



TO: See addressees below

FROM: Director, Office of Management Services
Director, Office of Finance and Accounting

SUBJECT: FY 2012 Year End Cut Off Dates for Acquisitions and Finance Activity

Planning for patient care support and other important requirements starts with the IHS program managers and is a joint responsibility with IHS administrative managers. The quality, timeliness, and the effective collaborative planning effort of program and administration have a direct impact on the successful accomplishment of our mission. Program offices must anticipate requirements and engage acquisition staff early on to allow sufficient time to complete all acquisition or grant activities and the necessary UFMS transactions, including closeout accounting and Federal reporting. See <http://www.ihs.gov/DAP/index.cfm?module=process> for a description of the acquisition process and typical procurement lead times.

The following national administrative/operational cut off dates for processing grants, acquisition and finance transactions have been established to provide for a successful closing of the IHS fiscal year. You may consider accelerating these dates within your Area or Office in order to comply with the national dates. All dollar amounts include proposed option periods.

Complete acquisition planning documents consist of a statement of work, independent Government estimate, and, if applicable, approved non-competitive justifications. Additional planning documentation may be necessary for larger procurements and requirements involving special considerations, such as security clearances or technical evaluation factors. Note that an approved iProcurement requisition is not necessarily required by the date shown below, if the acquisition milestone schedule agreed to by the IHS contracting office provides for entry at a later point in the process. However, for Headquarters, **all** requirements to be forwarded to the Program Support Center (PSC) for acquisition must be supported by an approved iProcurement requisition. The PSC requisition deadlines are listed at <http://www.psc.gov/acquisitions/dam/acquisitions-deadlines.html>.

1. **March 30, 2012** – Complete planning documents must be submitted to the IHS acquisition office for any new open market solicitations over \$150,000.
2. **May 31, 2012** – Deadline for submission of all new funding announcements to the Division of Grants Management.
3. **July 13, 2012** – Complete planning documents must be submitted to the IHS acquisition office for new open market requirements between \$25,000 and \$150,000 or requirements available under existing multiple award contracts, GSA schedules, or Government Wide Acquisition Contracts.

4. **July 27, 2012** – All purchases using a Government purchase card must be completed, i.e., all charges must be posted to the JP Morgan SmartPay site by close of business on this date. To ensure this deadline is met, cardholders must place orders only for items that will ship immediately to allow the charge to post to the JP Morgan SmartPay site immediately. Cardholder limits will be lowered at COB on July 27 and any transactions that are posted after that date will be declined by the bank. All charges must be reconciled and approved by August 24, 2012. Cardholders should apprise merchants transactions need to be posted promptly (but not before shipment of supplies or delivery of services) as some smaller merchants hold transactions and submit them in batches once or twice a month.
5. **August 3, 2012** - All cash awards must be submitted for processing by the Division of Human Resources.
6. **August 10, 2012** – Complete planning documents must be submitted to the IHS acquisition office for requirements under \$25,000, modifications for funding or option exercise only, or orders under existing single award indefinite delivery contracts.
7. **August 17, 2012** – Complete all fund transfers of direct appropriated funds, whether from Headquarters to Area Offices or between Areas, and including single year and X-year funds.
8. **August 31, 2012** – Last day to create and approve requisitions in iProcurement.
9. **September 1, 2012** – iProcurement responsibilities will be end dated, except for emergency year end users and receivers.
10. **September 14, 2012** - Fund transfers from intra or inter-agency agreements must be completed.
11. **September 24, 2012** - All travel vouchers for completed trips must be fully approved in GovTrip to ensure payment in September. Vouchers submitted after this date will be paid when UFMS is open in mid-October.
12. **September 21, 2012** - All iProcurement receiving reports, manual paper receiving reports, and hard copy invoices must be completed and in Finance payment offices, to ensure payment of vendors in FY2012.
13. **September 25, 2012** – All emergency year end user iProcurement responsibilities will be end dated.

Further guidance with more specific technical/systems cut offs dates will be forthcoming. For questions regarding the following subject areas, please contact the designated the person:

Finance - please contact Ken Cannon at (301) 443-7260.

Acquisitions - please contact Dale Burson at (206) 615-2456.

Grants - please contact Tammy Bagley at (301) 443-7172.

Cash Awards - please contact Carl Mitchell at (301) 443-6520.

While exceptions may be made where feasible and when approved at the appropriate levels, there are practical limits. Please help us serve you better by planning ahead and keeping the need for exceptions to a minimum by adhering to the above cut off dates.



Athena Elliott



Elizabeth Fowler

Addressees:

Area Directors

Headquarters Office Directors

IHS Executive Officers

IHS Chiefs of the Contracting Offices

IHS Financial Management Officers