



DEFENSE SECURITY COOPERATION AGENCY

201 12<sup>TH</sup> STREET SOUTH, STE 203  
ARLINGTON, VA 22202-5408

OCT 23 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procurement Administrative Lead Time (PALT) and Acquisition Cut-Off  
Dates for FY 2014

Business Operations Contracting Division (DBO-CON) is dedicated to providing excellent service and response time for our DSCA customers. Contracting Division has developed the chart entitled "Fiscal Year 2014 Procurement Administrative Lead Time (PALT) to assist in the planning process for new acquisition requirements. This chart depicts award type, cut-off dates by timeline or date and the approximate number of days normally required to ensure timely award prior to **30 September 2014**.

The PALT timeline starts when a complete acquisition package is accepted by the contracting division. Prior to submission of the contract package, you are encouraged to coordinate with the applicable contracting team specialist to ensure proper content and format.

In order to assist customers in the preparation of packages, there are many tools and templates such as Market Research, Independent Government Cost Estimate and Customer Guides located on the DSCA SharePoint.

A complete requirements package must be received by the contracting division consisting of:

1. Market Research documentation/Market Survey
2. Description of supply or service consisting of one of the following:
  - a) Performance Work Statement (services) that includes Performance Requirement Summary (PRS) and Quality Assurance Surveillance Plan (QASP)
  - b) Statement of Work (SOW), or Product Description
  - c) Independent Government Estimate
  - d) Administrative Service Request (Funding Document-DD 1262) Note: If funds are not available due to a Continuing Resolution, the DD 1262 must contain the statement "Subject to Availability of Funds".
3. DSCA Services Contract Approval Form (completed and signed by FO)
4. Contracting Officer's Representative (COR) nomination letter
5. Acquisition Strategy Plan for any services contracted for \$150K or greater
6. Source Selection Plan (if applicable)
7. Justification and Approval (J&A)/Brand Name Justification for sole source contracts (if applicable)

All requirement packages submitted after the designated cut-off date must include a written memorandum signed by the Staff Principal outlining the impact to the office/agency if the requirement is not processed.

### Fiscal Year 2014 PALT Requirements

Award Type	Must submit completed package NLT date below, to award by 30 September	PALT timeline in days
Exercise of Options	60 days prior to option expiration	
Negotiated Full and Open Competition:		
\$650,000 and above	3 April 2014	180
\$150,000 - \$649,999	13 May 2014	140
\$149,999 and below	1 August 2014	60
Negotiated Sole Source:		
\$650,000 and above	2 July 2014	90
\$150,000 - \$649,999	1 August 2014	60
\$149,999 and below	16 August 2014	45
Simplified Acquisitions:		
\$150,000 - \$650,000	1 August 2014	60
\$25,001 - \$149,999	16 August 2014	45
\$3,000 - \$25,000	30 August 2014	30
Non-DoD (e.g., GSA):		
\$650,000 and above	12 July 2014	80
\$150,000 - \$649,999	1 August 2014	60
Below \$150,000	16 August 2014	45
All contract change modifications	16 August 2014	45
All GPC purchases under \$3,000	20 September 2014	N/A

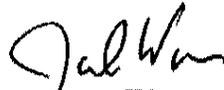
**\*PALT timelines do not include additional time for litigation due to a protest.**

Submission of requirements after these established cut-off dates, or submission of an incomplete package at any time increases the risk that the requirement(s) may not be awarded prior to the end of the fiscal year. Early coordination with the contracting team specialist is essential to a successful acquisition.

Purchases utilizing the GPC purchase card after the cutoff date of 20 September 2014 will be approved on a case-by-case basis and must be signed by the Staff Principal, outlining the impact to the office/agency if the purchase is not made.

A list of DSCA customers and assigned contracting team specialist is attached. The POC for this guidance is Mr. James E. Washington Jr., Business Deputy for Defense Contracting, (703) 604-6566.

We look forward to a successful partnership with you for fiscal year 2014.

A handwritten signature in black ink, appearing to read "James Worm".

James Worm  
Principal Director  
Business Operations

Attachment  
As stated

**DSCA Customers and Assigned Contracting Team Specialist Roster (10/22/13)**

<b>Contracting Team</b>	<b>DSCA Customer</b>
<p>Petra McPherson 703-604-1524 <a href="mailto:petra.mcpherson@dscamilitary.com">petra.mcpherson@dscamilitary.com</a></p> <p>Paula MacLeod 703-601-3713 <a href="mailto:Paula.macleod@dscamilitary.com">Paula.macleod@dscamilitary.com</a></p> <p>Cynthia Richardson 703-601-0488 <a href="mailto:cynthia.richardson@dscamilitary.com">cynthia.richardson@dscamilitary.com</a></p>	<p>All customers with GPC card issues</p> <p>COR appointment letters, COR training and Wide Area Work Flow (WAWF)</p>
<p>Janet D'Angelo 703-601-3728 <a href="mailto:janet.d'angelo@dscamilitary.com">janet.d'angelo@dscamilitary.com</a></p>	<p>Africa Center for Strategic Studies (ACSS) Center for Hemispheric Defense Studies (CHDS) Defense Institute of International Legal Studies (DILLS) Programs (PGM)</p>
<p>Woodrow Bell 703-602-1464 <a href="mailto:woodrow.bell@dscamilitary.com">woodrow.bell@dscamilitary.com</a></p>	<p>Financial Policy &amp; Internal Operations (FPIO) Operations (OPS) Policy (POL) Strategy (STR)</p>
<p>Ali Beshir 703-602-1341 <a href="mailto:ali.beshir@dscamilitary.com">ali.beshir@dscamilitary.com</a></p> <p><b>Contracting Officer:</b> Woodrow Bell 703-602-1464 <a href="mailto:woodrow.bell@dscamilitary.com">woodrow.bell@dscamilitary.com</a></p>	<p>Defense Institute of Security Assistance Management (DISAM) Defense Security Assistance Development Center (DSADC) Humanitarian Assistance, Disaster Relief, &amp; Mine Action (HDM) Middle East (ME) Plans (PLN)</p>
<p>Toni Davis 703-604-1002 <a href="mailto:toni.davis@dscamilitary.com">toni.davis@dscamilitary.com</a></p> <p><b>Contracting Officer:</b> Woodrow Bell 703-602-1464 <a href="mailto:woodrow.bell@dscamilitary.com">woodrow.bell@dscamilitary.com</a></p>	<p>Building Partnership Capacity (BPC) Contracting (CON) Case Writing Division (CWD) Direct Commercial Contracts Section (DCCS) HQ Application Group (HCA) Humanitarian Demining Training Center (HDTC) Weapons Division (WPN) Global Center for Security Cooperation (GCSA)</p>
<p>Petra McPherson 703-604-1524 <a href="mailto:petra.mcpherson@dscamilitary.com">petra.mcpherson@dscamilitary.com</a></p> <p><b>Contracting Officer:</b> Janet D'Angelo 703-601-3728 <a href="mailto:janet.d'angelo@dscamilitary.com">janet.d'angelo@dscamilitary.com</a></p>	<p>Asia Pacific Americas (APA) Asia-Pacific Center for Security Studies (APCSS) Country Financial Management (CFM) Comptroller (CMP) Europe Africa (EAF) George C. Marshall Center (GMC) Legislative &amp; Public Affairs (LPA) Near East-South Asia Center for Strategic Studies (NESA) SCIP South and Central Asia (SCA)</p>

<p>Cynthia Richardson 703-601-0488 <a href="mailto:cynthia.richardson@dscamail">cynthia.richardson@dscamail</a></p> <p><u>Contracting Officer:</u> Janet D'Angelo 703-601-3728 <a href="mailto:janet.d'angelo@dscamail">janet.d'angelo@dscamail</a></p>	<p>Centers Management Office (CMO) Information Technology (IT) DSAMS Program Management Office (PMO) Network/PC Support (LAN) Business Operations (DBO) Office of General Counsel (OGC) Front Office (FO) Administration (ADM) Office of Chief Performance Office (CPO)</p>
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