

For: FAS, FSA, and RMA Offices

Purchase Requests for End of FY 2000 and Renewals for FY 2001

Approved by: Deputy Administrator, Management



1 Overview

A

Purpose

This notice provides:

- cutoff dates for the submission of FY 2000 purchase requests and FY 2001 equipment lease and maintenance agreements that:
 - exceed the State Office Contracting Officer's warranted authority
 - are within the dollar values of subparagraph 2 A
 - are for offices directly supported by MSD, Acquisition Management Branch
 - procedures for submitting purchase requests for renewal of annual orders.
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B

Contact

If there are any questions, contact Donna Dougherty, MSD on 202-720-9356.

Disposal Date November 1, 2000	Distribution All FAS, FSA, and RMA Offices; State Offices relay to County Offices
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Notice AS-2012

2 Action

**A
Submitting End
of FY 2000
Purchase
Requests**

Submit all end of FY 2000 purchase requests to MSD by the following cutoff dates.

Type of Request	Dollar Value	Cutoff Date
All requests	\$0 through \$10,000	September 8
Competitive requests	Exceeding \$10,000, but not over \$25,000	September 1
Competitive requests	Exceeding \$25,000, but not over \$100,000	August 11
Noncompetitive requests	Exceeding \$25,000, but not over \$100,000	August 1
All other requests	Exceeding \$100,000	Processed on a case-by-case basis

Purchase requests submitted after the applicable cutoff date will be processed on a first-in, first-out, best effort basis.

**B
Submitting FY
2001 Renewal
Requests**

Submit all FY 2001 purchase requests for renewal of annual orders, exceeding the Contracting Officer's warranted authority, to MSD as indicated in subparagraph A.

Orders approved before the availability of FY 2001 funding shall be based upon the availability of funding for FY 2001. Modifications concerning the availability of funds will be issued as appropriate.

**C
Submitting
Subscription
Renewals**

Submit all purchase requests for renewal of subscriptions, such as newspapers and magazines, which requires MSD procurement action, to MSD no later than 30 calendar days before the required renewal date. Purchase requests received with less than 30 calendar days notice will be handled on a best effort basis.
