

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

FSIS NOTICE

42-19

10/28/19

CUTOFF DATES FOR YEAR-END PURCHASES FISCAL YEAR 2020

I. PURPOSE

This notice establishes fiscal year-end cutoff dates for processing procurement requests, interagency agreements (IAAs), and cooperative agreements (CAs). These cutoff dates ensure that the Agency can obligate its funds in a timely manner through acquisitions by September 30, 2020. These dates will aid program offices in planning purchases throughout the year.

II. PROGRAM OFFICE RESPONSIBILITY

A. Program offices are to send completed year-end purchase request packages entered into the Integrated Acquisition System (IAS) to the Procurement Management Branch, Administrative Services Division (ASD), Office of Management (OM), by the cutoff 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. It is the program office's responsibility to ensure that requisitions are moving through all processes to allow sufficient time to coordinate approvals.

C. Pre-procurement approvals are to be obtained by program office staff as early as possible in the procurement process.

D. It is important for the requisitioner 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 cutoff dates or if an incomplete package is submitted.

III. LATE REQUISITIONS

A. Requisitions received after the cutoff 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: 11/1/20

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 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 contact the ASD Procurement Management Branch at 301-289-9697.



Assistant Administrator
Office of Policy and Program Development

ATTACHMENT - FISCAL YEAR 2020 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>	Up to the Micro Purchase Threshold Supplies/equipment up to \$10,000 and Services up to \$2,500	September 11 (Use Program Office's Purchase Card)
	Less than \$25,000	July 27
	\$25,000, but less than \$250,000	May 4
	\$250,000, but less than \$600,000	April 6
	\$600,000, but less than \$4 Million	March 9
	\$4 million and above	February 7
Final Mission-Critical Investments (MCIs) <i>(Approved by Management Council)</i>		July 1

INTERAGENCY AGREEMENTS CUT-OFF DATES	
Action Type	Date
IAAs to FedSim/FedSource or other franchise funds	June 8
IAAs under the Economy Act when the performing agency will use Government employees to accomplish the work	June 8
All other IAAs (i.e., Economy Act orders when the performing agency will contract out the work)	July 13

COOPERATIVE AGREEMENTS CUT-OFF DATES	
Action Type	Date
All new CAs	June 29
Non-competing continuations	August 3