



February 19, 2019

To: See Addressees Below

From: Director, Division of Acquisition Policy, Indian Health Service

Subject: Fiscal Year (FY) 2019 Year End Acquisition Cut-Off Dates for Indian Health Service

This memorandum establishes the FY 2019 Acquisition cut-off dates for the submission of complete acquisition packages.

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 activities.

It is the goal of IHS to process acquisitions as efficiently as possible in order to facilitate program needs. However, the responsible acquisition office must receive a complete acquisition package in a reasonable timeframe (this cannot be emphasized enough) to accomplish the goal.

The table below establishes the acquisition cutoff dates for processing acquisition transactions to ensure a successful IHS acquisition fiscal year-end closing. You may consider accelerating these dates within your Area/Office dependent on workload and staffing; however, dates should not be extended. The table also identifies the Procurement Administrative Lead Time (PALT) for each type of requirement and dollar threshold. The PALT starts when the acquisition office receives a complete acquisition package and begins preparation of the solicitation. Each acquisition is different and the actual lead time is based upon its complexity, dollar amount, and anticipated basis of award. These established dates will allow adequate time to properly accomplish planned procurements based on receipt of a complete acquisition package. In addition, every program office must adhere to the Buy Indian Act (48 CFR § 1480), and all Purchase Requests (PRs) must be submitted via the Unified Financial Management System (UFMS).

Note: All acquisition dollar amounts shown below include proposed option periods. An approved iProcurement requisition is not necessarily required by the dates listed below if the acquisition milestone schedule agreed to by the IHS contracting office provides for entry at a later point in the process. All iProcurement responsibilities will remain active through September eliminating the need for year-end emergency hierarchies.

Type of Requirement	Dollar Threshold	Established Cut-off Date	Procurement Administrative Lead Time
Supply, Service & Equipment (includes IT)	Above micro purchase threshold* to \$24,999	August 16, 2019	30 Calendar Days
Supply, Service & Equipment (includes IT)	\$25,000 to \$249,999	July 12, 2019	60 Calendar Days
Supply and Service & over (includes IT)	\$250,000 and over	June 28, 2019	90 Calendar Days
Interagency Agreements, MOAs, & Cooperative Agreements	Any threshold level	June 28, 2019	90 Calendar Days
Construction	\$2,000 to \$149,999**	June 28, 2019	90 Calendar Days
Construction	\$150,000 to \$999,999**	May 31, 2019	120 Calendar Days
Construction ***	\$1.0 Million to \$10 Million	March 29, 2019	180 Calendar Days
Architectural & Engineering Services	\$3,000 to 149,999	June 28, 2019	90 Calendar Days
Architectural & Engineering Services	\$150,000 and \$1.0 Million	May 31, 2019	120 Calendar Days
Architectural & Engineering Services	Over \$1.0 Million	March 29, 2019	180 Calendar Days

*\*A micro-purchase is an acquisition of supplies or services using simplified acquisition procedures in which the aggregate amount does not exceed \$3,500 for supplies, \$2,500 for services and \$2,000 for construction.*

*\*\*Pursuant to Special General Memorandum 15-04 (October 2015), all acquisition of construction, Architect-Engineering (A-E) services and modular buildings subject to Title I, Subpart J of P.L. 93-638 and the Federal Acquisition Regulations (FAR) Part 36, exceeding \$150,000 shall be planned, solicited, executed, administered and closed out by the Office of Environmental Health and Engineering, Division of Engineering Services (DES) Contracting Offices.*

*\*\*\*All Construction requirements exceeding \$10 Million will not be awarded this FY as the PALT is 240 calendar days.*

Program offices will need to contact their local Contracting Office as soon as possible to determine deadlines for any acquisition action not covered by the categories above. PALT timelines do not include additional time for litigation due to a protest.

It is important to remember that IHS, like the other HHS Operating Divisions, is responsible for meeting competition and small business goals. However, IHS is the only HHS Operating Division also responsible for complying with the Buy Indian Act. A complete acquisition package should include, at a minimum, the following:

Supply:

- Detailed description of required item obtained by conducting market research
- Funding sited and approved on the Program Purchase Requisition (PR)

- Independent Government Cost Estimate
- List of recommended sources (Potential vendors)
- Sole Source or Brand Name Justification, if limiting competition
- Evaluation Criteria (if applicable)

Service:

- Performance Work Statement or Statement of Objectives written after conducting market research
- Funding cited and approved on the Program PR
- Independent Government Cost Estimate to include TERO, Tribal, and State tax, if applicable.
- List of recommended sources (potential vendors)
- Sole Source and Brand Name Justification, if limiting competition
- Evaluation Criteria, if applicable
- Acquisition Planning Document, required over \$250K
- Copy of FAC-COR Certification or proposed Contracting Officer's Representative, if other than simple service or supply

Construction service purchase request package requirements are as follows:

- Statement/Scope of Work
- Plans and technical specifications (including drawings, bid schedule(s), alternative bid items, liquidated damages amount, etc.)
- Special Conditions/Requirements
- Required approved Permits (NEPA, NHPA, etc.)
- Funding cited and approved on the Program PR
- Independent Government Cost Estimate to include TERO, Tribal, and State tax, if applicable
- Listing of recommended sources (Potential Vendors)
- Sole Source Justification, if requesting to limit competition
- Evaluation Criteria, if applicable
- Acquisition Planning Document, when applicable

Architect Engineering Service purchase request package requirements are as follows:

- Statement/Scope of Work
- Funding cited and approved on the Program Purchase Requisition
- Independent Government Cost Estimate
- Listing of recommended sources (Potential Vendors)
- Evaluation Criteria
- Acquisition Planning Document, when applicable

Incomplete acquisition packages are those that are missing items from the lists above; they will not be processed and will be returned to the program office. If assistance is needed to adequately complete an acquisition package, please contact your servicing acquisition office. Acquisition packages received after the cut-off dates will be considered on a case-by-case basis, but the acquisition offices will attempt to award all PRs given the time considerations.

After the close of business (COB) of the established "year-end" cut-off date, any PR entered is at risk of not being completed as there may not be sufficient time to complete the action and/or there are pending actions in place that take priority. PRs will be accepted for emergency purposes and will be prioritized accordingly. An emergency includes contracts related to: fires, floods, environmental disasters that release hazardous materials, and other acts that may present an imminent and substantial danger to public

health, safety and welfare.

As a reminder, program offices are required to review all contracts 120 days prior to the end of the contract base or option year and determine whether exercising an option period is in the best interest of the Government. If the program office chooses to exercise the option, the program office must submit a PR 60 days before the contract expires, provide written justification stating why the need for the service continues to exist, and submit supporting documentation showing the price continues to be fair and reasonable. The Contracting Officer shall provide a 60-day written notice (before the contract expires) to the contractor stating the Government's intent to exercise the option and extend the performance period as stated in the base year contract.

For questions regarding any information provided within this memorandum, please contact:

- Santiago Almaraz, Director, Division of Acquisition Policy at (301)443-4872; or
- Kenneth Truesdale, Deputy Director, Division of Acquisition Policy at (240)994-0732

Please plan according to this guidance and submit your PRs in accordance with the PALT dates established above.

/\* Santiago Almaraz \*/  
Santiago Almaraz  
Head of Contracting Activity  
Director, Division of Acquisition Policy

Addressees:  
Area Directors  
Headquarters Office Directors  
IHS Executive Officers  
IHS Chief Contracting Officers  
IHS Financial Management Officers