

For: FAS, FSA, and RMA Offices

Purchase Requests for End-of-FY 2005 and Renewals for FY 2006

Approved by: Deputy Administrator, Management



1 Overview

A Purpose

This notice provides:

- cutoff dates for the submission of FY 2005 purchase requests and FY 2006 equipment lease and maintenance agreements that:
 - exceed State Office Contracting Officer’s warranted authority
 - are within the dollar values provided in subparagraph 2 A
 - are for offices directly supported by MSD, Acquisition Management Branch
- procedure for submitting purchase requests after July 25, 2005.

B Contact

If there are any questions, contact Scott Cook, MSD at 202-720-7349 or **Scott.Cook@wdc.usda.gov**.

Disposal Date	Distribution
November 1, 2005	All FAS, FSA, and RMA Offices; State Office relay to County Offices

Notice AS-2092

2 Action

A Submitting End of FY 2005 Purchase Requests

Submit all end-of-FY 2005 purchase requests to MSD by the following cutoff dates.

Type of Request	Dollar Value	Cutoff Date
All	\$0 through \$10,000	August 15, 2005.
Competitive	Exceeding \$10,000, but not over \$25,000	July 25, 2005.
Competitive	Exceeding \$25,000, but not over \$100,000	July 18, 2005.
Noncompetitive	Exceeding \$25,000, but not over \$100,000	July 18, 2005.
All Other	Exceeding \$100,000	Processed on a case-by-case basis.

Note: Purchase requests submitted after July 25, 2005, must be prepared and submitted in the Integrated Acquisition System (IAS).

B Submitting FY 2006 Renewal Requests

Submit all FY 2006 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 2006 funding shall be based on the availability of funding for FY 2006. Modifications about the availability of funds will be issued as appropriate.

C Submitting Subscription Renewals

Submit all purchase requests for renewal of subscriptions, like 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.