

Please find the end of year 2009 procurement deadlines below.

In order to guarantee the processing of requisitions in a timely manner, requisitions and all required documentation (Statements of Work, JOFOCs, Quotations, etc.) **must** be received in the CIT Administrative Management Office on or before the dates listed below. All requests must be in final and have all the required documentation; without this, orders cannot be placed.

Modifications to existing orders will follow the same time schedule as noted below.

The more we can plan for and arrange now, the less frustration there will be for everyone at the end of the process. Please feel free to contact me directly (301-435-2924) if you have any questions or concerns.

Procurement Deadlines to meet NLM processing for end of FY 2009

GSA Schedule Orders	
GSA Schedule Orders (Below Maximum Order Threshold) for Services	July 18 th
GSA Schedule Orders (Non Services Requirements)	August 29 th
Other Procurement Mechanisms	
Delivery Orders Other Government Agency, SEWP, etc.	August 29 th
Commercial Item Acquisitions - Competitive and Non-Competitive	
Commercial Item Acquisitions (above \$100K)	August 3rd
Commercial Item Acquisitions (\$25,000.01 - \$100K) requiring a Request for Quotation, RFQ,	August 8 th
Commercial Item Acquisitions (Combined Solicitation/Synopsis or Non Competitive)	August 16 th
Open Market Purchase Orders	
Competitive Acquisitions (\$2,500.01- \$100K) requiring a RFQ	August 15 th
Non Competitive/Sole Source Acquisitions (\$25,000.01 - \$100,000)	August 15 th
Competitive Acquisitions (\$10,000.01 - \$25,000 – not requiring a RFQ)	August 22 nd
Non Competitive/Sole Source or Competitive Acquisition submitted without 3 quotes (\$10,000 .01 - \$25,000)	August 29 th
Competitive Acquisitions (\$10,000.01 - \$25,000 - not requiring a RFQ/submitted with 3 quotes)	August 28 th
Acquisitions (\$10,000 or below)	September 12 th

Requisitions submitted after the set deadlines to NLM will need to be approved by NLM Management. NLM will look at each **late requisition and may process some** on a case-by-case basis.

Procurement deadlines to meet Office of Acquisitions, Office of Logistics and Acquisition Operations (OLA) processing for end FY 2009.

GWAC orders (Incl. CIO-SP2 and ECS-III)	7/29
DECENTRALIZED (DELPRO ACTIONS) All Dollar Value	9/13
PURCHASE ORDER-VOUCHER-INVOICE (SF-44) Dollar Value \$0 - \$2,500	9/13
NIH STOCK REQUIREMENT All Dollar Value	9/25

No cost/no dollar Administrative Modifications may be made through August 30th