

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

FSIS NOTICE

53-18

9/26/18

CUTOFF DATES FOR YEAREND PURCHASES FISCAL YEAR 2019

I. PURPOSE

This notice sets out fiscal yearend cutoff dates for processing procurement requests, interagency agreements (IAAs), and cooperative agreements (CAs). These cutoff dates ensure that the Agency has the ability to obligate its funds timely through acquisitions by September 30, 2019. These dates will aid program offices in planning purchases throughout the year.

II. PROGRAM OFFICE RESPONSIBILITY

A. Program offices are to send completed yearend purchase request packages entered into the Integrated Acquisition System (IAS) to the Office of Administrative Services (OAS) by the cutoff dates listed in the attachment to this notice for the mentioned 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 for submission of an incomplete package.

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 program office Assistant Administrator, to the Office of Management Assistant Administrator (OM/AA);
3. Send late requisition procurement request emails to: FSISProcurement@fsis.usda.gov;

DISTRIBUTION: Electronic; All Field Employees

NOTICE EXPIRES: 10/1/19

OPI: OPPD

4. OAS, Procurement Management Branch, will review the requisition package to ensure that it is complete;
5. If the package is complete, OAS will validate and will forward to the OM/AA for concurrence of the late procurement requests; 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 help with acquisition planning, contact the OAS Procurement Management Branch at 301-289-9697.

A handwritten signature in cursive script, reading "Rebecca J. Wagner".

Assistant Administrator
Office of Policy and Program Development

ATTACHMENT - FISCAL YEAR 2019 CUTOFF DATES

PROCUREMENT CUTOFF DATES		
REQUIREMENT	DOLLAR AMOUNT	CUTOFF DATE
All Supplies, Equipment, and Services	Up to the Micro Purchase Threshold	September 13 (Use Program Office's Purchase Card)
	Less than \$25,000	July 26
	\$25,000 but less than \$150,000	May 3
	\$150,000 but less than \$500,000	April 5
	\$500,000 but less than \$4 Million	March 8
	\$4 million and above	February 8

INTERAGENCY AGREEMENTS CUTOFF DATES	
Action Type	Date
IAAs to FedSim/FedSource or other franchise funds	June 7
IAAs under the Economy Act when the performing agency will use Government employees to accomplish the work	June 7
All other IAAs (i.e., Economy Act orders when the performing agency will contract out the work)	July 12

COOPERATIVE AGREEMENTS CUTOFF DATES	
Action Type	Date
All new CAs	June 28
Non-competing continuations	August 2