



DEFENSE SECURITY COOPERATION AGENCY

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MEMORANDUM FOR SEE DISTRIBUTION

OCT 21 2014

SUBJECT: Procurement Administrative Lead Time (PALT) for FY 2015

The Directorate of Business Operations Contracting Division (DBO-CON) is dedicated to providing excellent service and response times for our DSCA customers. Contracting Division has developed the chart entitled "Fiscal Year 2015 Procurement Administrative Lead Time (PALT) Requirements" to assist in the planning process for new acquisition requirements. This chart depicts award type and the approximate number of days normally required to ensure a timely contract award.

The PALT timeline starts when a complete acquisition package is accepted by the Contracting Division. Prior to submission of the contract package, you are encouraged to coordinate with the applicable contracting team specialist to ensure proper content and format.

In order to assist customers in the preparation of packages, there are many tools and templates located on the DSCA SharePoint site such as Market Research, Independent Government Cost Estimate and Customer Guides.

A complete requirements package must be received by the Contracting Division consisting of the following:

1. Market Research documentation/Market Survey
2. Description of supply or service consisting of one of the following:
 - a) Performance Work Statement (services) that includes Performance Requirement Summary (PRS) and Quality Assurance Surveillance Plan (QASP)
 - b) Statement of Work (SOW), or Product Description
(Go to the Service Acquisition Mall located at <http://sam.dau.mil>. For assistance with PWS, SOW, QASP and PRS)
 - c) Independent Government Cost Estimate (IGCE)
 - d) Administrative Service Request (Funding Document-DD1262)/Request for Purchase (AF Form 9) Note: If funds are not available due to a Continuing Resolution, the DD 1262 must contain the statement "Subject to Availability of Funds".
3. DSCA Services Contract Approval Form (SCAR) (completed and signed by Talent Management office)
4. Contracting Officer's Representative (COR) nomination letter from the CORT TOOL
5. Acquisition Strategy Plan for any services contracted for \$150K or greater
6. Source Selection Plan (if applicable)
7. Justification and Approval (J&A)/Brand Name Justification for sole source contracts (if applicable)
8. DD 254, DoD Contract Security Classification Specification, requirement for classified contracts.



9. For contract modifications, 2a through d are required. The request for modification also must contain detailed written justification for the action(s) needed. If adding additional services, a new SCAR may be required.

10. For task order/delivery orders, 2 a through 2d are required. If appointment of a separate COR is necessary to support a particular task/ order, number 4 applies.

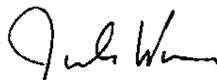
Fiscal Year 2015 PALT Requirements

Award Type	PALT timeline in days
Exercise of Options	90
Competitive Full and Open Competition (FAR Part 15):	
\$650,000 and above	180
\$150,000 - \$649,999	140
\$149,999 and below	60
Non –Competitive Negotiated Sole Source:	
\$650,000 and above	90
\$150,000 - \$649,999	60
\$149,999 and below	45
Simplified Acquisition Procedures/Commercial (FAR Part 13 or 12):	
\$650,000 to 6.5M	120
\$150,000 - \$650,000	90
\$25,001 - \$149,999	45
\$3,000 - \$25,000	30
Existing Contract Vehicles (i.e., DoD, Army, NASA, GSA, FPI)	
\$650,000 and above	90
\$150,000 - \$649,999	60
Below \$150,000	45
All contract change modifications	45

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

Enclosed attachments provide guidance on acronyms/definitions and a list of DSCA customers and the assigned contracting team specialist. The POC for this guidance is Mr. James E. Washington Jr., Business Deputy for Defense Contracting, (703) 604-6566.

We look forward to a successful partnership with you during Fiscal Year 2015.



James Worm
Principal Director
Business Operations

Attachments
As Stated

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DSCA-GCMC
DSCA-APCSS
DSCA-CHDS
DSCA-CWD**

Contracting Team	DSCA Customer
Petra McPherson 703-604-1524 <u>petra.mcpherson@dscs.mil</u>	All customers with GPC card issues
Paula MacLeod 703-601-3713 <u>Paula.macleod@dscs.mil</u> Cynthia Richardson 703-601-0488 <u>cynthia.richardson@dscs.mil</u>	COR appointment letters, COR training and Wide Area Work Flow (WAWF)
Janet D'Angelo 703-601-3728 <u>janet.d'angelo@dscs.mil</u>	Center for Hemispheric Defense Studies (CHDS) Defense Institute of International Legal Studies (DILLS) Building Partnership Capacity (BPC) Centers Management Office (CMO)
Woodrow Bell 703-602-1464 <u>woodrow.bell@dscs.mil</u>	Africa Center for Strategic Studies (ACSS) Financial Policy & Analysis (FPA) Security Assistance (SA) and all IRTs Policy (POL) Strategy (STR) DSAMS Program Management Office (PMO) Near East-South Asia Center for Strategic Studies (NESA)
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Toni Davis 703-604-1002 <u>toni.davis@dscs.mil</u> <u>Contracting Officer:</u> Woodrow Bell 703-602-1464 <u>woodrow.bell@dscs.mil</u>	Building Partnership Capacity (BPC) Contracting (CON) Case Writing Division (CWD) Middle East (ME) Weapons Division (WPN) Global Center for Security Cooperation (GCSA) Logistics and Security (LS) Talent Management (TM)

Contracting Team	DSCA Customer
Petra McPherson 703-604-1524 <u>petra.mcperson@dca.mil</u> <u>Contracting Officer:</u> Janet D' Angelo 703-601-3728 <u>janet.d'angelo@dca.mil</u>	Near East-South Asia Center for Strategic Studies (NESA) Asia Pacific (AP) Asia-Pacific Center for Security Studies (APCSS) Country Financial Management (CFM) Comptroller (CMP) Europe Africa (EUR) George C. Marshall Center (GMC) Legislative & Public Affairs (LPA) South and Central Asia (SCA)
Cynthia Richardson 703-601-0488 <u>cynthia.richardson@dca.mil</u> <u>Contracting Officer:</u> Janet D' Angelo 703-601-3728 <u>janet.d'angelo@dca.mil</u>	Information Technology (IT) Network/PC Support (LAN) Business Operations (DBO) Enterprise Management (EM) Office of General Counsel (OGC) Front Office (FO) Administration (ADM) Office of Chief Performance Office (CPO) HQ Application Group (HCA)

DEFINITIONS & ACRONYMS

COMPETITIVE FULL AND OPEN COMPETITION - The contractual acquisition by an organization for supplies or services, including construction, research, and development enabling all deemed responsible sources to compete in a fair and open environment. Competitive procurement is also known as full and open competition.

CONTRACTING OFFICER - An individual with warranted authority to enter into, administer, terminate, and make contractual determinations and findings on behalf of the U.S. Government. Note: The only individual who can legally bind the government.

CONTRACTING OFFICER'S REPRESENTATIVE (COR) - An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

JUSTIFICATION AND APPROVAL (J&A) – Is a document required to justify and obtain appropriate level approvals to contract without providing for full and open competition as required by the Federal Acquisition Regulation.

NON COMPETITIVE NEGOTIATED SOLE SOURCE – Is a contractual acquisition by an organization for supplies or services, including construction, research and development accomplished after soliciting and negotiating with only one source, so-called sole source, thus limiting competition.

SIMPLIFIED ACQUISITION PROCEDURES (SAP) - Is a contractual acquisition by an organization for supplies and services, including construction, research and development accomplished using the methods prescribed in Part 13 of the Federal Acquisition Regulation which does not exceed the simplified acquisition threshold.

ACRONYMS:

DD254	Department of Defense Contract Security Requirement List
DOD	Department of Defense
FAR	Federal Acquisition Regulation
FPI	Federal Prison Industries
GSA	General Services Administration
IGCE	Independent Government Cost Estimate
NASA	National Aeronautics and Space Administration
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
POC	Point of Contact

PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
SCAR	Services Contract Approval Form
SOW	Statement of Work
TE	Technical Exhibit