



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
810 SCHREIDER STREET
FORT DETRICK, MARYLAND 21702-5000

MCMR-AAZ-A

22 JAN 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Notification of Fiscal Year 2015 (FY15) Year-End Cut-Off for Acquisition Services

1. The following guidance is provided to assist with FY15 year-end cut-off of acquisition services for the US Army Medical Research and Materiel Command (USAMRMC). These cut-off dates are the minimum time needed to ensure FY15 awards and FY16 first quarter starts are met.
2. The need for acquisition planning and requirements development within the USAMRMC is critical to ensure your acquisition requirements are executed in a timely manner. Complying with the established cut-off dates contained herein is essential for all requiring activities. Unexpected requirements and modification requests that materialize during the year-end surge must follow the process set forth in paragraph 6 of this memorandum prior to submitting the Purchase Request (PR). Proper advance planning and coordination with your US Army Medical Research Acquisition Activity (USAMRAA) Branch Chiefs will keep these to a minimum.
3. Please review your award requirements and determine FY15 and early FY16 needs. Immediate action should be taken to submit a complete requirements package before the specified cut-off date. Provide the appropriate USAMRAA Branch Chief with as much lead time as possible, but not less than that outlined below.
4. Acquisition priorities for the fiscal year are as follows:
 - a. Requirements using expiring funds (FY13 Procurement funds, FY14 Research, Development, Test and Evaluation (RDT&E) funds and FY15 Operations and Maintenance funds).
 - b. Requirements generated from urgent and compelling needs.
 - c. Services requiring an October 2015 start date.
 - d. All other funded requirements.
 - e. There is no statutory requirement to award FY15 RDT&E funds by 30 September 2015. However, it is my intent that 90 percent of FY15 RDT&E funds will be obligated by the end of the fiscal year. The USAMRAA will make every effort to assist funding managers in meeting this objective.
5. During a time when there is a high workload, it is critical that requirements be submitted in a timely manner. Only late submissions carry the risk of not being awarded by 30 September 2015, and they create a negative impact on the entire acquisition posture and the supporting activities involved.

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6. In order for the USAMRAA staff to meet contracting requirements, it is imperative that all units submit all PRs with expiring funds, to include all requirement documentation, to USAMRAA no later than the dates provided in the enclosure. All requests for late submission that originate from the customer/requiring activity (Laboratory Commander/Director to the USAMRMC Deputy Commander and Chief of Staff) must be in writing. The written request shall provide a brief description of the requirement, 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 2015. The USAMRMC Deputy Commander or Chief of Staff will forward the PR and supporting documentation to USAMRAA for consideration. The USAMRAA will notify the USAMRMC Deputy Commander, Chief of Staff, and Laboratory Commander as to the ability to perform the requirement.

7. The PRs with non-expiring funds for work required after first quarter FY16 will be accepted at USAMRAA and prioritized based on remaining workload involving expiring dollars and/or instructions from the USAMRMC Deputy Commander and Chief of Staff.

8. The USAMRAA staff stands ready to support. They 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 your USAMRAA Branch Chief or Ms. Laurie Hovermale, Chief of Business Operations, at 301-619-2180, DSN 343-2180, or laurie.e.hovermale.civ@mail.mil.



BRIAN C. LEIN
Major General, US Army
Commanding General

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USAMRAA External Customers

**CUT-OFF DATES FOR SUBMISSION OF END OF
FY15 REQUIREMENTS**

Complete requirements packages received by the appropriate cut-off date below will have a target award date of not later than 30 September 2015. Acceptability of a requirements package will be determined by the Contracting Officer/Grants Officer.

Open Market

\$6.5M to \$250M Request for Proposal (RFP) (supplies, equipment, services)	1 April 2015
\$150,000 to \$6.5M RFP (non commercial supplies, equipment, services)	1 April 2015
\$150,000 to \$6.5M (commercial supplies, equipment, services)	1 May 2015

Modifications for De-obligations	1 May 2015
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Assistance Agreements awarded against a Program Announcement	1 June 2015
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Contracts & Assistance Agreements awarded against a Broad Agency Announcement	1 June 2015
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Orders Placed Against Indefinite Delivery Indefinite Quantity Contracts, General Services Administration Awards, or Master Contracts

Over \$5M	1 June 2015
Under \$5M	1 July 2015

Purchase Orders to be placed prior to 30 September 2015 under Simplified Acquisition Procedure Requirements Under \$150,000 (supplies, equipment, services)	1 July 2015
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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 2015.	1 July 2015
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Modifications

Priced modifications (including incremental funding)	1 August 2015
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