

**6007-1 Deadline Dates for Procurement Requests**

**APPENDIX 2: Procurement Deadline Dates for Contracts and Simplified Acquisitions**

**EQUIPMENT, SUPPLIES AND SERVICES**

**1. GENERAL EQUIPMENT, SUPPLY, AND/OR SERVICE PROCUREMENT ACTIONS**

	<u>Dollar Value</u>	<u>Deadline</u>
a. Equipment, Supplies & Services (Open Market)	\$500,000 & greater	(See PALT) Competitive 06/07/04  Sealed Bid, Commercial Acquisition or Sole Source 06/28/04
b. Equipment, Supplies & Services (Open Market)	>\$100,000 - \$500,000	(See PALT) Competitive 06/07/04
c. Equipment, Supplies & Services (Open Market)	>\$25,000 - \$100,000	09/07/04
d. Equipment, Supplies & Services (Open Market)	>\$10,000 - \$25,000	09/13/04
e. Equipment, Supplies & Services (Open Market)	>\$2,500 - \$10,000	09/13/04
f. Equipment, Supplies & Services (FSS)	>\$2,500 – MOL	09/13/04
g. Equipment, Supplies & Services (Open Market & FSS)	\$2,500 or less	09/27/04
h. Equipment, Supplies & Services (other Govt Agency) (e.g. UNICOR, GPO & etc)	ALL	09/08/04
i. FEDSTRIP Orders	ALL	09/13/04

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**2. DECENTRALIZED (DELPRO ACTIONS)**

<u>Dollar Value</u>	<u>Deadline</u>
ALL	09/27/04

**3. PURCHASE ORDER-VOUCHER-INVOICE (SF-44)**

<u>Dollar Value</u>	<u>Deadline</u>
\$0 - \$1,500	09/27/04
\$1,500 - \$2,500	09/27/04**

**\*\*NOTE: For requirements over \$1,500, contact one of the following OLAO Warranted Contracting Officers:**

- (1) Laurie Weker, 6011/549E1, 301-496-6071
- (2) William Kelley, 6011/501A, 301-435-3652

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**4. NIH STOCK REQUIREMENT**

<u>Dollar Value</u>	<u>Deadline</u>
ALL	09/27/04

**5. RENTAL/MAINTENANCE RENEWALS & NEXT FISCAL YEAR REQUIREMENTS**

	<u>Dollar Value</u>	<u>Deadline</u>
a. Rental/Maintenance Renewals or Other Open Market procurements requiring an early FY05 effective date	Over \$100,000	(See PALT) and See Below*
b. Rental/Maintenance Renewals, Deposit Accounts & Standing Orders for 10/1 effective date (Open Market & FSS)	\$100,000 or Less	See Below*

**\*As soon as the ADB will accept RQMs with the new FY CAN (usually on or about mid-August).**

See [Section D](#), policy for guidance on submitting requirements for contracts and simplified acquisitions. For assistance in the preparation of required supporting documents (e.g. source identification, purchase descriptions, specifications, JOFOCs, SOWs, Waivers, etc), contact Bill Brown, Acquisition Planning and Specifications Branch on 301-496-4814 or the appropriate IC supporting OLAO Branch Chief in the Division of Station Support Acquisition (see [Appendix 3](#) for a listing of Branch Chiefs who handle contracts).