

For: FAS, FSA, and RMA Offices

**Procurement Requisitions for End-of-FY 2016 and Renewals for FY 2017**

Approved by: Deputy Administrator for Management



**1 Overview**

**A Departmental Cut-Off for the Integrated Acquisition System (IAS)**

As we commence the start of the fourth (4<sup>th</sup>) quarter of fiscal year (FY) 2016, it is important for each program office to plan and initiate its end-of-year procurement requirements to ensure there is sufficient time for Farm Service Agency and Acquisition Management Division (FSA/AMD) to complete the procurement actions.

**B Purpose**

This notice applies to both the national, international FFAS offices, and all state offices supported by the Acquisition Management Division of FSA and provides:

- cutoff dates for the submission of FY 2016 requisitions and FY 2017 equipment lease and maintenance agreements that:
  - 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, 2016.

**C Contact**

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

- e-mail to [yvonne.howerton@wdc.usda.gov](mailto:yvonne.howerton@wdc.usda.gov), or
- telephone at 202-690-5401.

Disposal Date	Distribution
December 1, 2016	All FAS, FSA, and RMA Offices; State Office relay to County Offices

## 2 Action

### A Submitting End-of-FY 2016 Requisitions

Submit all end-of-FY 2016 purchase requests to AMD by the cutoff dates in this table.

Type of Request	Dollar Value	Cutoff Date
small purchases	\$0 through \$10,000	August 19, 2016
intermediate purchases	exceeding \$10,000 but not over \$100,000	July 22, 2016
larger purchases	exceeding \$100,000	July 17, 2016
IT, supplies and services	\$0 through \$25,000	July 15, 2016
options, rentals, leases and maintenance agreements	exceeding \$10,000 but not over \$100,000	July 22, 2016
modification to contracts/task orders/delivery orders, subscriptions	all dollar amounts	July 15, 2016
subscriptions	all dollar amounts	July 15, 2016 or 90 days prior to renewal dates

**Note:** Purchase requests submitted to AMD after the above dates cannot be assured of being awarded.

### B Submitting FY 2017 Renewal Requests

Awards for the new FY are processed as subject to availability of funds for the new FY. Submit all FY 2017 purchase requests for renewal of annual orders to AMD as indicated in subparagraph A. To process requisitions during FY 2016 for awards with performance starting in FY 2017 the transaction code IQ-NOCOMMIT **must** be used.

For FY 2017 requisitions entered before October 1, 2016:

- change the transaction code to read IQ-NOCOMMIT, and
- enter the appropriate FY 2017 line of accounting on all FY 2017 requirements.

**Note:** While FY 2017 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, 2016, amend the original IQ-NOCOMMIT requisition transaction code to IQ-COMMIT. Verify the FY 2017 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 2017 Renewal Requests (Continued)**

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

**Note:** Only requisitioners can change an IQ-NOCOMMIT to an IQ-COMMIT. Requisitioners entering CCC funded requisitions should continue to use the IQ-PROGRAM LOAN COST FUNDS transaction code when submitting FY 2017 requisitions in FY 2016. 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 which 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 2016 year-end purchase card activities and cut-off dates. If there are immediate questions concerning 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 1-816-926-6108
- LaVerne Walker by either of the following:
  - e-mail to **laverne.walker@wdc.usda.gov**, or
  - telephone at 1-202-720-4044.