



United States Department of the Interior
OFFICE OF THE SECRETARY
NATIONAL BUSINESS CENTER
Washington, DC 20240



To: NBC Acquisition Customers
From: U.S. Department of the Interior - National Business Center
Acquisition Services Directorate (AQD)
Date: March 6, 2012
Subject: End of Fiscal Year 2012 Deadlines

We would like to inform our customers about some important dates related to acquisition actions for Fiscal Year 2012. In order to ensure that we can meet your needs for acquisition actions in FY 2012 and at the outset of FY 2012, we would like to communicate the following timelines for both new projects and modifications.

Friday, **September 21, 2012** is the last date for making contract awards for Fiscal Year 2012. All FY 2012 contract awards and modifications must be completed by this date.

New Acquisition Projects

Due to Federal Acquisition mandates, many acquisition projects require a significant lead time, especially acquisitions of services with a total price that exceeds \$150,000. The lead time may be longer depending on the acquisition strategy for your project. For example, if the acquisition can be awarded against an established source, the lead time may be shorter than an open-market acquisition. Open-market acquisitions can take as long as six months, while orders against established sources average three – four months.

If your program anticipates needing an acquisition for services that will exceed \$150,000 completed in FY 2012, and you are not already working with AQD, please contact an AQD Branch Chief as soon as possible to discuss the timelines for your project. AQD will evaluate these projects on a case-by-case basis to determine whether the project can be completed by the end of the fiscal year. Except under rare circumstances, new projects for services with an estimated value exceeding \$150,000 will not be accepted after **June 29, 2012**. However, it is best to begin projects as early in the year as possible to avoid the year-end rush.

If your program anticipates needing an acquisition of products or services totaling less than \$150,000, including all options, by the end of FY2012, please submit your requisition no later than **July 20, 2012**. If you have any questions about submitting your requisition, please contact your Contracting Officer. **We strongly recommend you to confirm with your Contracting Officer what supporting documents are required in addition to the requisition.**

Modifications, Including Exercising Options

For modifications that need to be completed in FY 2012, please submit your requisition no later than **July 27, 2012**. Please ensure your requisition include the contract/order number, Contracting Officer or



Contract Specialist name, and brief description of the requested action. This additional information should go in the comments section of the requisition and will allow AQD to quickly identify your base contract.

For modifications that need to be completed on October 1, 2012 or any time in the first few weeks of FY 2013, please submit a requisition that is subject to the availability of FY 2013 funds by **July 27, 2011**. This will allow AQD to plan our workload and ensure that your option is exercised in a timely fashion.

Deputy Assistant Secretary Approval

All NBC contract actions must be approved by the Deputy Assistant Secretary (DAS) prior to award. AQD will not make an award or exercise an option without this approval. AQD will also not retroactively exercise options if the approval is not obtained by the date of the option. If DAS approval is not obtained by the date of the option, your program will experience a break in services while your requirement is re-solicited and a new contract is put in place.

Summary

The table below summarizes the timelines discussed in this letter. If you have any questions or need further assistance, please contact your Contracting Officer or Contract Specialist.

Thank you for your continued support.

Table 1: Fiscal Year 2012 Year-End Timelines

Event	Date
New acquisitions for services over \$150,000	Submit Requisition NLT 6/29/2012
New acquisitions for products, or for services under \$150,000	Submit Requisition by 07/20/2012
Modifications that need to be completed prior to the end of FY 2012	Submit Requisition by 07/27/2012
Modifications that need to be completed at the beginning of FY 2013	Submit Requisition by 07/27/2012
All FY2012 procurement actions must be processed in FBMS.	09/21/2012