

**OLAO/OFFICE OF ACQUISITIONS
PROCUREMENT DEADLINES FOR FY 2011**

SIMPLIFIED ACQUISITIONS ACTIONS

	DOLLAR AMT	DEADLINE
All GSA FSS and other Gov. Agency Acquisition Vehicles	\$3K – MOL	08/26/2011
Equipment, Supplies, & Services	Up to \$3K	09/09/2011
Equipment, Supplies & Services	\$3K - \$25K	08/26/2011
Equipment, Supplies & Services	\$25,001 - \$150K	06/01/2011 (competitive) 07/15/2011 (non-competitive)
Equipment, Supplies & Services	>\$150K - \$12M	06/01/2011

STATION SUPPORT AND R&D CONTRACT ACTIONS

DESCRIPTION	DOLLAR AMT	DEADLINE
Task Orders under IDIQ Contracts	ALL	07/18/2011
GWAC	ALL	07/18/2011
Equipment, Supplies, & Services	>\$150K	06/01/2011
Funded Modifications	ALL	08/01/2011
Administrative Modifications	N/A	08/19/2011
R&D Actions	>\$150K	06/01/2011

OTHER PROCUREMENT ACTIONS

DESCRIPTION	DOLLAR AMT	DEADLINE
Decentralized (DELPRO ACTIONS)	ALL	09/09/2011
NIH Stock Requirement	ALL	09/08/2011

As soon as the NBS will accept requisitions with the new FY CAN.

- Rental/Maintenance Renewals, FSS or Other Open Market procurements requiring an early FY12 effective date

For guidance on submitting requirements for contracts and simplified acquisitions; and for assistance in the preparation of required supporting documents (e.g. source identification, purchase descriptions, specifications, JOFOCs, SOWs, Waivers, etc), contact the respective Branch Chiefs.

Fiscal Year 2011 Year End Close Schedule

Activity	Date
FY 2011 Year-End Schedule of Activities	28-June
NBS available for FY 2012 travel activity (stacked for posting in FY 2012)	1-Aug
Last day to process service and supply fund/management fund charges	16-Sept
Last day for remaining interagency agreements in finance	16-Sept
Last day to submit invoices to OFM for payment of FY 2006 obligations	16-Sept
Last day to submit obligations requiring OFM input	16-Sept
Last day for Civilian and Commissioned Corps payroll accruals	16-Sept
Last day to process CAN changes in the service and supply fund and the management fund	19-Sept
Last day to cancel FY 2006 awards	20-Sept
Last day that CAN changes will be accepted by OFM (non-intra appropriation)*	21-Sept
Last day to use purchase cards (non-emergency)	23-Sept
Last day that CAN changes will be accepted by OFM (intra appropriation)*	23-Sept
For Grants, last day to release any type of award (new, supplement, revision) to a Foreign Grantee; a Federal Grantee; and for a Foreign or Federal Fellowship	26-Sept
Last day for processing legacy (CAS/ADB) transactions	26-Sept
Last day to record contracts in NBS	27-Sept
Last day to release FY 2011 awards, supplements or revisions for additional funds in IMPAC II (6:00 pm)	27-Sept
Only revisions to grants created and released on/before 27 September can be released. IMPAC II GM system closed 6:00 PM**	28-Sept
Last day for external requisitions (12:00 noon)	28-Sept
Last day for internal requisitions (5:00 pm)	28-Sept
Last day for IMPAC II & NBS data reconciliation. IMPAC II GM system unavailable for grant awards	29-Sept
Last day to reconcile purchase card account in NBS (12:00 noon)	30-Sept
Last day for emergency purchase card use and creation of purchase card logs in NBS (12:00 noon)***	30-Sept
Last day to process and record critical contracts (12:00 noon)***	30-Sept
NBS closes (12:00 noon): users will no longer have access to the NBS; access points are disabled on the NBS portals	30-Sept
nVision reports available to the community for certification	1-Oct
IC certification responses due (12:00 noon)	1-Oct
First day for FY 2012 purchase card use w/paper logs	1-Oct
Opening of NBS for FY 2012 to budget community, and first day to record FY 2012 funding authority levels (NBS available for FY 2012)	10-Oct
Recording of financials for stacked travel and manual acquisition transactions entered in FY 2011 for FY 2012****	11-Oct
NBS available to the NIH community (7:00 am) for:****	11-Oct
<ul style="list-style-type: none"> • Purchase card logs and reconciliation • Entering requisitions • IMPAC II GM system reopens for FY 2012 Grant Awards processing (including prior year revisions); GMSs will be able to create WIPs before this date; however, no grant awards can be released until this date. 	

*CAN changes for grants will be available until IMPAC II is shut down on 28-September.

**All requests for revisions to grant awards must be coordinated beforehand with the IC BO and IC CGMO. All awards issued 28-September are at the risk of the IC. There is no guarantee that awards issued 28-September can be corrected if data fails to bridge properly to NBS.

*** Requests for emergency purchase card use and critical contracts must be coordinated beforehand with the IC BO and approved by the IC EO. (Specific guidance on emergency purchase card use and critical contracts will be provided by OALM in future communications).

****Activities depend upon OB authorizing FY 2012 funds and OFM entering FY 2012 Appropriations, Apportionments, and Allotments and IC Budget Officers entering FY 2012 Allowances and Operating Budgets.

*****For all information regarding year end close activities and grants timelines, see our SharePoint site:
<http://www.od.nih.gov/OSPA/YECommunications/default.aspx>.