

**FY-2004 CUT OFF DATES
MIDWEST AREA**

Supply, Service, and Equipment (Includes IT), Construction with Completed Design and A-E Design Only		
		REVISED CUT OFF DATES*
\$2,500 and under	September 1, 2004	August 1, 2004
\$2,501 - 24,999	August 1, 2004	July 1, 2004
\$25,000 - 100,000	June 1, 2004	May 1, 2004
\$100,001 - and over	April 1, 2004 Contact Area Procurement Office	March 1, 2004

Design and Construction		
\$2,501 - 25,000	June 1, 2004	May 1, 2004
\$25,001 - 100,000	April 1, 2004	March 1, 2004
\$100,000 - and Over	December 1, 2003 Contact Area Procurement Office	January 1, 2004

Special or Additional Tasks for Major Facilities Support Services Contracts		
Under \$100,000	September 1, 2004	August 1, 2004

* Revised changes effective May 5, 2003 due to FFIS Requirements

December 8, 2003

SUBJECT: FY04 Procurement Cut-off Dates

TO: Research Leaders
Location Administrative Officers

FROM: A. D. Hewings /s/
Director

During the past three years, the Midwest Area research budget has increased more than 35% yet the Area Administrative staff is 2 FTE smaller than it was in 1999. In addition to the new scientific positions that have been recruited with these funds, discretionary dollars have been available for an unprecedented volume of procurement of research equipment, supplies, construction, and extramural agreements. While we are extremely pleased with this windfall, it has resulted in a much heavier workload volume for our administrative staffs who have been taxed to the limit to provide the support and service you need. With the current Continuing Resolution, we have concerns that once the full budget is released, our administrative staffs will be inundated with your procurement requests and will be stretched to provide service in a timely manner. One way you can help to ensure that we maintain quality service is to plan your acquisitions, work with the procurement and contracting staffs both at the Location and Area, and adhere to the deadlines listed below.

The procurement cutoff dates listed below have been established to meet the required dates as provided in Bulletin 03-305 Year-End Closing Dates and Closing Guidance. These established dates allow adequate time frames to properly accomplish planned acquisitions and are based on receipt of ready requisitions which include required approvals/clearances, a complete description of requirements, and adequate funding. With this reminder, I am stressing that you must comply with these cutoff dates.

Each year, a few units in the Area have ignored these cut-off dates. In an attempt to meet your procurement needs, Diane and her staff have gone the extra mile and, in most cases, have been able to obligate your funds before the end of the fiscal year. This year, we will not be able to make exceptions to the cut-off dates unless there is an unusual and compelling reason to do so.

The cutoff dates are for ready requisitions covering supplies, equipment, construction, and services for the current fiscal year and for those supplies and services beginning early next fiscal year. The dollar amounts shown opposite the cutoff dates apply to the total amount of the requisition. You must comply with these cut-off dates in order to ensure the actions can be accomplished and your funds obligated.

Non-procurement cardholders should be using the purchase cards for purchases less than \$2,500 when it is appropriate. For larger dollar acquisitions, we are up against strict requirements for posting notices, seeking approvals, obtaining wage determinations, and running competitions, all

of which require more time to accomplish, thus the dates below. If you are holding an AD-700 until funds become available for a large, complex buy, and there is a good chance that it will be funded, contact your respective procurement staff to discuss the possibility of processing the action up to the point of award.

Later in the summer but by July 15, please remember you need to develop and submit AD-700's for maintenance agreements, lease renewals, subscriptions, and other service arrangements that you want carried over into next fiscal year. Make sure that the information for these orders is complete with respect to quantities, makes, models, special features, serial numbers, and most importantly, the purchase order numbers of the arrangements being renewed. For maintenance agreements, submit a justification explaining why a maintenance agreement is advantageous compared to a "per call" arrangement. Again, call your local procurement staff if you have any questions regarding these matters.

Also by July 15, contract options covering the next fiscal year must also be considered and AD-700s to fund such options submitted to the procurement staff. With each AD-700, include a signed statement by the Contracting Officers Representative that:

- (1) Explains the reasons for the decision.
- (2) Describes the quality of service now being provided by the contractor, which must be at least satisfactory.

We realize that the current budget situation doesn't allow us to freely obligate our funds. However, your cooperation in sending in your requisitions and then dialoguing with the Procurement Staff will allow us to process the orders that we can and work the others to the point that regulations allow so we will be in better shape once we have a full budget.

If you have any questions, please contact your local Procurement Staff, Norma Cremeens, Becky Holzinger or Georgetta Stonewall here in the Area Office.

cc:

D. Strub
N. Cremeens
R. Holzinger
G. Stonewall
J. Roberts