



United States Department of the Interior  
Office of the Secretary



To: DOI Acquisition Customers

From: U.S. Department of the Interior  
Interior Business Center  
Acquisition Services Directorate (AQD)

Date: April 6, 2015

Subject: End of Fiscal Year 2015 Deadlines

The Acquisition Services Directorate (AQD) would like to inform our customers about some important dates related to acquisition actions for Fiscal Year (FY) 2015. In order to ensure that we can meet your needs for acquisition actions in FY 2015 and at the outset of FY 2016, we would like to communicate the following timelines for both new projects and modifications.

### **New Acquisition Projects**

Due to Federal Acquisition mandates, many acquisition projects require a significant lead time, especially acquisitions of products or services with a total price that exceeds \$150,000. The lead time may be longer depending on the acquisition strategy for your project. For example, if the acquisition can be awarded against an established source, the lead time may be shorter than an open-market acquisition. Open-market acquisitions can take as long as six months, while orders against established sources average three to four months.

If your program anticipates needing an acquisition for products or services that will exceed \$150,000 completed in FY 2015, and you are not already working with AQD, please contact an AQD Branch Chief as soon as possible to discuss the timelines for your project. AQD will evaluate all projects on a case-by-case basis to determine whether the project can be completed by the end of the fiscal year. Except under rare circumstances, new projects for products or services with an estimated value exceeding \$150,000 will not be accepted after **May 29, 2015**. However, it is best to begin projects as early in the year as possible to avoid the year-end rush.

If your program anticipates needing an acquisition of products or services totaling less than \$150,000 by the end of FY 2015, please submit your requisition no later than Friday, **June 26, 2015**. AQD will evaluate all projects on a case-by-case basis to determine whether the project can be completed by the end of the fiscal year.

## Modifications, Including Exercising Options

For modifications that need to be completed in FY 2015, please submit your requisition no later than **June 26, 2015**.

For modifications that need to be completed on **October 1, 2015**, or any time in the first few weeks of FY 2016, please submit a requisition that is subject to the availability of FY 2016 funds by **June 26, 2015**. This will allow AQD to plan our workload and ensure that your option is exercised in a timely fashion.

Office of the Secretary Customers with Requisitioners:

AQD customers within the DOI's Office of the Secretary (OS) should complete the Purchase Request/Requisition Information Form. The form, which collects the required information to initiate or modify procurement actions for FY 2015, is posted to the AQD website at <http://www.doi.gov/ibc/services/AQD/Requisitions.cfm>. OS offices with Requisitioners role mapped should use this form as a guide to enter their Requisition into FBMS (SAP). The form will be routed through FBMS to the AQD Contracting Officer. OS offices that have requested AQD to create their Requisitions should complete this form and email the AQD Business Management Office (BMO) at [aqdOSPurchaseReq@ibc.doi.gov](mailto:aqdOSPurchaseReq@ibc.doi.gov).

## Summary

The following table summarizes the timelines discussed in this letter. If you have any questions or need further assistance, please contact your Contracting Officer or Contract Specialist.

**Table 1: Fiscal Year 2015 Year-End Timelines**

Event	Date
New acquisitions for products or services over \$150,000	Submit Requisition NLT 5/29/2015
New acquisitions for products or services under \$150,000	Submit Requisition by 6/26/2015
Modifications that need to be completed prior to the end of FY 2015	Submit Requisition by 6/26/2015
Modifications that need to be completed at the beginning of FY 2016	Submit Requisition by 6/26/2015
All FY 2015 procurement actions must be processed in FBMS (PRISM).	TBD

If you have any questions about submitting your requisition, please contact your Contracting Officer. **We strongly recommend you to confirm with your Contracting Officer what supporting documents are required in addition to the requisition.**

Thank you for your continued support.