

For: FFAS Offices

Policy for FY 2009 End-of-Year Procurement Requisitions Submission

Approved by: Deputy Administrator, Management



1 Overview

A Background

As the end of FY 2009 approaches, it is important for each program office, including those at the State and County Office level, to plan and initiate its end-of-year procurement requirements to ensure that there will be sufficient time for completing the procurement action by the appropriate contracting office.

Submission cut-off dates for the program office and proper contract/order development by all contracting offices is crucial in establishing the best value to the Government.

All FFAS offices, including State and County Offices, are required to use the Integrated Acquisition System to create all contracts and orders above the micro-purchase threshold. Direct purchases with the Government Purchase Card may be used for purchases below the micro-purchase threshold.

B Departmental Cut-Off Dates and Policy

The cut-off dates in subparagraphs 2 B through D:

- are based on regulatory and review/approval requirements
- apply not only to known, funded requirements, but also to any unfunded requirements.

Noncompetitive actions require additional processing time ranging from 2 weeks to 2 months, depending on the magnitude of each individual requirement. To be considered “submitted”, the acquisition package must be complete, including the following:

- Performance Work Statement/Statement of Work funding documents
- other applicable documentation, such as the following:
 - Evaluation Criteria
 - Acquisition Strategy Plan

Disposal Date	Distribution
December 1, 2009	All FAS, FSA, and RMA Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Departmental Cut-Off Dates and Policy (Continued)

- Quality Assurance Surveillance Plan
- Independent Government Cost Estimates
- Privacy Act Statement Release Form.

C Purpose

This notice:

- applies to National FFAS Offices and all State Offices supported by AMD
- provides the following:
 - cut-off dates for submitting end-of-year requirements
 - procedures for submitting requisitions to AMD
 - subscription renewal submission.

D Contacts

If employees are unsure of which documents are required for the requirements package submission:

- for all \$100,000 and below requirements, contact Judy Morgan, Simplified Acquisition Branch, AMD by either of the following:
 - **judith.morgan@wdc.usda.gov**
 - 202-720-1589
- for requirements above \$100,000, contact Carolyn Phelps, Contracts Operations Branch, AMD by either of the following:
 - **carolyn.phelps@wdc.usda.gov**
 - 202-205-5649.

For any requirements that are past the posted cut-off dates, call Sandra Park, AMD Director at 202-720-4346 to make an appointment to discuss the requirement and the possibility of processing an award before year-end.

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2 Action

A Overview

The information in subparagraphs B through D is provided to assist all customers with their normal planning cycle. Funded requirements must be received by AMD on or before the dates in subparagraphs B through D to ensure obligation of funds before the end of FY. Requisitions received after these dates are **not** guaranteed to be awarded by the end of FY.

Funds normally will **not** be accepted after the cut-off dates in subparagraphs B through D. Critical emergency requirements will be given consideration up to September 29, 2009, and will be handled on a case-by-case basis.

B Cut-Off Dates for Supply Requirements

The following are cut-off dates for supply requirements.

Amount	Cut-Off Date
Commercial – Non-GSA	
Less than \$25K	September 8, 2009
Greater than \$25K – less than \$5M	August 15, 2009
Greater than \$5M – less than \$10M	July 1, 2009
Greater than \$10M – less than \$100M	April 1, 2009
GSA	
Less than \$100K	September 8, 2009
Greater than \$100K	August 15, 2009
Noncommercial	
Less than \$25K	August 15, 2009
Greater than \$25K – less than \$10M	June 1, 2009
Greater than \$10M – less than \$100M	April 1, 2009

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2 Action (Continued)

C Cut-Off Dates for Service Requirements

The following are cut-off dates for service requirements.

Amount	Cut-Off Date
Commercial – Non-GSA	
Less than \$25K	August 15, 2009
Greater than \$25K – less than \$5M	July 10, 2009
Greater than \$5M – less than \$10M	May 1, 2009
Greater than \$10M – less than \$100M	April 1, 2009
GSA	
Less than \$100K	August 15, 2009
Greater than \$100K	August 1, 2009
Noncommercial	
Less than \$25K	August 15, 2009
Greater than \$25K – less than \$10M	May 1, 2009
Greater than \$10M – less than \$100M	April 1, 2009

D Cut-Off Date for Construction Requirements

The cut-off date for all construction requirements is July 1, 2009.

E Requisition Package Submission Procedures

Submit all FY 2009 requisition packages as indicated in subparagraph 1 B. Orders approved before the availability of FY 2010 funding shall be based on the availability of funding for FY 2010.

F Subscription Renewal Submissions

Submit all requisition packages for renewals of subscriptions (for example, magazines, business reports, crop reports, various internet site reports, etc.) no later than 30 calendar days before the required renewal date. Requests received with less than 30 calendar days notice will be handled on a best effort, case-by-case basis.