

For: All FAS, FSA, and RMA Offices

Procurement Requisitions for End-of-FY 2010 and Renewals for FY 2011

Approved by: Deputy Administrator, Management



1 Overview

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

As the fourth quarter of FY 2010 approaches, it is important for each program office to plan and initiate its end-of-year procurement requirements to ensure that there will be sufficient time for FSA, AMD to complete the procurement action.

B Purpose

This notice applies to both the national FFAS Offices and all State Offices supported by AMD and provides:

- cutoff dates for the submission of FY 2010 requisitions and FY 2011 equipment lease and maintenance agreements that:
 - exceed State Office Contracting Officer's warranted authority
 - are within the dollar values provided in subparagraph 2 A
- procedure for submitting requisitions after June 30, 2010.

C Contact

If there are any questions about this notice, contact Ora Bethea, AMD, by either of the following:

- e-mail to ora.bethea@wdc.usda.gov
- telephone at 202-720-7349.

Disposal Date	Distribution
December 1, 2010	All FAS, FSA, and RMA Offices; State Office relay to County Offices

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2 Action

A Submitting End-of-FY 2010 Requisitions

Submit all end-of-FY 2010 purchase requests to AMD through IAS by the following cutoff dates.

Type of Request	Dollar Value	Cutoff Date
Small Purchases	\$0 through \$10,000	August 20, 2010
Intermediate Purchases	Exceeding \$10,000 but not over \$100,000	July 23, 2010
Larger Purchases	Exceeding \$100,000	July 15, 2010
IT, Supplies and Services	\$0 through \$25,000	July 15, 2010
Options, Rentals, Leases, and Maintenance Agreements	Exceeding \$10,000 but not over \$100,000	July 23, 2010
Modification to Contracts, Task Orders, Delivery Orders, Subscriptions	All dollar amounts	July 15, 2010
Subscriptions	All dollar amounts	July 15, 2010, or 60 calendar days before renewal date

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

B Submitting FY 2011 Renewal Requests

The IAS system has an “IQ-NOCOMMIT” transaction code that **must** be used to process requisitions in FY 2010 for awards for performance starting in FY 2011. Awards for the new FY are processed as “Subject to Availability of Funds” for the new FY. Submit all FY 2011 purchase requests for renewal of annual orders to AMD as indicated in subparagraph A. For FY 2011 requisitions entered before October 1, 2010:

- change the transaction code to read “IQ-NOCOMMIT”
- enter the appropriate FY 2011 line of accounting on all FY 2011 requirements.

Note: While FY 2011 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, 2010, amend the original “IQ-NOCOMMIT” requisition transaction code to “IQ-COMMIT”. Verify the FY 2011 line of accounting and reprocess the requisition. Funds **must** be added to the contract for the contractor to be paid.

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2 Action (Continued)

B Submitting FY 2011 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.

Notes: 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 2011 requisitions in FY 2010. 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 60 calendar days before the required renewal date. Purchase requests received with less than 60-calendar-days notice will be handled on a best effort basis.