

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

44-20

9/9/20

CUT-OFF DATES FOR FISCAL YEAR 2021 PURCHASES

I. PURPOSE

This notice establishes Fiscal Year 2021 cut-off dates for processing procurement requests, interagency agreements (IAAs), and cooperative agreements (CAs). These cut-off dates ensure that the Agency can obligate its funds in a timely manner through acquisitions by September 30, 2021. These dates will aid program offices in planning purchases throughout the year.

II. PROGRAM OFFICE RESPONSIBILITY

A. Program Areas are to send completed purchase request packages entered into the Integrated Acquisition System (IAS) to the Office of Management, Administrative Services Division (ASD), Procurement Management Branch, by the cut-off dates listed in the attachment to this notice for the referenced dollar amounts. Contents of a complete requisition package can be found in [FSIS Directive 2100.1, Procurement of Supplies, Equipment, and Services](#). The dollar amounts identified in the attachment include option years, if any.

B. Program Areas are to ensure that requisitions are moving through all processes to allow sufficient time to coordinate approvals.

C. Program Areas are to obtain pre-procurement approvals as early as possible in the procurement process.

D. The requisitioner is to obtain approvals for information technology requirements, including receipt of Acquisition Approval Requests, in accordance with USDA Office of the Chief Information Officer policy.

E. Contract award before the end of the fiscal year is not guaranteed for requisitions submitted after these established cut-off dates or if an incomplete package is submitted.

III. LATE REQUISITIONS

A. Requisitions received after the cut-off date are considered late and may not be processed. Program offices are to follow these instructions if there is a late requisition:

1. Enter requisition in IAS;
2. Prepare a late requisition approval request memo, which is to be signed by the Assistant Administrator (AA) of the respective program office and submitted to the OM/AA;
3. Send late requisition procurement request emails to: FSISProcurement@usda.gov;

DISTRIBUTION: Electronic; All Field Employees

NOTICE EXPIRES: 9/1/21

OPI: OPPD

4. The ASD Procurement Management Branch will review the requisition package to ensure that it is complete;
5. If the package is complete, ASD will validate and forward it to the OM/AA for approval; and
6. If it is not complete, the Contracting Officer will notify the requisitioner that no action can be taken until the procurement package is complete. Late requisitions will be returned unprocessed.

B. For questions about this notice or for assistance with acquisition planning, please send an e-mail to FSISProcurement@usda.gov.



Assistant Administrator
Office of Policy and Program Development

ATTACHMENT - FISCAL YEAR 2021 CUTOFF DATES

PROCUREMENT CUTOFF DATES		
REQUIREMENT	DOLLAR AMOUNT	CUTOFF DATE
All Supplies, Equipment, and Services <i>(Dollar values should be inclusive of base year and all option year totals.)</i>	\$4 million and above	February 10
	\$600,000, but less than \$4 Million	March 10
	\$250,000, but less than \$600,000	April 7
	\$25,000, but less than \$250,000	May 5
	Less than \$25,000	July 28
	Up to the Micro Purchase Threshold Supplies/equipment up to \$10,000 and Services up to \$2,500	September 8 (Use Program Area's Purchase Card)
Final Mission-Critical Investments (MCIs) <i>(Approved by Management Council)</i>		June 30

INTERAGENCY AGREEMENTS CUT-OFF DATES	
Action Type	Date
IAAs to FedSim/FedSource or other franchise funds	June 9
IAAs under the Economy Act when the performing agency will use Government employees to accomplish the work	June 9
All other IAAs (i.e., Economy Act orders when the performing agency will contract out the work)	July 14

COOPERATIVE AGREEMENTS CUT-OFF DATES	
Action Type	Date
All new CAs	June 30
Non-competing continuations	August 4