



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
U.S. ARMY MISSION AND INSTALLATION CONTRACTING COMMAND  
2199 STORAGE STREET, SUITE 113  
FORT SAM HOUSTON, TX 78234-5015

MAR - 9 2012

CCMI-CG

**MEMORANDUM FOR MISSION AND INSTALLATION CONTRACTING COMMAND  
CUSTOMERS**

**SUBJECT: Submission of Acquisition Requirements Fiscal Year 2012 End of Year**

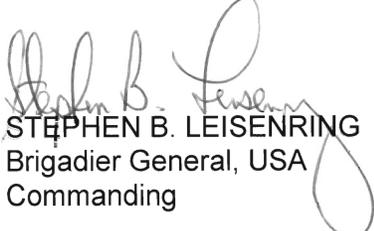
1. The Mission and Installation Contracting Command (MICC) is committed to providing the best possible support to you and your important mission. The enclosed document identifies dates for submitting your Fiscal Year 2012 Year End requirements to your supporting MICC offices (enclosure). Complying with these timelines is essential and better enables the MICC to meet your year-end contracting needs.

2. Changes in acquisition laws, policies and funding may affect the timelines to award certain contracts. In order to maximize competition and reduce costs, DoD policy now requires contract actions to be re-advertised for an additional 30 days when only one offer is received in response to solicitations originally advertised for less than 30 days. If competition is not obtained, the contracting officer must conduct negotiations. Additionally, the authority for the commercial items Test Program expired on 1 January 2012, which now requires additional lead time to acquire commercial items over \$150K. Finally, year end workload has been significant in past years because of continuing resolutions and issues with GFEBS.

3. To minimize potential delays and execute this workload efficiently, our offices must work together early in the process to identify and execute the optimal acquisition strategy that will provide the goods and services you need while promoting competition. It is imperative that your requirements and resource management personnel work closely with MICC offices if any funding shortfalls are anticipated on existing incrementally funded contracts. Any prioritized lists of Unfunded Requirements (UFRs) should also be communicated to MICC offices for planning purposes in the event additional funding is anticipated. To meet Army's 80 percent obligation goal by July, we encourage your offices to submit purchase requests (PRs), including requirements considered "Subject to Availability of Funds," as early as possible to meet all of your end of year requirements.

4. Please do not hesitate to contact us if you have any questions about this guidance. My point of contact at MICC Headquarters is Mr. Scott Kukes, [scott.d.kukes.civ@mail.mil](mailto:scott.d.kukes.civ@mail.mil).

Encl  
as

  
STEPHEN B. LEISENRING  
Brigadier General, USA  
Commanding

## Mission and Installation Contracting Command (MICC) Purchase Request Submittal Dates for FY 2012

This table identifies the deadlines for submitting FY 12 year-end requirements to MICC Contracting Offices. These dates are based on the receipt of a complete and accurate requirements package<sup>1</sup>. Incomplete or inaccurate packages may delay award. Directors of Contracting Offices will evaluate requirements packages submitted after the specified cut-off date on a case-by-case basis to determine whether the requirement can be awarded by the end of the FY.

Requirement	Total Estimated Dollar Amount	Submission Deadline
<b>New Supplies &amp; Services (including Information Technology<sup>2</sup>)</b>		
Commercial & Non-Commercial Items/Services*	> \$150K to \$25M	13 April 2012
Commercial & Non-Commercial Items/Services	Up to \$150K	13 July 2012
Orders against Multiple Award Indefinite Delivery Indefinite Quantity (IDIQ) Contracts (Army/DoD)	Over \$150K	06 July 2012
	Up to \$150K	03 August 2012
Delivery or Task Order against Single Award IDIQ and Requirements Type Contract (Army/DoD)	All	17 August 2012
Orders under Non DoD Contracts (GSA, VA and other agencies)	Over \$150K	22 June 2012
	Up to \$150K	27 July 2011 <sup>2</sup>
Supply	\$3K & Below	Use GPC
Services	\$2,500 & Below	Use GPC
<b>Construction</b>		
Construction, Repair and Maintenance	\$2K & Below	Use GPC
Construction, Repair and Maintenance	Over \$2,000	31 May 2012
Order against Job Order Contract (JOC), IDIQ or Requirements Contract	Over \$150K	13 July 2012
	Up to \$150K	03 August 2012
<b>Exercising Options for Existing Contracts</b>		
Timelines are contract specific and require close coordination with the supporting contracting office. We recommend a <b>minimum of 3-6 months</b> prior to the expiration date depending on the complexity.		

These dates incorporate time required to put a contract in place. Delivery lead times or ramp up for providing services must be considered. Services are required to begin before the funds expire on Sunday, 30 September 2012 to meet bona fide need rules.

\*Customers should allow additional time for more complex requirements, e.g. actions limiting competition requiring Justification & Approval document; source selections utilizing tradeoff procedures; etc. Any action greater than \$25M should already have been submitted to MICC for award this fiscal year.

Customers are encouraged to identify unfunded requirements to MICC early. Although funded requirements take priority, requirements "subject to availability of funds" (SAF) will be accepted when there is a reasonable expectation that funds will become available.

Government Purchase Cards (GPC) cut off dates will be established based on local command procedures.

<sup>1</sup> Requirements packages vary based on type of acquisition, e.g. for Services a Performance Work Statement, including Performance Requirements Summary, Quality Assurance Surveillance Plan. Government Estimate and Service Contract Approval are required.

<sup>2</sup> The Army Small Computer Program (ASCP) is the Army's Commercial Center of Excellence and mandatory source for Information Technology (IT) products & services (Army Regulation 25- 1, Section 6-2a). The ASCP website is <https://ascp.monmouth.army.mil>. Requirements such as desktop and notebook computers must be purchased during the ASCP Consolidated Buy (CB) periods. Any requests for CB items, outside of the CB period, must be accompanied by a CB Exception (select Exceptions & Waivers under Consolidated Buy on the website for more details).