

For: FFAS Offices

FFAS Procurement Requisitions for End-of-FY 2015 and Renewals for FY 2016

Approved by: Deputy Administrator for Management



1 Overview

A Departmental Cutoff for the Integrated Acquisition System

As FFAS commences the start of the fourth quarter of FY 2015, it is important for each program office to plan and initiate their end-of-year procurement requirements. By initiating the requirements in a timely manner, it will allow the Acquisition Management Division (AMD) sufficient time to complete the required procurement actions.

This notice is applicable to FFAS national, international, and state offices that are supported by AMD.

B Purpose

This notice provides:

- cutoff dates for submitting FY 2015 requisitions,
- cutoff dates for submitting FY 2016 equipment lease and maintenance agreements, which, and
 - exceed state office contracting officer's warranted authority, and
 - are within the dollar values provided in subparagraph 2 A
- procedures for submitting requisitions after July 15, 2015.

C Contact

For questions regarding this notice, contact Yvonne Howerton, AMD, by either of the following:

- e-mail to yvonne.howerton@wdc.usda.gov, or
- telephone at 202-690-5401.

Disposal Date	Distribution
December 1, 2015	All FAS, FSA, and RMA Offices; State Offices relay to County Offices

2 Action

A Submitting End-of-FY 2015 Requisitions

Submit all end-of-FY 2015 purchase requests to AMD by the following cutoff dates.

Type of Request	Dollar Value	Cutoff Date
small purchases	\$0 through \$10,000	August 19, 2015
intermediate purchases	exceeding \$10,000 but not over \$100,000	July 22, 2015
larger purchases	exceeding \$100,000	July 17, 2015
IT, supplies, and services	\$0 through \$25,000	July 15, 2015
options, rentals, leases, and maintenance agreements	exceeding \$10,000 but not over \$100,000	July 22, 2015
modifications to contracts/task orders/delivery orders, and subscriptions	all dollar amounts	July 15, 2015
subscriptions	all dollar amounts	July 15, 2015 or 90 calendar days before renewal dates

Note: There is no assurance that purchase requests submitted to AMD after these cutoff dates will be awarded.

B Submitting FY 2016 Renewal Requests

Awards for the new FY are processed as Subject to the Availability of Funds for the new FY. Submit all FY 2016 purchase requests for renewal of annual orders to AMD as indicated in subparagraph A. To process requisitions during FY 2015 for awards with performance starting in FY 2016, transaction code IQ-NOCOMMIT **must** be used.

For FY 2016 requisitions entered before October 1, 2015:

- change the transaction code to read IQ-NOCOMMIT, and
- enter the appropriate FY 2016 line of accounting on all FY 2016 requirements.

Note: While FY 2016 funds will be identified on the requisition, funds are **not** available and will **not** be committed when the requisition is transmitted to procurement.

On or as soon as possible after October 1, 2015, amend the original IQ-NOCOMMIT requisition transaction code to IQ-COMMIT. Verify the FY 2016 line of accounting and reprocess the requisition. Funds **must** be added to the contract for the contractor to be paid.

2 Action (Continued)

B Submitting FY 2016 Renewal Requests (Continued)

The requisition will move through the approval process and funds will be committed in the financial system after the approver for budget approves the requisition.

Note: Only requisitioners can change an IQ-NOCOMMIT transaction code to an IQ-COMMIT transaction code. Requisitioners entering CCC-funded requisitions should continue to use the IQ-PROGRAM LOAN COST FUNDS transaction code when submitting FY 2016 requisitions in FY 2015. CCC-funded requisitions should never be processed with either an IQ-COMMIT or IQ-NOCOMMIT transaction code.

C Submitting Subscription Renewals

Submit all purchase requests for renewal of subscriptions, such as newspapers and magazines that require AMD procurement action, to AMD no later than 90 calendar days before the required renewal date. Purchase requests received with less than 90 calendar days notice will be handled on a best effort basis.

D Purchase Card Year-End Activities

A separate notice will be forthcoming to address FY 2015 year-end purchase card activities and cutoff dates. If there are immediate questions regarding the purchase card, contact either of the following:

- Sheryl Welch by either of the following:
 - e-mail to **sheryl.welch@kcc.usda.gov**, or
 - telephone at 816-926-6108
- LaVerne Walker by either of the following:
 - e-mail to **laverne.walker@wdc.usda.gov**, or
 - telephone at 202-720-4044.