

**U.S. DEPARTMENT OF AGRICULTURE
 FARM PRODUCTION AND CONSERVATION MISSION AREA
 BUSINESS CENTER
 WASHINGTON, DC 20250**

FSA/RMA Notice AS-2329

FPAC NOTICE	NUMBER: FPAC-N 5090-001
SUBJECT: Fiscal Year (FY) 2019 Fourth Quarter Requisition Submission Deadline	DATE: May 24, 2019
APPROVING OFFICIAL: Stephen Schaefer, Acting Deputy Chief Operating Officer, Business Services	EXPIRATION DATE: September 30, 2019

1. PURPOSE

This notice informs Farm Production and Conservation (FPAC) Mission Area (FSA, NRCS, RMA, and the Business Center) allowance-holders of the deadline for submission of requisitions for award in the fourth quarter of FY 2019.

2. MESSAGE

Background. To provide improved acquisition services and optimize use of available contract staff, Acquisitions Division (AD) requests that all offices review your needs to identify requirements for the remainder of FY 2019. FPAC’s goal is to have all FY 2019 contracts awarded no later than September 25, 2019. Meeting this goal will allow time for contracting officers to ensure 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 prior to year-end close. This is necessary to ensure that FY 2019 funds will be fully obligated to the maximum extent possible.

Explanation. During the fourth quarter of FY 2019, normal Procurement Administrative Lead Times (PALT) may not be met due to the significant surge in workload. The FPAC Acquisitions Division (AD) has established the following FY 2019 cut-off dates as indicated below for receipt of requisitions to the AD, Operations Branch. Receipt of a requisition is defined as a **complete requisition package** which has received final approval in IAS by the budget approver and has fully routed to the AD, Operations Branch Section Chief IAS worklist on or before September 25, 2019.

Note: Once the requisition is certified by the budget approver in IAS, the requisition is automatically transmitted to the Operations Branch for action; unless FMMI rejects it due to an error.

This notice does not pertain to services that are **not provided** by the Operations Branch to include Type I - IT Purchases, Commercial Off the Shelf (COTS) training services under the simplified acquisition threshold (\$250,000), which are procured by the Department.¹

IAS requisition packages must include all applicable documentation¹ (i.e. statement of work, single source/sole source/limited source documentation, IT acquisition approvals, waivers, clearances, etc.), and be received in the IAS acquisition module by the appropriate contracting office by the cut-off dates listed below.

Type of Requirement	Estimated Amount	Cut-Off Date
Other Than Simplified Acquisition Threshold (SAT) ²	Greater than \$250,000	
<i>Construction and Architect and Engineering (A&E)</i>		June 14, 2019
<i>All Requirements over the SAT</i>		June 14, 2019
Simplified Acquisition Threshold (SAT)	Less than/equal to \$250,000	
<i>Construction and Architect and Engineering (A&E)</i>		June 14, 2019
<i>All Other Requirements Under the SAT including Government Purchase Card Purchases</i>		July 26, 2019
1st Quarter of FY 2020	All Amounts	
<i>Renewals, options (existing contracts), rentals, leases & maintenance agreements</i>		August 16, 2019

To avoid any disruption of services, it is imperative that a requirements package is submitted for renewals, options (existing contracts), rentals, leases, and maintenance agreements by the dates listed above. 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.

An emergency request made after the cut-off date must be submitted to the AD, Operations Branch Chief. The Operations Branch Chief, in collaboration with the appropriate AD, Operations Branch Section Chief, will review the request and evaluate it against existing workload, staff capacity, and proximity to year-end and provide a recommendation to the AD Director. If a decision is made by the AD Director to proceed with the request, it will be assigned to the Operations Branch staff to attempt to process. Acceptance and approval of a late request does not guarantee contract award and funds obligation by end of FY 19, but rather best effort and due diligence by the contracting team.

¹ For additional information reference the [Acquisition Division Customer Guide](https://usdagcc.sharepoint.com/sites/nrcs_mgmtacquisitionsdiv/procurement/customer/SitePages/Home.aspx) at https://usdagcc.sharepoint.com/sites/nrcs_mgmtacquisitionsdiv/procurement/customer/SitePages/Home.aspx.

² Requirements estimated greater than \$250,000 may require additional processing time due to issues that may impact the award of the contract. Consult with the contracting team-leads for guidance to ensure ample time is allowed for issuance of the contract.

It is the goal of the Operations Branch to provide timely services to customers that meet their needs in a manner that is also compliant with Federal, Departmental, and agency contracting laws, regulations, and policies. Operations Branch staff will diligently attempt to issue contracts for all requirements, but the need for obtaining contractual data (quotes, vendor data, approvals, SAM-registration, etc.) for last minute requirements may result in the contract not being issued due to insufficient time to award.

Please note that the use of existing contracts (Indefinite Delivery, Blanket Purchase Agreements, and General Service Administration Federal Supply Schedules) can expedite the contractual process. A list of pre-negotiated contract vehicles available for purchasing products and services is available at https://usdagcc.sharepoint.com/sites/nrcs_mgmtacquisitionsdiv/procurement/customer/National%20DIQS%20and%20BPAs/National%20IDIQ%20Contracts%20and%20BPA%27s.aspx.

3. CONTACTS

For questions about the status of an Operations Branch assigned requisition or any other acquisition related questions/concerns, contact your designated Operations Branch Section Chief according to the following:

- Section 1 (East Region) Chief: Brantt Lindsey by telephone at 816-926-1541 or email to brantt.lindsey@usda.gov
- Section 2 (HQ and SPEC) Acting Chief: Andrew Fiske by telephone at 918-873-8022 or email to andrew.fiske@usda.gov
- Section 3 (Central Region) Acting Chief: Brantt Lindsey by telephone at 816-926-1541 or email to brantt.lindsey@usda.gov
- Section 4 (West Region) Chief: Andrew Fiske by telephone at 918-873-8022 or by email to andrew.fiske@usda.gov.

For IAS/IPP system related questions contact Acquisition Analyst Todd Davis by telephone at 651-602-7871 or email to todd.davis@usda.gov.

For questions about cutoff dates contact FPAC Business Center, AD, Procurement, Oversight, and Accountability Branch Chief Heidi Atkinson by telephone at 202-690-4860 or email to heidi.atkinson@usda.gov.

For acquisition liaison support for new requirements contact your designated liaison according to the following:

- Section 1 (East Region): Erica Robinson by telephone at 202-772-9085 or email to erica.robinson@usda.gov
- Section 2 (HQ and SPEC): Michelle Belkot by telephone at 503-414-3294 or email to michelle.belkot@usda.gov
- Section 3 (Central Region): Julie Simpson by telephone at 816-926-1200 or email to julie.simpson@usda.gov
- Section 4 (West Region): Amy Stonebraker by telephone at 304-284-7557 or email to amy.stonebraker@usda.gov.

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