLY L. MOORE**  
 DEPUTY CHIEF, PROCUREMENT OPERATIONS DIVISION

