



DEFENSE INFORMATION SYSTEMS AGENCY

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MAR 11 2015

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Fiscal Year (FY) 2015 Contract Requirements Schedule

Avoiding the loss of scarce resources requires giving special scrutiny to appropriations that will expire. Planning is essential to maximize our buying power. To achieve the best possible use of available resources, the Resource Management Center (RMC) will coordinate with Center Directors to monitor, track and close all financial transactions.

In previous fiscal year-end cycles, the deadline to submit complete requirements packages has not been strictly enforced. This fiscal year, the dates provided in the FY15 cut-off instructions (attachment) will be strictly enforced.

This memorandum, with enclosures, provides guidance and notification of the significant events and cut-off dates for submitting requirements for contracting actions in FY15. Advance planning is essential for all acquisitions, regardless of dollar value. Planning and development of procurable requirements packages achieves the optimum use of available funds, enables accurate and complete financial accounting and reporting, and facilitates a timely year-end execution and closeout.

I am confident that through proper planning and team work we will have an orderly and successful year-end. The Procurement Services (PS) and RMC offices are prepared to support your mission needs. Please reach out to personnel across these offices for assistance. The points of contact for this memorandum are Mr. Douglas Packard, PS Executive (PSE), at 301-225-4120 or via e-mail at douglas.w.packard.civ@mail.mil and Mr. Thomas Ainsworth, Deputy Comptroller, at 301-225-4251 or via e-mail at thomas.w.ainsworth8.civ@mail.mil.

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ALAN R. LYNN
Major General, USA
Vice Director

1 Attachment:

FY15 EOY PS Cut-Off Instructions and Dates – DISA Requirements Packages Funded with DISA Appropriated Funds (Direct, Reimbursable, and Overseas Contingency Operations)

DISA Memo, PS, Fiscal Year (FY) 2015 Contract Requirements Schedule

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FY 2015 End of Year (EOY) Procurement Services (PS) Cut-Off Instructions and Dates -- DISA Requirements Packages Funded with DISA Appropriated Funds (Direct, Reimbursable, and Overseas Contingency Operations (OCO))

For planning purposes, the attached schedule of events and cut-off dates are provided for submitting requirements for contracting actions. Cut-off dates for submission of acquisition packages apply to contracting actions involving expiring appropriations and actions that must start at the end of the current fiscal year or NLT 30 October 2015. This attachment provides guidance and notification of the significant events and cut-off dates for submitting requirements for contracting actions.

Complete packages must include all necessary documentation in accordance with the Defense Information Technology Contracting Organization's (DITCO) Information Technology and Telecommunications Acquisition Package Submission and Ordering Guide website at https://www.ditco.disa.mil/contracts/IT_instruct.asp. Required documentation includes funding (e.g., Military Interdepartmental Purchase Request), Requirements Package Checklist, and may include other documentation required by the website such as a Market Research Report, a Performance Work Statement (or appropriate requirements document), an Acquisition Plan, a Source Selection Plan, a Section 508 Compliance Document (for Information Technology product or service procurements), a Justification for Other Than Full and Open Competition (if other than full and open competition is being requested), and a completed Determination of Best Procurement Approach (Direct Acquisition) (if applicable) by the designated cut-off dates.

PS/DITCO recognizes there may be a very limited number of mission critical requirements which must be completed by September 30 due to expiring funds or performance periods which start in October, that were not able to be submitted by the established cut-off dates. For these rare mission critical requirements, a review and approval process will be required to permit the DITCO to accept the requirement by completing the attached informal form titled "Request for PS Acceptance of Package after PS Published Cut-Off Dates" (Enclosure). The mission partner will submit the form with the complete package with all necessary documentation as addressed above to the appropriate DITCO, as defined in the ordering guide website (note: all requests shall be submitted to the email address for the appropriate DITCO as identified on the website; once an approved form is returned, those mission partners required to use Knowledge Tree (KT) must resubmit the complete package, to include the approved form, through the KT system). The form must be signed by the mission partner at the Senior Executive Service level. After an expedited review, the DISA Vice Director will approve or disapprove acceptance of the package. If approved, PS/DITCO will notify the mission partner and work the package. If disapproved, PS/DITCO will notify the mission partner and return the package without action. Should the mission partner choose to modify the requirement to allow processing after fiscal year end, the package must be resubmitted. Every effort will be made by PS/DITCO and the RMC to process critical work received after cut-off dates; however, the mission partner should understand that late requirements add significant risks associated with contract execution and the financial close. As such, PS/DITCO will provide best efforts to enter into a contract but no assurances can be made that such action will occur.

With the exception of exercising option periods, the Enclosure is not required for Unilateral Contract Modifications (e.g., administrative modification, incrementally fund a Contract or Delivery/Task Order) since the contracting officer does not need to obtain a proposal or otherwise negotiate with a contractor and will unilaterally modify a Contract or Order to direct contractor action(s).

PS FY2015 CUT-OFF DATES
DISA Requirements Packages Funded with DISA Appropriated Funds (Direct, Reimbursable, and OCO)

Type of Action	Date
Orders for Services against Multiple Award Indefinite Delivery/Indefinite Quantity (ID/IQ) Contracts, Blanket Purchase Agreements (BPAs) and General Services Administration (GSA) orders - Cost Reimbursable	9 June
Orders for Services against Multiple Award ID/IQ Contracts, BPAs, and GSA orders – Firm Fixed Price	23 June
Orders for Products against Multiple Award ID/IQ Contracts, BPAs, GSA orders	2 July
Open market requirements over \$150K	7 July
Global Services Management – Operations (GSM-O) orders	14 July
Current contract and/or task or delivery order options: To exercise options for contracts and orders that expire on or before September 30 th of the current fiscal year or in October of the next fiscal year	14 July
Modifications which require the contractor submit a proposal to add new work to an existing contract/order or otherwise negotiate a business arrangement requiring a bi-lateral modification	14 July
Direct 8(a) awards	11 August
Open market requirements under \$150K	11 August
Orders against Single Award ID/IQ contracts and BPAs	11 August
New telecommunications service requirements/orders (TSRs/TSOs), notwithstanding the lead time contained in Tables 1.1 through 1.4 of DISA Circular 310-130-1. Every attempt will be made to complete awards by 30 September for non-complex requirements that are to be evaluated on a lowest price technically acceptable basis.	11 August
New Test & Evaluation (T&E) Mission Support Services (MSS) Task Orders	11 August
T&E MSS Modifications which require the contractor submit a proposal to add new work to an existing contract/order or otherwise negotiate a business arrangement requiring a bi-lateral modification	11 August
Department of Defense (DoD) Enterprise Software Initiative (ESI) BPA Orders (various BPA #s)	11 August
Oracle Sun Support Total Enterprise Warranty (SSTEW) BPAs (HC1028-13-A-0005-0007)	25 August
DISA Laptop/Desktop BPA (HC1028-09-A-2006 or follow on)	25 August
DISA Thin Client BPA (HC1028-11-A-0105)	25 August
Microsoft Joint Enterprise Licensing Agreement, W91QUZ-13-A-0002	25 August