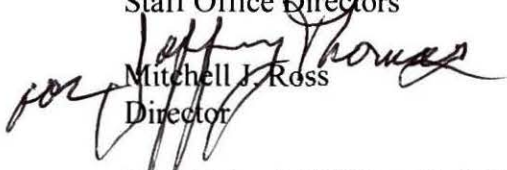




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
ACQUISITION AND GRANTS OFFICE

SEP 16 2016

MEMORANDUM FOR: Deputy Assistant Administrators
Staff Office Directors

FROM: 
Mitchell J. Ross
Director

SUBJECT: Fiscal Year 2017 Year End Cut-Off Dates and Late Acquisition and Grant Requests

The purpose of this memorandum is to provide the year-end financial assistance and acquisition cut-off dates for Fiscal Year (FY) 2017. The need for financial assistance and acquisition planning is critical to ensure that NOAA requirements are awarded in a timely manner. Adherence to the established Procurement Administrative Lead Time (PALT) for an action is necessary in order to meet the FY17 cut-off dates. Program offices must anticipate requirements and engage with the Acquisition and Grants Office (AGO) early in the process to allow sufficient time for completing grant or acquisition activities.

FY 17 AGO Cut-Off Dates

Requisitions for FY17 NOAA grants, financial assistance, cooperative agreements, or acquisition services must be submitted for processing no later than the established cut-off dates, identified in Attachment 1 and on the [NOAA AGO homepage](#).

FY17 Dates for Obligation and Recordation

The date for all FY17 contract actions to be obligated is no later than 5:00 pm Eastern Time on Friday, September 22nd, 2017. The date for FY17 grants, financial assistance, and cooperative agreement obligations to be is Thursday, September 28th, 2017.

Late Acquisition and Grant Request Process

Requisitions for NOAA grants, financial assistance, cooperative agreements, or acquisition services received after a cut-off date will be considered late and may be accepted for processing on a best effort basis, in accordance with the following guidance:

1. The Requestor shall complete the attached Late Acquisition and Grant Request Form. An incomplete form cannot be processed. The Late Acquisition and Grant Request Form can be submitted electronically or as a hard-copy version to the appropriate Head of Contracting Office (HCO) or the Grants Management Division (GMD) Director. Please see the attached [Late Acquisition and Grant Request Form](#) for process instructions.

2. The decision to process the action will be issued by the Director of AGO in a timely manner, normally within three business days. The decision will be based on need; compliance with law, regulation, and policy; resources; and workload.
3. Requisitions with insufficient PALT, as set forth in the [Commerce Acquisition Manual Chapter 1307.1 Acquisition Planning](#), shall be considered late actions.
4. AGO decisions may be appealed to the Deputy Under Secretary for Operations.

cc: Deputy Under Secretary for Operations
NOAA Executive Panel
CFO Council
CIO Council
Acquisition Management Advisory Committee
Grants Management Advisory Committee

Attachments

1. NOAA AGO FY2017 Year-End Cut-Off Dates
2. The Late Acquisition and Grant Request Form
3. Department of Commerce Procurement Administrative Lead Time

Financial Assistance Cut-Off Dates

FY2017

- | | |
|--|--------------|
| 1. All Financial Assistance Final Plans | FRI 02/17/17 |
| 2. All Financial Assistance Actions | FRI 07/07/17 |
| 3. All Financial Assistance Obligations and Recordation (<i>Tentative Date*</i>) | THU 09/28/17 |

Acquisition Cut-Off Dates

FY2017

1. Simplified and Commercial Acquisitions

Action Value	Cut-Off Date
≤ \$15K	FRI 07/28/17
> \$15K - \$150K	FRI 07/07/17

2. Orders under an Existing Contract

Order Value	Under Multiple Award ¹ Contract	Under Single Award ² Contract
≤ \$10M	FRI 03/10/2017	FRI 07/07/17
> \$10M	FRI 11/18/16	FRI 03/03/17

3. Contracts

Contract Value	Cut-Off Date
> \$150K - \$700K	FRI 03/31/17
> \$700K - \$1.5M	FRI 02/17/17
> \$1.5M - \$10M	MON 01/23/17
> \$10M	TUE 10/18/16

¹ Examples of an order against an existing contract (multiple award): Orders against a GSA Schedule, GWAC (NITAAC), 8(a) STARS II, NASA SEWP, or NOAALink Small Business Track Core Contracts (multiple contractors)

² Example of an order against an existing contract (single award): Order against NOAALink SMS Track Core Contract (one contractor)

Acquisition Cut-Off Dates (continued)

FY2017

4. Interagency Acquisitions (IA)

IA Value	Cut-Off Date
≤ \$10M (directed or assisted)	FRI 06/23/17
> \$10M (directed or assisted)	FRI 05/26/17

5. Deobligation Request for Funds
Identified by Finance as FY17
Cancelling Funds (Submit to CCT³ only)

THU 08/31/17

6. Modifications (Administrative/Funding)

FRI 07/28/17

7. FAAPS⁴

WED 05/31/17

8. All Acquisition Obligations and
Recordation (*Tentative Date**)

FRI 09/22/17

9. All Purchase Card Transactions
(*Tentative Date**)

FRI 09/22/17

Awareness of and adherence to the established Procurement Administrative Lead Time (PALT) for an action is necessary in order to meet the FY2017 cut-off date. [Commerce Acquisition Manual, Section 1307.1 Appendix C](#) should be considered in the context of the cutoff dates. For any action not identified above, consult the Contracting Officer for the appropriate submission timeframe.

³ Contract Closeout Team

⁴ The FAAPS cut-off date is established for pulling the FAAPS data that will be used to determine the planned workload for the next fiscal year.

*Tentative Dates for final obligation and recordation: The actual dates for Grants, Financial Assistance, Cooperative Agreements, and Purchase Card Transactions are established by the NOAA Finance Office and will be provided once finalized.

**NOAA Acquisition and Grants Office
Late Acquisition and Grant Request Form**

Date of Request:

Acquisition:

Financial Assistance:

PR/Grant Number:

Total Award Proposed Value:

NOAA Line/Staff Office:

Funds Expiration Date:

(If Other, Please Specify):

Cause of Delay:

Current FY Dollar Obligation:

(If Other, Please Specify):

Requestor Name:

Signature

Date

DAA/SO Director:

Signature

Date

Summary Statement of Need and Criticality:

↑ *Top Portion* ↑

Acquisition and Grants Office Use Only:

Acquisition Division /GMD Director Name:

Recommend Approval

Recommend Disapproval

Signature

Date

Approved

Disapproved

Mitchell J. Ross

Date

Director, Acquisition and Grants Office

NOAA Acquisition and Grants Office Late Acquisition and Grant Request Form Instructions

1. The Requestor shall process the Late Acquisition and Grant Request Form through their servicing Acquisition Division to the Head of the Contracting Office (HCO) or Grants Management Division (GMD) Director.
 - a. The top portion of the Late Acquisition and Grant Request Form must be **complete** for each request with the period of availability of funds, current FY dollar obligation, proposed value, purchase request number or grant number, the requestor name, Deputy Assistant Administrator (DAA) or Staff Office (SO) Director name, and the summary statement of need and criticality.
 - b. The Late Acquisition and Grant Request Form must be signed by both the **Requestor** and the **DAA** or the **SO Director**¹.
 - c. An electronic submission of the Late Acquisition and Grant Request Form is acceptable.
2. The HCO or GMD Director will review the Late Acquisition and Grant Request Form and recommend approval or disapproval. Once signed, the form is sent by the HCO or GMD Director to the Director of AGO for action.
3. The Director of AGO will return the approved/disapproved Late Acquisition and Grant Request Form to the HCO or GMD Director.
4. The HCO or GMD Director will return the approved/disapproved Late Acquisition and Grant Request Form to the Requestor.

¹DAA or SO Director may be signed by an individual in acting or designee role.

APPENDIX C

PROCUREMENT ADMINISTRATIVE LEAD TIMES (PALT)

The PALT listed below reflects standard lead times aligned with procurement type and threshold:

PROCUREMENT TYPE	DOLLAR VALUE	LEAD TIME RANGE (calendar days)
Simplified Acquisition Procedures (Commercial Items)	\$0 – \$3,500	5 – 10 days
	\$3,501 – \$25,000	15 – 30 days
	\$25,001 - \$700,000	30 – 60 days
	Above \$700,000	60 – 120 days
Simplified Acquisition Procedures (Other than Commercial Items)	\$0 – \$3,500	5 – 15 days
	\$3,501 – \$25,000	15 – 45 days
	\$25,001 - \$150,000	30 – 60 days
Blanket Purchase Agreement (BPA) Orders	Any Amount	15 – 30 days
Task Orders under Indefinite Delivery Contracts	Any Amount	30 – 60 days
Sealed Bids(IFB)	\$150,000 – \$700,000	90 – 120 days
	\$700,001 - \$1,500,000	120 – 150 days
	Above \$1,500,000	150 – 180 days
Competitive Proposals (RFP)	\$150,000 – \$700,000	90 – 120 days
	\$700,001 – \$1,500,000	120 – 180 days
	Above \$1,500,000	240 – 360 days
Delivery Orders/Task Orders under GSA/FSS (not requiring a Statement of Work)	Any Amount	15 – 60 days
Noncompetitive Actions: Other Than Full and Open Competition (includes 8(a), sole source, and urgent actions – the latter two requiring submittal of a completed Justification & Approval)	\$150,000 – \$700,000	90 – 120 days
	\$700,001 - \$1,500,000	120 – 180 days
	Above \$1,500,000	240 – 360 days
Task Orders under GSA/FSS (requiring a SOW)	\$0 – \$3,500	15 – 30 days
	\$3,501 – \$700,000	90 – 150 days
	Above \$700,000	105 – 165 days

Note: Lead times are based on a number of assumptions, such as: receipt of a properly prepared, fully documented requisition, including any applicable clearances and approvals; workload and available resources.