

For: FAS, FSA, and RMA Offices

Procurement Requisitions for End-of-FY 2018 and Renewals for FY 2019

Approved by: Deputy Administrator, Management



1 Overview

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

As we begin the 4th quarter of FY 2018, it is important for each program office to plan and initiate end-of-year procurement requirements to ensure sufficient time for FSA, Acquisition Management Division (AMD) to complete each procurement action.

B Purpose

This notice applies to both national and international FAS, RMA, and FSA offices and all State Offices supported by the AMD and provides:

- cutoff dates for the submission of FY 2018 requisitions and FY 2019 operation and maintenance agreements that:
 - exceed State Office contracting officer's warranted authority
 - are within dollar thresholds provided in subparagraph 2 A
- procedures for submitting requisitions after July 6, 2018.

C Contact

If there are any questions, contact AMD Deputy Director, Dr. Inna Lloyd by either of the following:

- e-mail to inna.lloyd@wdc.usda.gov
- telephone at 202-205-2837.

Disposal Date	Distribution
December 1, 2018	All FAS, FSA, and RMA Offices; State Office relay to County Offices

Notice AS-2321

2 Action

A Submitting End-of-FY 2018 Requisitions

Submit all end-of-FY 2018 purchase requests to AMD by the following cutoff dates.

The procurement action lead time (PALT) below begins only when AMD receives a complete purchase request that includes the following documents that are to be completed by the requesting office:

- IAS requisition
- complete statement of work (SOW) or performance work statement (PWS)
- independent government cost estimate (IGCE)
- Contracting Officer Representative Conflict of Interest and Non-Disclosure form
- Privacy Act form
- any relevant market research from the program office.

Allow sufficient time to complete these documents before the cutoff date and involve AMD early to assist, as needed, to meet these cutoff dates.

Acquisition Category	PALT Goal to Award	Cutoff Date
Large Acquisitions	Competitive Contracts \$150K - \$10M (90 – 180)	7/6/2018
	Competitive Contracts \$10M - \$50M (180 – 270)	
	Competitive Contracts over \$50M (Up to 365)	
	Sole Source Contracts \$150K to \$10M (90 – 150)	
	Sole Source Contracts \$10M to \$50M (120 – 240)	
	Sole Source Contracts over \$50M (Up to 270)	
	Small Business Innovation Research (SBIR) (45 – 120)	
Federal Supply Schedules (FSS)/Government Wide Acquisition Contracts (GWAC)	Orders for Supplies (45 – 120)	8/1/2018
	Orders for Services (60 – 180)	
Indefinite Delivery Vehicles (IDV)	Competitive Orders \$0 to \$10M (45 – 120)	8/1/2018
	Competitive Orders over \$10M (60 – 180)	
	Sole Source Orders \$0 to \$700K (30 – 45)	
	Sole Source Orders over \$700K (60 – 90)	
Financial Assistance	Grants, Cooperative Agreements, Other Transaction Authority (OTA) (Up to 120)	7/6/2018
Small Purchases (Simplified Acquisition Procedures)	Purchases up to \$25K (14 – 24)	7/6/2018
	Purchases \$25K to \$150K (21 – 45)	
	Commercial Purchases \$150K to \$7M (45 – 180)	
Modifications	Simple Modifications (i.e. option exercise, admin changes) (Up to 20)	7/6/2018
	Complex Modifications (i.e. constructive changes, claims, terminations, equitable adjustments, consideration) (Up to 120)	

Note: If purchase requests are submitted to AMD after the above dates, we cannot assure they will be awarded.

2 Action (Continued)

B Submitting FY 2019 Options Renewal Modification Requests

Options renewal modification requests for the new FY are processed as “Subject to Availability of Funds” for the new FY. Submit all FY 2019 purchase requests for renewal of annual options to AMD as indicated in subparagraph A. To process requisitions during FY 2018 for awards with performance starting in FY 2018, transaction code “IQ-NOCOMMIT” **must** be used.

For FY 2019 requisitions entered before October 1, 2018, you must:

- change transaction code to read “IQ-NOCOMMIT”
- enter appropriate FY 2019 line of accounting on all FY 2019 requirements.

Note: While FY 2019 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, 2018, amend the original “IQ-NOCOMMIT” requisition transaction code to “IQ-COMMIT”. Verify the FY 2019 line of accounting and reprocess the requisition. Funds **must** be added to the contract for the contractor to perform the services and/or deliver the products and subsequently submit their invoices for payment.

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.

Note: 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 2019 requisitions in FY 2018. CCC-funded requisitions should never be processed with either an “IQ-COMMIT” or “IQ-NOCOMMIT” transaction code.

C Submitting Subscription Renewals

Submit all requisitions for renewal of subscriptions, such as newspapers and magazines, which require AMD procurement action, to AMD no later than 90 calendar days before the required renewal date. Purchase requests received with less than 90 calendar days notice will be handled on a best effort basis.

D Purchase Card Year-End Activities

A separate notice will be forthcoming to address FY 2018 year-end purchase card activities and cut-off dates. If you have immediate questions concerning purchase card activities, contact Sheryl Welch by either of the following:

- e-mail to sheryl.welch@kcc.usda.gov
- telephone at 816-926-6108.