



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY MEDICAL RESEARCH AND DEVELOPMENT COMMAND  
810 SCHREIDER STREET  
FORT DETRICK, MARYLAND 21702-5000

FCMR-AAZ-A

25 SEP 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Notification of FY20 Year-End Cut-Off for Acquisition Support

1. Purpose. To provide guidance on the FY20 year-end cut-off of acquisition support for the U.S. Army Medical Research and Development Command (USAMRDC). These cut-off dates reflect the **minimum** time needed to ensure FY20 awards and FY21 first quarter requirements are met.

2. Acquisition planning and requirements development within the USAMRDC are critical to ensure requirements are executed in a timely manner. Units must coordinate with U.S. Army Medical Research Acquisition Activity (USAMRAA) Branch Chiefs and Contracting Officers as soon as a requirement has been identified and prior to the submission of a completed package. The USAMRAA will assist in developing a strategy for the best procurement approach.

3. Commanders shall comply with the established cut-off dates contained herein. Unexpected requirements and modification requests that materialize during the year-end surge must follow the process set forth in paragraph 7 of this memorandum prior to submitting the Purchase Request (PR) to USAMRAA. Proper advance planning and coordination with USAMRAA Branch Chiefs will keep these unexpected requirements to a minimum.

4. Review all requirements now to determine FY20 and early FY21 needs. Immediate action should be taken to submit a complete requirements package before the specified cut-off date through the Virtual Contract Enterprise-Paperless Contract File (VCE-PCF). Provide the appropriate USAMRAA Branch Chief with as much lead time as possible, but not less than that outlined in the enclosure.

5. Acquisition priorities for the fiscal year are as follows:

a. Requirements using expiring funds (FY18 Procurement funds, FY19 Research, Development, Test and Evaluation (RDT&E) funds and FY20 Operations and Maintenance funds).

b. Requirements generated from urgent and compelling needs.

c. Services requiring an October – November 2020 start date.

d. All other funded requirements.

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e. There is no statutory requirement to award FY20 RDT&E funds by 30 September 2020. However, it is my intent to obligate FY20 RDT&E funds by the end of the fiscal year to the maximum extent possible.

6. Complete requirements packages shall be submitted in a timely manner. Incomplete or late submissions carry the risk of not being awarded by 30 September 2020 and create a negative impact on USAMRDC's entire acquisition posture and the supporting activities involved.

7. Requests for late submission of requirements packages must be submitted in writing and signed by the USAMRDC Subordinate Unit or Program Area Directorate's Commander/ Director. The written request shall provide a brief description of the requirement, the dollar value, the circumstances surrounding the late submission, the reason why it could not have been submitted prior to the cut-off date, and the reason why it must be awarded by 30 September 2020. The USAMRAA Chief of Business Operations will notify the requestor as to USAMRAA's ability to process the requirement prior to the end of the fiscal year.

8. Procurement requests with non-expiring funds for work required after 30 November 2020 should not be submitted to USAMRAA until 1 October 2020 unless otherwise notified by USAMRAA. Should an earlier submission be desired, prior coordination with the USAMRAA Chief of Operations is requested. If accepted, these PRs will be prioritized based on remaining workload involving expiring funds and/or instructions from the USAMRDC Commanding General or Chief of Staff.

9. The USAMRAA staff stands ready to support and will do their best to obligate your funds by year-end, but they must have your support and assistance. If you have any questions about this schedule, please contact the USAMRAA Branch Chief or Ms. Thea Maddox Hofgesang, Chief of Business Operations, at 301-619-7350, DSN 343-7350, or [thea.r.hofgesang.civ@mail.mil](mailto:thea.r.hofgesang.civ@mail.mil).

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MICHAEL J. TALLEY  
Brigadier General, USA  
Commanding

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## **CUT-OFF DATES FOR SUBMISSION OF END OF FY20 REQUIREMENTS**

Complete Requirements Packets received by the appropriate cut-off dates below will have a target award date of not later than 24 September 2020. Acceptability of a requirements package will be determined by the Contracting Officer/Grants Officer.

1. Open Market:
  - a. \$250M and greater: 1 October 2019.
  - b. \$12.5M to \$250M Request for Proposal (RFP) (materiel & services): 1 December 2019.
  - c. \$7M to \$12.5M RFP (commercial/non-commercial materiel & services): 1 March 2020.
  - d. \$3M to \$7M (materiel & services requirements): 1 April 2020.
  - e. Up to \$3M (materiel & services requirements): 1 May 2020.
  
2. Modifications for De-obligations. 1 April 2020.
  
3. Sole Source Requirement (materiel & services requirements):
  - a. \$12.5M and greater: 1 April 2020.
  - b. \$700,000 to \$12.5M: 1 May 2020.
  - c. \$3,500 to \$700,000: 1 June 2020.
  
4. Awards against a Program Announcement or Broad Agency Announcement: 1 June 2020.
  
5. Orders Placed Against Indefinite Delivery Indefinite Quantity Contracts, General Services Administration Awards or Master Contracts and Blanket Purchase Agreements:
  - a. Over \$12.5M: 1 April 2020.
  - b. Under \$12.5M: 1 May 2020.
  
6. Calls placed against Blanket Purchase Agreements:
  - a. Calls \$250,000 or greater: 1 August 2020.
  - b. Calls \$249,999 -\$25,000: 15 August 2020.

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c. Calls \$24,999 or less: 1 September 2020.

7. Purchase Orders to be placed prior to 30 Sep under Simplified Acquisition Procedure Requirements:

a. Under \$250,000 (materiel & services): 1 July 2020.

b. Over \$250,000 (materiel & services): 1 June 2020.

8. Modifications.

a. Priced modifications (including LOE): 1 June 2020.

b. Incremental funding: 1 August 2020.

9. Other Transaction Agreements:

a. MTEC projects:

(1) Submission of MTEC OTA Project Proposal Form: 1 March 2020.

(2) Submission of funding and supporting documents: 1 April 2020.

b. New OT for Prototype: 1 April 2020.

c. New Technology Investment Agreements (TIAs) for Research: 1 April 2020.

10. Exercise Options as Written: Actions for exercising an Option should be submitted at least 60 days prior to expiration of the contract, but not later than 1 July 2020.

11. Exercise Options with Changes: Actions for exercising an Option should be submitted at least 60 days prior to expiration of the contract, but not later than 1 June 2020.