



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
ACQUISITION AND GRANTS OFFICE

MEMORANDUM FOR: Deputy Assistant Administrators
Staff Office Directors

FROM: Jeffrey S. Thomas
Director

SUBJECT: Fiscal Year 2019 Year End Cut-Off Dates and Late Acquisition and Grant Requests

SEP 13 2018

The purpose of this memorandum is to provide the year-end financial assistance and acquisition cut-off dates for Fiscal Year 2019 (FY19). The need for financial assistance and acquisition planning is critical to ensure that NOAA requirements are awarded in a timely manner. Adherence to the established Department of Commerce (DOC) Procurement Administrative Lead Time (PALT), provided in Appendix C of the Commerce Acquisition Manual (CAM) 1307.1, Acquisition Planning, for an action is necessary in order to meet the FY19 cut-off dates. Program offices must anticipate requirements and engage with the Acquisition and Grants Office (AGO) early in the process to allow sufficient time for completing grant or acquisition activities.

FY19 AGO Cut-Off Dates

Requisitions for FY19 NOAA grants, financial assistance, cooperative agreements, or acquisition services must be submitted for processing no later than the established cut-off dates, identified in Attachment 1 and on the NOAA AGO homepage.

Cut-off dates assume awards will be made by the end of the fiscal year. Awards required to be made prior to this timeframe should be submitted prior to the cut-off dates with adequate time to allow for completion within the established DOC PALT under Appendix C of CAM 1307.1.

Additionally, program offices who receive funds transfers or include accounting lines from other NOAA-stakeholders on their requisitions are encouraged to establish independent, internal cut-off dates, in advance of the AGO cut-off dates, to facilitate timely submission of requisitions to AGO.

FY19 Dates for Obligation and Recordation

The date for all FY19 contract actions to be obligated is no later than 5:00 pm Eastern Time on Friday, September 20, 2019. The date for all FY19 grants, financial assistance, and cooperative agreements to be obligated is no later than 5:00 pm Eastern Time on Thursday, September 26, 2019.

Late Acquisition and Grant Request Process

Requisitions for NOAA grants, financial assistance, cooperative agreements, or acquisition services received after a cut-off date will be considered late and may be accepted for processing on a best effort basis in accordance with the following guidance:

1. The Requestor shall complete the attached Late Acquisition and Grant Request Form. An incomplete form cannot be processed. The Late Acquisition and Grant Request Form can be submitted electronically or as a hard-copy to the appropriate Head of Contracting Office (HCO) or the Grants Management Division (GMD) Director for their approval. Please see the attached Late Acquisition and Grant Request Form for process instructions.
2. The decision to process the action will be issued by the HCO or the GMD Director in a timely manner, normally within three business days. The decision will be based on need; compliance with law, regulation, and policy; resources; and workload.
3. A recommended disapproval of the request will be reviewed by the Director of AGO. Any AGO decision may be appealed to the Deputy Under Secretary for Operations.

cc: Deputy Under Secretary for Operations
NOAA Executive Panel
Chief Financial Officer (CFO) Council
Chief Information Officer (CIO) Council
Acquisition Management Advisory Committee (AMAC)
Grants Management Advisory Committee (GMAC)

Attachments

1. NOAA AGO FY19 Year-End Cut-Off Dates
2. *Late Acquisition and Grant Request Form*
3. DOC Procurement Administrative Lead Times

Financial Assistance Cut-Off Dates

FY 2019

- | | |
|--|--------------|
| 1. All Financial Assistance Final Plans | FRI 02/15/19 |
| 2. All Financial Assistance Actions | FRI 07/05/19 |
| 3. All Financial Assistance Obligations and Recordation (<i>Tentative Date*</i>) | THU 09/26/19 |

Acquisition Cut-Off Dates

FY 2019

1. Simplified and FAR Part 13 Commercial Acquisitions

Action Value	Cut-Off Date
≤ \$15K	FRI 07/26/19
> \$15K - \$150K	FRI 07/05/19
> \$150K - \$5M	FRI 05/17/19
> \$5M - \$7M	FRI 04/12/19

2. Orders under an Existing Contract

Order Value	Under Multiple Award ¹ Contract	Under Single Award ² Contract
≤ \$15K	FRI 07/26/19	FRI 07/26/19
> \$15K - \$150K	FRI 06/21/19	FRI 07/05/19
> \$150K < \$10M	FRI 05/17/19	FRI 07/05/19
≥ \$10M < \$50M	FRI 12/14/18	FRI 04/19/19
≥ \$50M	FRI 11/16/18	FRI 04/19/19

¹ Examples of an order against an existing contract (multiple award): Order against a GSA Schedule, GWAC (NITAAC), 8(a) STARS II, NASA SEWP, [ProTech](#), or NOAA Link Small Business Track Core Contracts (multiple contractors)

² Example of an order against an existing contract (single award): Order against the [NOAA Administrative Services BPA](#) (one contractor)

3. Contracts

Contract Value	Cut-Off Date
> \$150K - \$700K	FRI 03/29/19
> \$700K - \$5M	FRI 02/15/19
> \$5M < \$10M	FRI 01/18/19
≥ \$10M	TUE 10/16/18

Acquisition Cut-Off Dates (continued)

FY 2019

4. Interagency Acquisitions (IA)³

IA Value	Cut-Off Date
< \$10M (directed or assisted)	FRI 1/18/19
≥ \$10M (directed or assisted)	TUE 10/16/18

5. Modifications (Administrative/Funding⁴)

FRI 07/26/19

6. Deobligation Request for Funds Identified by Finance⁵ as FY19 Cancelling Funds (Submit to CCT only)

THU 08/29/19

7. FY20 FAAPS Entries⁶

THU 05/30/19

8. All Acquisition Obligations and Recordation (*Tentative Date**)

FRI 09/20/19

9. All Purchase Card Transactions (*Tentative Date**)

FRI 09/20/19

³ Consult with the servicing agency to identify any cut-off date(s) specific to that agency.

⁴ Changes to scope on existing contracts /orders or changes requiring a proposal and/or pricing from the contractor are NOT considered Administrative/Funding Modifications, but new work. Therefore, such requests shall be submitted IAW the Acquisition cut-off dates listed in Sections 1, 2, 3, and 4.

⁵ Finance spreadsheet must be attached to the requisition submitted to CCT (Contract Closeout Team).

⁶ The FAAPS cut-off date is established for pulling the FAAPS data that will be used to determine the planned workload for the next fiscal year (see [CAM 1307.1 Section 3.4](#)).

*Tentative Dates for final obligation and recordation: The actual dates for Grants, Financial Assistance, Cooperative Agreements, and Purchase Card Transactions are established by the NOAA Finance Office and will be provided once finalized.

Awareness of and adherence to the established Procurement Administrative Lead Time (PALT) for an action is necessary in order to meet the FY2019 cut-off dates. [Commerce Acquisition Manual, Section 1307.1 Appendix C](#) should be considered in the context of the cut-off dates. For any action not identified above, consult the Contracting Officer for the appropriate submission timeframe.

NOAA Acquisition and Grants Office Late Acquisition and Grant Request Form

Date of Request:

Acquisition:

Financial Assistance:

PR/Grant Number:

Total Award Proposed Value:

NOAA Line/Staff Office:

Funds Expiration Date:

(If Other, Please Specify):

Cause of Delay:

Current FY Dollar Obligation:

(If Other, Please Specify):

Type of Late Obligation (new task order, funding modification, etc.):

Requestor Name:

Signature

Date

DAA/SO Director:

Signature

Date

Summary Statement of Need and Criticality:

↑ *Top Portion* ↑

Acquisition and Grants Office Use Only:

HCO/GMD Director:

Approve:

Recommend Disapproval:

Signature

Date

AGO Director: Jeffrey Thomas

Approve:

Disapprove:

Signature

Date

NOAA Acquisition and Grants Office Late Acquisition and Grant Request Form Instructions

1. The Requestor shall process the Late Acquisition and Grant Request Form through their servicing Acquisition Division to the Head of the Contracting Office (HCO) or Grants Management Division (GMD) Director.
 - a. The top portion of the Late Acquisition and Grant Request Form must be **complete** for each request with the period of availability of funds, current FY dollar obligation, proposed value, purchase request number or grant number, the requestor name, Deputy Assistant Administrator (DAA) or Staff Office (SO) Director name, and the summary statement of need and criticality.
 - b. The Late Acquisition and Grant Request Form must be signed by both the **Requestor** and the **DAA** or the **SO Director**¹.
 - c. An electronic submission of the Late Acquisition and Grant Request Form is acceptable.
2. The HCO or GMD Director will review the Late Acquisition and Grant Request Form and approve or disapprove. A copy of a disapproval shall be submitted to the Director of AGO for review.
3. The HCO or GMD Director will return the approved/disapproved Late Acquisition and Grant Request Form to the Requestor.

¹DAA or SO Director may be signed by an individual in acting or designee role.

APPENDIX C

PROCUREMENT ADMINISTRATIVE LEAD TIMES (PALT)

The PALT listed below reflects standard lead times aligned with procurement type and threshold:

PROCUREMENT TYPE	DOLLAR VALUE	LEAD TIME RANGE (calendar days)
Simplified Acquisition Procedures (Commercial Items)	\$0 – \$3,500	5 – 10 days
	\$3,501 – \$25,000	15 – 30 days
	\$25,001 - \$750,000	30 – 60 days
	Above \$750,000	60 – 120 days
Simplified Acquisition Procedures (Other than Commercial Items)	\$0 – \$3,500	5 – 15 days
	\$3,501 – \$25,000	15 – 45 days
	\$25,001 - \$150,000	30 – 60 days
Blanket Purchase Agreement (BPA) Orders	Any Amount	15 – 30 days
Task Orders under Indefinite Delivery Contracts	Any Amount	30 – 60 days
Sealed Bids(IFB)	\$150,000 – \$750,000	90 – 120 days
	\$750,001 - \$1,500,000	120 – 150 days
	Above \$1,500,000	150 – 180 days
Competitive Proposals (RFP)	\$150,000 – \$750,000	90 – 120 days
	\$750,001 – \$1,500,000	120 – 180 days
	Above \$1,500,000	240 – 360 days
Delivery Orders/Task Orders under GSA/FSS (not requiring a Statement of Work)	Any Amount	15 – 60 days
Noncompetitive Actions: Other Than Full and Open Competition (includes 8(a), sole source, and urgent actions – the latter two requiring submittal of a completed Justification & Approval)	\$150,000 – \$750,000	90 – 120 days
	\$750,001 - \$1,500,000	120 – 180 days
	Above \$1,500,000	240 – 360 days
Task Orders under GSA/FSS (requiring a SOW)	\$0 – \$3,500	15 – 30 days
	\$3,501 – \$750,000	90 – 150 days
	Above \$750,000	105 – 165 days

Note: Lead times are based on a number of assumptions, such as: receipt of a properly prepared, fully documented requisition, including any applicable clearances and approvals; workload and available resources.