

SUBJECT: Procurement Administrative Lead Time (PALT)

I. The Defense Contracting Division strives to provide excellent customer service and response time to our customers. We have established a Procurement Administrative Lead Time (PALT) timeline to guide you in planning your contracting actions. The PALT timeline starts when a completed acquisition package is accepted by the contracting office and the solicitation process begins. It ends when an award is made. The PALT timeline is as follows:

Award Type	Timeline in days
Simplified Acquisitions – Above \$3,000, below \$25,000	30
Simplified Acquisitions – Above \$25,000, below \$100,000	45
\$100,000 - \$550,000	60
Negotiated Sole Source – Above \$100,000 - \$550,000	60
\$550,000 and above	90
Negotiated Full and Open Competition – Above \$100,000 - \$550,000	140
\$550,000 - \$3,000,000	180
Non-DoD (e.g., GSA)	
Below \$100,000	45
Above \$100,000 - \$550,000	60
Above \$550,000 - \$3,000,000	80

***PALT timelines do not include additional time for litigation due to a protest.**

II. All requirements must be received in the contracting office with accurate Performance Based Work Statements (PWS) for services, or Statement of Work (SOW) for other procurements, all specifications for equipment, proper certifications, proper coordination/approvals and certified fund availability or subject to the availability of funds on the purchase request (DD1262). PALT will not begin until a complete requirements package has been received by the contracting office. (See DSCA website: <http://dscA-intra/business operation/resources/contracting guidance>)

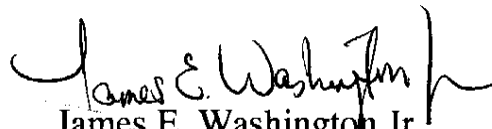
III. A complete requirements package will consist of the following documents:

- Market Research/Market Survey (See DSCA website: <http://dscA-intra/business operation/resources/contracting guidance>)
- Performance Work Statement (services) or Statement of Work (SOW)
- Independent Government Cost Estimate (IGCE)

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- Funding Document (DD1262)
 - Acquisition Strategy memorandum for services contracts over \$100,000.00
 - Quality Assurance Surveillance Plan (QASP) for service contract
 - Source Selection Plan for services contracts
 - Justification and Approval (J & A) for sole source contracts. (Note: All sole source J & A must be published in FedBizOpps.)
 - Brand Name Justification
 - NoN-DoD (GSA) contracts over \$100,000 that are used as a procurement vehicle must be accompanied by a written certification and properly coordinated. Certification must be at the appropriate level in accordance with Section 854 of the National Defense Authorization Act for Fiscal Year 2005 and Defense Procurement and Acquisition Policy Memo Subject: "Proper Use of NoN-DoD contracts", dated: Oct. 29,2004.(See DSCA website: [http://dsca-intra/business operation/resources/contracting guidance](http://dsca-intra/business%20operation/resources/contracting%20guidance))

*The first four documents are required in each requirement package.

VI. If you any questions or need assistance please call or email Ms. Janet Szatmary at (703) 601-3728 or janet.szatmary@dsca.mil; Mr. Ali Beshir at (703) 602-1341 or ali.beshir@dsca.mil; Ms. Petra McPherson at 703-604-1524 or petra.mcpherson@dsca.mil; Ms. Diane Dortch at (703) 601-3717 or diane.dortch@dsca.mil ; and the undersigned at (703) 604-6566 or james.washington@dsca.mil.



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