

Date: April 27, 2012

From: Deputy Assistant Secretary for Acquisition and Logistics (003A)

Subj: Fiscal Year (FY) 2012 Procurement Cut-Off Dates

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. As we approach the 4<sup>th</sup> quarter, we need to plan for our end of year requirements. To ensure we have the appropriate time to deliver meaningful and effective procurements to support mission needs, the Office of Acquisition and Logistics (OAL) is establishing (FY) 2012 procurement cut-off dates for receipt of procurement requirements that must be awarded by September 30, 2012. These established dates allow adequate time to properly complete planned procurements and contract modifications based on receipt of a complete acquisition package which includes required approvals/clearances, a complete description of requirements, and adequate funding. Submission of requirements after the established cut-off date, or submission of incomplete packages, may result in the increased risk of FY 2012 requirements not being awarded prior to the end of the current fiscal year.

2. Time becomes critical at the end of the fiscal year when we are up against strict requirements for posting notices, seeking approvals, and competing requirements. Procurement Administrative Lead Time (PALT) for contract awards are affected by a variety of factors, such as the Federal Acquisition Regulation (FAR) requirements to post pre-solicitation notices for all open market acquisition over \$25,000 on the Federal Business Opportunities website. Once more, it is imperative to submit complete acquisition packages by the established cut-off dates.

3. The following cut-off dates are for requisitions covering supplies, equipment, construction and services for FY 2012. Heads of Contracting Activities (HCA's) may impose earlier dates as necessary to meet requirements. Program managers should contact their contracting officers as soon as possible to determine deadlines for any action not covered by the categories below:

<b>Value/Type of Procurement</b>	<b>Cut-Off Dates</b>
\$3,000 and under (Use Purchase Card to maximum extent)	September 1, 2012
Simplified Acquisitions < \$25,000	August 12, 2012
Simplified Acquisitions < \$100,000	July 19, 2012
Orders Against Contracts	June 1, 2012
Exercise of Options	July 22, 2012
General Service Administration/Federal Supply Schedule (GSA/FSS)	August 30, 2012
\$100,000 - \$500,000	June 1, 2012
\$500,000 - \$5,000,000	June 1, 2012
Over \$5,000,000	May 20, 2012

Subj: Fiscal Year (FY) 2012 Procurement Cut-Off Dates

4. I encourage you not to wait for these cut-off dates and submit purchase requests as soon as possible to ensure acquisition needs are met. The procurement staff will make its best effort to award any requisition received after the above established procurement cutoff dates, however, award cannot be guaranteed.

5. Should you have questions regarding FY 2012 procurement cut-off dates, please contact Ms Marilyn Harris, Director, Procurement Policy Service and Warrant Management, at (202) 461-6929, or via e-mail at: marilyn.harris2@va.gov.

/s/Jan R. Frye