

Acquisition Cut-off Dates

MEMORANDUM FOR DSCA-ALL

January 5, 2010

SUBJECT: Acquisition Cut-Off Dates for Fiscal Year-End 2010

1. The Defense Security Cooperation Agency (DSCA), Defense Contracting (DSCA-CON) is dedicated to providing the best service possible for our customers. To assist in planning the remaining FY 2010 acquisition requirements, we are providing requirement package cut-off dates to ensure completion prior to **30 September 2010**. All DD Form 1262's and documentation, (i.e. Performance Work Statement, Independent Government Cost Estimate (IGCE), Source Selection Plan (SSP), Acquisition Strategy Memorandum and Quality Assurance Surveillance Plan (QASP) must be processed through Business Operations, Comptroller (CMP)...etc. These requirements must have appropriate funds certified by the Comptroller to include any funding documents that state, **"SUBJECT TO THE AVAILABILITY OF FUNDS FOR FY 2010"**.

Any requirement package received after the designated cut-off date must include a written memorandum outlining impact to the office/agency if the requirement is not processed during FY 2010 and must be signed by the Staff Principal for approval. **The cut-off dates below have been established for receipt of your requirements.**

2. Submission of requirements after these established cut-off dates, or submission of an incomplete package at any time increases the risk that the requirement(s) may not be awarded prior to the end of the fiscal year. Early coordination with the contracting team is essential to a successful acquisition. **Most new requirements (currently no contract in place), or expiring contracts must be competed, therefore, it is imperative that everyone considers the dollar amount of each requirement and time necessary to complete.** Each requirement will be reviewed on an individual basis to determine completeness and award ability.
3. **Fiscal Year 2010 Requirements Cut-off dates:**

Award Type	Cut-off Dates
All GPC purchases under \$3,000	20 September 2010
Simplified Acquisitions – Above \$3,000, below \$25,000	31 August 2010
Simplified Acquisitions – Above \$25,000, below \$100,000	16 August 2010
\$100,000 - \$550,000	2 August 2010
Negotiated Sole Source – Above \$100,000 - \$550,000	2 August 2010
\$550,000 and above	1 July 2010
Negotiated Full and Open Competition – Above \$100,000 - \$550,000	11 May 2010
\$550,000 - \$3,000,000	1 April 2010
Non-DoD (e.g., GSA) Below \$100,000	16 August 2010

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Above \$100,000 - \$550,000	2 August 2010
Above \$550,000 - \$3,000,000	12 July 2010

- All Contract Change modifications 16 August 2010
- All Exercise Options 60 Days prior to option expiration date

In accordance with the FAR, contractors must receive 60 days notice if exercising any options. If the Contractor does not receive a timely notification, the contract will expire.

EMERGENCIES: Emergency procurements utilizing the GPC purchase card will be on a case-by-case basis. Contracting personnel must be allowed adequate time to compete and award the purchase/delivery order which can take up to **5-10 business days**.

These cut-off dates will allow the Contracting Office time to solicit and award the requirement.

4. A list of DSCA customers and assigned contracting officers is attached.
5. The POCs for this guidance is Mr. James E. Washington Jr., Business Deputy for Defense Contracting, (703) 601-3848.

We look forward to assisting you in a successful fiscal year-end.

Sincerely,



Ann Cataldo
Principal Director
Business Operations

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CUSTOMERS & ASSIGNED CONTRACTING OFFICERS FOR DBO-CON

The DBO-CON contracting office has an assigned Contracting Officer for each customer. It is our goal to ensure that all customers are well represented by a Contracting Officer when contractual issues arise or if a requirement needs to be processed. The following is a list of DSCA's customers and the assigned Contracting Officer, which will handle any and all requirements for that office. The names, email addresses and telephone numbers of all contracting personnel are listed below. Please feel free to contact the respective Contracting Officer if you have any questions regarding any acquisition for your office. If the Contracting Officers/Contract Specialists are not available, do not hesitate to contact Mr. James E. Washington Jr., Business Deputy. We look forward to working with everyone to process your contractual requirements.

DSCA Customers and Assigned Contracting Team Members

DSCA Customer	Assigned Team Member
Center for Hemispheric Defense Studies (CHDS)	Janet Szatmary, 703-601-3728, janet.szatmary@dscamail.mil
Front Office (FO)	Janet Szatmary, 703-601-3728, janet.szatmary@dscamail.mil
Office of General Counsel (GC)	Janet Szatmary, 703-601-3728, janet.szatmary@dscamail.mil
Programs (PGM)	Janet Szatmary, 703-601-3728, janet.szatmary@dscamail.mil
Defense Institute of Intl. Legal Studies (DILLS)	Janet Szatmary, 703-601-3728, janet.szatmary@dscamail.mil
Business Operation (DBO)	Janet Szatmary, 703-601-3728, janet.szatmary@dscamail.mil
Financial Policy & Internal Operations (FPIO)	Janet Szatmary, 703-601-3728, janet.szatmary@dscamail.mil
Policy (POL)	Janet Szatmary, 703-601-3728, janet.szatmary@dscamail.mil
Direct Commercial Contracts Section (DCCS)	Janet Szatmary, 703-601-3728, janet.szatmary@dscamail.mil
Near East-South Asia Center for Strategic Studies (NESA)	*Petra McPherson, 703-604-1524, petra.mcpherson@dscamail.mil / James Washington, 703-604-6566, james.washington@dscamail.mil
George C. Marshall Center (GMC)	*Petra McPherson, 703-604-1524, petra.mcpherson@dscamail.mil / James Washington, 703-604-6566, james.washington@dscamail.mil
HQ Application Group (HQA)	Janet Szatmary, 703-601-3728, janet.szatmary@dscamail.mil

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Network/PC Support (LAN)	Ali Beshir, 703-602-1341, ali.beshir@dscs.mil
Operation (OPS)	Janet Szatmary, 703-601-3728, janet.szatmary@dscs.mil
Strategy (STR)	Janet Szatmary, 703-601-3728, janet.szatmary@dscs.mil
Building Partnership Capacity (BPC)	Janet Szatmary, 703-601-3728, janet.szatmary@dscs.mil
Plans (PLN)	Ali Beshir, 703-602-1341, ali.beshir@dscs.mil
Africa Center for Strategic Studies (ACSS)	Ali Beshir, 703-602-1341, ali.beshir@dscs.mil
Defense Security Assistance Development Center (DSADC)	Ali Beshir, 703-602-1341, ali.beshir@dscs.mil
Middle East South Asia (MSA)	Ali Beshir, 703-602-1341, ali.beshir@dscs.mil
Case Writing Division (CWD)	Ali Beshir, 703-602-1341, ali.beshir@dscs.mil
Defense Institute of Security Assistance Management (DISAM)	Ali Beshir, 703-602-1341, ali.beshir@dscs.mil
Humanitarian Assistance, Disaster Relief, & Mine Action (HDM)	Ali Beshir, 703-602-1341, ali.beshir@dscs.mil
Weapons Division (WPN)	Ali Beshir, 703-602-1341, ali.beshir@dscs.mil
Centers Management Office (CMO)	Ali Beshir, 703-602-1341, ali.beshir@dscs.mil
Information Technology (IT)	Ali Beshir, 703-602-1341, ali.beshir@dscs.mil
Country Financial Management (CFM)	*Petra McPherson, 703-604-1524, petra.mcpherson@dscs.mil / Janet Szatmary, 703-601-3728, janet.szatmary@dscs.mil
Asia Pacific Americas (APA)	*Petra McPherson, 703-604-1524, petra.mcpherson@dscs.mil
Contracting (CON)	*Petra McPherson, 703-604-1524, petra.mcpherson@dscs.mil / Janet Szatmary, 703-601-3728, janet.szatmary@dscs.mil
Comptroller (CMP)	*Petra McPherson, 703-604-1524, petra.mcpherson@dscs.mil
Humanitarian Demining Training Center (HDMTC)	*Petra McPherson, 703-604-1524, petra.mcpherson@dscs.mil / Ali Beshir, 703-602-1341, Ali.beshir@dscs.mil
SCIP	*Petra McPherson, 703-604-1524, petra.mcpherson@dscs.mil / Ali Beshir,

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SCIP	*Petra McPherson, 703-604-1524, petra.mcpherson@dsc.mil / Ali Beshir, 703-602-1341, Ali.beshir@dsc.mil
Asia-Pacific Center for Security Studies (APCSS)	*Petra McPherson, 703-604-1524, petra.mcpherson@dsc.mil / Ali Beshir, 703-602-1341, Ali.beshir@dsc.mil
Legislative & Public Affairs (LPA)	*Petra McPherson, 703-604-1524, petra.mcpherson@dsc.mil / Janet Szatmary, 703-601-3728, janet.szatmary@dsc.mil
Europe Africa (EAF)	*Petra McPherson, 703-604-1524, petra.mcpherson@dsc.mil /
All customers with GPC card issues/ COR appointment letters and training	Diane Dortch, 703-601-3713, diane.dortch@dsc.mil

*Forward documents to both team members.