



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

01 JUN 2021

FCMR-AC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Notification of FY22 Year-End Cut-Off for Acquisition Support

1. Purpose. To provide guidance for the FY22 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 FY22 awards and FY23 first quarter awards and modifications are met.

2. Acquisition planning and requirements development within the USAMRDC is critical to ensure requirements are executed in a timely manner. Coordinate with U.S. Army Medical Research Acquisition Activity (USAMRAA) Branch Chiefs and Contracting Officers/Grant Officers/Agreements Officers as soon as a requirement has been identified and prior to submission of a completed package. 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 FY22 and early FY23 (1st Quarter) 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 (FY20 Procurement funds, FY21 Research, Development, Test and Evaluation (RDT&E) funds and FY22 Operations and Maintenance funds).

b. Requirements generated from urgent and compelling needs.

c. Services requiring an October - November 2022 start date.

d. All other funded requirements.

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6. There is no statutory requirement to award FY22 RDT&E funds by 30 September 2022. However, it is my intent to obligate FY22 RDT&E funds by the end of the fiscal year to the maximum extent possible.

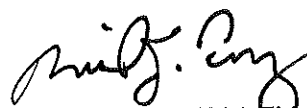
7. Complete requirements packages shall be submitted in a timely manner. Incomplete or late submissions carry the risk of not being awarded by 30 September 2022 and create a negative impact on USAMRDC's entire acquisition posture and the supporting activities involved.

8. 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, and 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 2022. The USAMRAA Chief of Contracting will notify the requester as to USAMRAA's ability to process the requirement prior to the end of the fiscal year.

9. PRs with non-expiring funds for work required after 30 November 2022 should not be submitted to USAMRAA until 1 October 2022 unless otherwise notified by USAMRAA. Should an earlier submission be desired, prior coordination with the USAMRAA Chief of Contracting is requested. If accepted, these PRs will be prioritized based on remaining workload involving expiring funds and/or instructions from the USAMRDC Commander, Deputy Commander, or Chief of Staff.

10. The USAMRAA staff stands ready to support. USAMRAA 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 the Chief of Contracting, Mr. Jeffery S. Croley at 301-619-1163, DSN 343-1163, or Jeffery.s.croley.civ@mail.mil

Encl


MICHAEL J. TALLEY
Major General, USA
Commanding

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CUT-OFF DATES FOR SUBMISSION OF END OF FY22 REQUIREMENTS

Complete Requirements Packages received by the appropriate cut-off dates below will have a target award date of not later than 24 September 2022. Acceptability of requirements packages will be determined by the Contracting Officer/Grants Officer/Agreements Officer.

1. Open Market

- a. \$250M and greater: 1 October 2021.
- b. \$15M to \$250M Request for Proposal (RFP) (materiel & services): 1 December 2021.
- c. \$7M to \$15M RFP (commercial/non-commercial materiel & services): 1 March 2022.
- d. \$3M to \$7M (materiel & services requirements): 1 April 2022.
- e. Under \$3M (materiel & services requirements): 1 May 2022.

2. Modifications for De-obligations: 1 April 2022.

3. Sole Source Requirement (materiel & services requirements).

- a. \$15M and greater: 1 April 2022.
- b. \$750,000 to \$14.999M: 1 May 2022..
- c. \$3,500 to \$749,999: 1 June 2022.

4. Awards against a Program Announcement or Broad Agency Announcement: 1 June 2022.

5. Orders Placed Against Single Award Indefinite Delivery Indefinite Quantity (IDIQ) Contracts and Blanket Purchase Agreements (Includes Competitive Sets Kits Outfits IDIQ).

- a. \$15M and greater: 1 May 2022.
- b. Under \$15M: 1 June 2022.

6. Orders Placed Against Multiple Award IDIQ Contracts, General Services Administration Awards or Master Contracts and Blanket Purchase Agreements.

- a. \$15M and greater: 1 April 2022.
- b. Under \$15M: 1 May 2022.
- c. CHESS Consolidated Buys (CB): 1 August 2022.

NOTE: CB period typically opens late June or early July.

7. Calls placed against Blanket Purchase Agreements.

- a. \$250,000 and greater: 1 August 2022.
- b. \$25,000 to \$249,999: 15 August 2022.
- c. Under \$25,000: 1 September 2022.

8. Purchase Orders to be placed prior to 30 September 2022 under Simplified Acquisition Procedure Requirements.

- a. \$250,000 and greater (materiel & services): 1 June 2022.
- b. Under \$250,000 (materiel & services): 1 July 2022.

9. Modifications.

- a. Priced modifications (including LOE changes): 1 June 2022.
- b. Incremental funding: 1 August 2022.

10. Other Transaction Agreements:

a. MTEC projects:

- (1) Submission of MTEC OTA Project Proposal Form: 1 March 2022.
- (2) Submission of funding and supporting documents: 1 April 2022.

b. New OT for Prototype:

- (1) \$100M and greater: 1 December 2021.
- (2) Under \$100M: 1 February 2022.

c. OTAs/Technology Investment Agreements (TIAs) for Research: 1 April 2022.

11. 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 2022.

12. 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 2022.

13. Exercise Option with a 1 October 2022 to 31 December 2022 start date (GFEBs Purchase Request Subject to Availability of Funds FY23) not later than 1 July 2022.