



DEFENSE INFORMATION SYSTEMS AGENCY
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MAR 10 2015

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Fiscal Year (FY) 2015 Contract Requirements Schedule

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, accurate and complete financial accounting and reporting, and a timely year-end execution and closeout.

As your partner in meeting your mission objectives, I request your attention to the dates provided in the Procurement Services's (PS) FY15 Cut-Off Instructions for all non-DISA and DISA Defense Working Capital Fund (DWCF) requirements (attachment). I am confident that through proper planning, strict adherence to the cut-off dates, and team work, we will have an orderly and successful year-end.

The PS and Resource Management Center 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, 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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Attachment:

FY15 EOY PS Cut-Off Instructions and Dates – Non-DISA Requirements Packages and DISA Requirements Packages Funded with DISA DWCF

Distribution:

Posted on DITCO's Information Technology & Telecommunications Acquisition Package Submission & Ordering Guide website

FY 2015 End of Year (EOY) Procurement Directorate (PS) Cut-Off Instructions and Dates
– Non-DISA Requirements Packages and DISA Requirements Packages Funded with DISA
Working Capital Funds

For planning purposes, the attached schedule of events and cut-off dates (Attachment) 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. The 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 IT 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 cutoff 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. The form must be signed by the mission partner at the O-6/GS-15 level. After an expedited review, the PS/DITCO Chief of Contracting Office (COCO) 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 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. 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).

PLD FY2015 CUT-OFF DATES for Non-DISA Requirements Packages and DISA Requirements Packages Funded with Defense Working Capital Funds

Type of Action	Date
Orders for Services against Multiple Award ID/IQ Contracts, 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, and GSA orders	2 July
Open market requirements over \$150K	7 July
Global Services Management- Operations 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 8a 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 SSTEW BPAs (HC1028-13-A-0005-0007)	3 September
DISA Laptop/Desktop BPA (HC1028-09-A-2006 or follow on)	3 September
DISA Thin Client BPA (HC1028-11-A-0105)	3 September
Microsoft Joint Enterprise Licensing Agreement (W91QUZ-13-A-0002)	3 September