# END OF YEAR CONTRACT AWARD TIME FRAMES

To ensure that all your contract requirements are met please use the following milestones for submission of your Procurement Packages. These are time-lines for arrival in our office, which means any necessary approvals have been obtained* and purchase request(s) have been entered into Acquiline/PR Web. For instruction and utilization of this automated PR&C system go to: http://www.aca-nrcc.eustis.army.mil/acquiline/acquiline index.htm or call (757) 878-3166, extension 3396, at Fort Lee (804)734-4580. Due to the increased volume of requirements, i.e., expiring in the fourth quarter, and requirements for which funds become available, it is imperative that you adhere to these submission dates to ensure the contract action is completed prior to year-end.

Simplified Acquisition (all requirements up to $100,000)- all GSA orders, all Commercial Items/Services (including recurring requirements that begin 1 Oct): **15 August 2004**

Simplified Acquisition (over $100,000)- GSA orders for Services and all other Commercial Services: **1 August 2004**

New requirements over $5 million (includes all option periods): **28 February 04.**

Follow on Options: **70 days prior** to expiration in order to notify the contractor of intent. **30 days prior** to expiration provide funding memo.

In-scope contract modifications: **1 August 2004**

Delivery orders against Indefinite Delivery Contracts (D-type contracts): **1 August 2004**

* Reminder: TRADOC Activities must obtain Contracted Advisory and Assistance Services (CAAS) approvals for those services acquired by contract from nongovernmental sources to support or improve agency policy development, decision making, management and administration, program and project management and administration, or to improve the effectiveness of management processes or procedures or the operations of weapon systems, equipment, or components. If you have any questions as to whether or not your service(s) requirement falls within CAAS, contact the CAAS Coordinator Office within the Management Directorate, DCSRM, (757)788-5206 or (757) 788-3025.

## Standard Procurement Administrative Lead Times (PALT)

The following table provides the time frame required per type of contractual action. However, these "Procurement Lead Times" depend on the estimated dollar amount and complexity of your requirement, and whether or not a contract or GSA schedule is in place, so as to reduce the amount of time required to place an order. We understand that your timely submission is often dependent upon the funds being made available. For this reason if you have any known large dollar requirements for which funds may become available, request you immediately coordinate with your servicing NRCC office to develop an acquisition strategy. This will assist us in ensuring your requirements are awarded and save you time, money and effort.

| ACTION | CALENDAR DAYS |
|---|---|
| Simplified Acquisition Purchase | 15 |
| Sealed Bid | 90 |
| Sole Source Negotiated | 120 |
| Competitive Negotiated Formal Acquisition >$5M | 225 |
| Competitive Negotiated < $5M | 120 |
| Delivery Order Negotiated (Services to include GSA*) | 45 |
| Delivery Order Fixed Price (Supply) | 15 |
| Contract Modifications | 45 |
| Contract Options | 70 |
| Blanket Purchase Agreement (BPA) - New Agreement | 45 |
| BPA Calls | 30 |
| Basic Ordering Agreement (BOA) - 8a New Agreement | 25 |
| BOA Orders | 10 |

*Section 803 **mandates** that we compete amongst an adequate number of contractors, to reasonably ensure that offers will be received from at least three contractors that can fulfill the work requirements.