



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



To: DOI 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 by the end of FY 2012, please submit your requisition no later than Friday, **July 27, 2012**.

Due to the transition to the Department of the Interior's enterprise-wide Financial and Business Management System (FBMS), AQD customers within the DOI's Office of the Secretary (OS) should complete the Purchase Request/Requisition Information Form. The form, which collects the required information to initiate or modify procurement actions for FY 2012, is posted to the AQD website at <http://www.aqd.nbc.gov/services/DOIrequisitions.aspx>. OS offices with Requisitioners role mapped should use this form as a guide to enter their Requisition into FBMS (SAP). The form will be routed



through FBMS to the AQD Contracting Officer. OS offices that have requested AQD to create their Requisitions should complete this [form](#) and email the AQD Business Management Office (BMO) at OSPurchaseReq@aqd.nbc.gov.

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**.

For modifications that need to be completed on October 1, 2012 or any time in the first few weeks of FY2013, please submit a requisition that is subject to the availability of FY 2013 funds by **July 27, 2012**. This will allow AQD to plan our workload and ensure that your option is exercised in a timely fashion.

Summary

The following table 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 07/27/2012
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 (PRISM).	09/21/2012