

From: [Brusky, Brian - ARS](#)
To: [ARS-MWA-Madison-All](#)
Subject: Procurement Cut-off Dates and milestones
Date: Friday, March 24, 2023 10:58:00 AM

To all,

Just wanted to send this out so that everyone is aware of the cut-off dates. I will send this out in about a month again. Obviously if you already know and have the funding, please send Patrick and I your procurement packages.

Also attached the link.

<https://axon.ars.usda.gov/APD/Pages/Procurement-Administrative-Milestones.aspx#cutoff>

Cutoff Dates

This is a reminder of the established cutoff dates for processing procurement requirements. These established dates allow adequate time to properly accomplish planned procurements and amendments and are based on receipt of a complete acquisition package which includes required approvals/clearances, a complete description of requirements, and adequate funding. Although these deadlines are intended to identify when a requisition must be received to ensure placement prior to the end of the fiscal year, employees should refer to the Agency's specific year-end guidance to determine spending cutoff dates.

The following are the cutoff dates for requisitions covering supplies, equipment, construction, and services for the current fiscal year and for those supplies and services beginning early in the upcoming fiscal year. The dollar amounts shown opposite the cutoff dates apply to the total amount of the requisition.

If the cutoff date for a procurement action you are contemplating has past and your office would like to submit the procurement package to the contracting office for consideration, please use the "[Request for Late Procurement](#)" form when submitting the requisition package through IAS. Procurement requests received after the Cut Off Dates will be addressed on a first come, first served basis and will be processed only if they can be accommodated without adversely affecting work in progress or violating statute. While we cannot guarantee that procurement requests received after the established Cut Off dates will be obligated by September 30 or new/renewal services will begin/continue on October 1, any procurement request received after the aforementioned dates will be handled on a "best effort" basis.

Supplies & Services

Cutoff Date

Commercial Items Awarded to Small Businesses – Above \$250,000	July 1
Supplies / Services – Above \$250,000	July 1
Supplies / Services - \$25,001 - \$250,000	July 15
Operations and Maintenance Task Orders	August 1
Supplies / Services – Below \$25,000	August 5

Construction & A&E

Cutoff Date

AE Multiple Award IDIQ	February 15
Construction (construction phase only) – Above \$250,000 - \$10,000,000	May 1
AE Stand-alone - Over \$250,000	May 1
Construction - \$25,000 - \$250,000	July 1
AE Stand-alone - Below \$250,000	July 1
AE Task Orders	July 15
Competitive Construction – Below \$25,000	August 1

Procurement Administrative Milestone

To ensure excellent customer service and a timely response time to our customers, the Acquisition and Property Division (APD) established Procurement Administrative Milestone (PAM) goals. Please note that the previous term "PALT" is now defined and tracked by the Office of Federal Procurement Policy (OFPP) as "the time between the date on which an initial solicitation for a contract or order is issued by a federal department or agency and the date of the award of the contract or order." As such, APD has updated the terminology to be consistent with federal reporting requirements.

The PAM time starts when the contracting office receives a complete acquisition package and begins the formal process to prepare the solicitation. The PAM timeline concludes when an award is made. Below are the goals for PAM average time (in calendar days).

Please ensure adequate time is planned in providing the requisition package to your contracting office to be worked. If the needed date for the good/service is sooner than the PAM date allows, please use the "Request for Late Procurement" [linked](#) form when submitting the requisition package through IAS. Every effort will be made to process the request to meet the needed date, but no guarantees will be provided, as certain regulatory timeframes must be met to ensure an award is valid and legal.

Award Type

Goal (in days)

Simplified Acquisitions – Above \$4,999 to \$25,000	30
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Simplified Acquisitions – Above \$25,000 to \$250,000	60
Negotiated Sole Source – Open Market, Above \$250,000	90
Negotiated Full and Open – Open Market, Above \$250,000	180
GSA Products Below \$250,000	30
GSA Products Above \$250,000	60
GSA Services Less than \$1 Million	90
GSA Services \$1 Million or greater	120
Commercial Items – Open Market, Above \$250,000	150
Operations and Maintenance (O&M) Contracts	365
BPA Calls / Delivery Orders (e.g. IQC, SEWP; excludes AE orders)	30
Construction - \$2,000 to \$25,000	45
Construction - \$25,001 to \$250,000	90
Non-competitive Construction (e.g. 8(a) contracts) – Below \$250,000	45
Non-competitive Construction (e.g. 8(a) contracts) – Above \$250,000	90
Competitive Construction - \$250,000 to \$20 Million	180
Competitive Construction - Above \$20 Million	225
AE (including task orders) - \$2,500 - \$25,000	60
AE (including task orders) – Above \$25,000	90
Large Contract AE (e.g. nationwide, stand-alone)	365

Respectfully,
 Brian J. Brusky
 USDA-Agricultural Research Service
 Management Analyst
[1925 Linden Drive](#)
[Madison, WI 53706](#)
 608-215-2837 (Work Cell)

Out of Office Advance Notice:
March 25 – Apr 2
May 24 – May 31

Office Hours: 7:30am – 4:00pm

“I am thankful for all of those who said NO to me. It’s because of them I’m doing it myself.” – *Albert Einstein*