



**DEPARTMENT OF THE ARMY**  
U.S. ARMY MISSION AND INSTALLATION CONTRACTING COMMAND  
2219 INFANTRY POST ROAD  
JBSA FORT SAM HOUSTON, TX 78234-1361

CCMI-SOS

JAN - 5 2015

**MEMORANDUM FOR Mission and Installation Contracting Command Supported Activities**

**SUBJECT: FY15 Cut-off Dates for Purchase Request Submission to MICC**

1. Enclosed is a table illustrating key cut-off dates for submission of contract requirements, that when met will ensure proper and timely contract support from your local MICC contracting office. Please note: 1-N Contract Requirements Prioritization lists greatly assist in planning and requirements management.
2. All service requirements over \$150K must include the nomination of a properly trained Contracting Officer Representative (COR) so that the COR can be appointed prior to contract award. Please plan accordingly so that individuals nominated to perform COR duties have already completed the requisite training as outlined in Defense Federal Acquisition Regulation Supplement and Procedures, Guidance, and Information (DFARS PGI 201.602-2(d)(ii)) found at the following URL: [http://www.acq.osd.mil/dpap/dars/pgi/pgi\\_hm/PGI201\\_6.htm](http://www.acq.osd.mil/dpap/dars/pgi/pgi_hm/PGI201_6.htm). Depending upon the currency of the COR's training and the complexity of oversight required on the contract, the training can take from 3 to approximately 50 hours to complete. Lack of a properly trained COR will delay the contract award. The requirements for COR training are derived from the Army Contracting Command Pamphlet 70-1. Nominations are required to be submitted via the Virtual Contracting Enterprise located at the following URL: <https://arc.army.mil/COR>.
3. I encourage you to identify unfunded requirements to MICC contracting offices early. Although funded requirements take priority, requirements "subject to availability of funds" (SAF) will be accepted when there is reasonable expectation that funds will become available. Our contracting offices can work these unfunded requirements as time permits so the actions will be ready for award if funds become available.
4. Requirements packages received after the specified cut-off date will be evaluated to determine whether the requirement can be awarded by the end of the Fiscal Year. Late requirements packages not previously identified on your respective 1-N list that need execution in FY15 require the cognizant MICC Principal Assistant Responsible for Contracting's (PARC) approval before acceptance by the local MICC contracting office.

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5. With proper planning, together we can execute your requirements and meet or exceed the Army's mandated obligation target of 80% by the end of July. By doing so, we will be postured to execute the remaining requirements prior to the end of the Fiscal Year. For clarification or assistance with requirements planning and this guidance, please contact your local MICC contracting office Director/Commander or my point of contact at the Headquarters, Mr. Scott Kukes, at [scott.d.kukes.civ@mail.mil](mailto:scott.d.kukes.civ@mail.mil) or 210-466-2269.

Encl

  
JEFFREY A. GABBERT  
Brigadier General, USA  
Commanding

**Mission and Installation Contracting Command**

**FY15 Cut-off Dates for Complete Purchase Request Package Submission to MICC**

Requirement	Total Estimated Dollar Amount	Package Receipt Deadline to Meet 80/20 Award by 31 JUL 15	Package Receipt Deadline to Meet Award by 30 SEP 15
<b>Supplies &amp; Services (including Information Technology )</b>			
Commercial & Non-Commercial Items/Services	< \$10M	29 JAN 15	31 MAR 15
	> \$10M to \$50M	9 JAN 15	11 MAR 15
	> \$50M to \$250M	19 DEC 14	19 FEB 15
	>\$250M to \$500M	12 NOV 14	12 JAN 15
	>\$500M to \$1B	01 APR 14	01 JUN 14
Commercial & Non-Commercial Items/Services	Up to \$150K	15 APR 15	17 JUN 15
Orders against Multiple Award Indefinite Delivery Indefinite Quantity (IDIQ) Contracts (Army/DoD)	All	8 APR 15	5 JUN 15
Delivery or Task Order against Single Award IDIQ and Requirements Type Contract (Army/DoD)	All	20 MAY 15	17 JUL 15
Orders under Non DoD Contracts (GSA, VA and other agencies)	All	25 MAR 15	22 MAY 15
Supplies	\$3K & Below	Use GPC	Use GPC
Services	\$2,500 & Below	Use GPC	Use GPC
<b>Construction</b>			
Construction, Repair and Maintenance	\$2K & Below	Use GPC	Use GPC
Construction, Repair and Maintenance	Over \$2,000	27 FEB 15	1 MAY 15
Order against Job Order Contract (JOC), IDIQ or Requirements Contract	All	15 APR 15	17 JUN 15
<b>Exercising Options for Existing Contracts</b>			
Timelines are contract specific and require close coordination with the supporting contracting office. We recommend a minimum of 3-6 months prior to the expiration date depending on the complexity.			

The table above identifies the deadline for submitting Fiscal Year 2015 year-end requirements to MICC Contracting Offices.

Requirements not on a 1-N list and received after established deadlines must be approved for acceptance by the cognizant Principle Assistant Responsible for Contracting, if execution is required in Fiscal Year 2015.

Local contracting office directors may accept late requirements provided that were previously identified on a submitted 1-N List.

Enclosure