



United States Department of the Interior
Office of the Secretary



To: Acquisition Customers

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

Date: April 15, 2013

Subject: End of Fiscal Year 2013 Deadlines

The Acquisition Services Directorate (AQD) would like to inform our customers about some important dates related to acquisition actions for Fiscal Year (FY) 2013. In order to ensure that we can meet your needs for acquisition actions in FY 2013 and at the outset of FY 2014, we would like to communicate the following timelines for both new projects and modifications.

Friday, **September 20, 2013**, is the last date for making contract awards for FY 2013. All FY 2013 contract awards and modifications must be completed by this date. Please be advised that dates may be revised due to system constraints.

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 – four months.

If your program anticipates needing an acquisition for products or services that will exceed \$150,000 completed in FY 2013, 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 **June 28, 2013**. 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 2013, please submit your interagency agreement (Part B, MIPR, or other funding document) no later than **July 26, 2013**. 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. If you have any questions about submitting your interagency agreement, please contact your Contracting Officer.

Modifications, Including Exercising Options

For modifications that need to be completed in FY 2013, please submit your interagency agreement (Part B, MIPR, or other funding document) no later than **July 26, 2013**.

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.

Thank you for your continued support.

Table 1: Fiscal Year 2013 Year-End Timelines

Event	Date
New acquisitions for products or services over \$150,000	Submit IA NLT 6/28/2013
New acquisitions for products or services under \$150,000	Submit IA by 7/26/2013
Modifications that need to be completed prior to the end of FY 2013	Submit IA by 7/26/2013
All FY2013 procurement actions must be processed in our system.	9/20/2013