



REPLY TO  
ATTENTION OF

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

07 DEC 2018

MCMR-AAZ-A

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Notification of Fiscal Year 2019 (FY19) Year-End Cut-Off for Acquisition Services

1. The following guidance is provided to assist with FY19 year-end cut-off of acquisition support for the U.S. Army Medical Research and Materiel Command (USAMRMC). These cut-off dates reflect the **minimum** time needed to ensure FY19 awards and FY20 first quarter requirements 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) to the U.S. Army Medical Research Acquisition Activity (USAMRAA). Proper advance planning and coordination with your USAMRAA Branch Chiefs will keep these unexpected requirements to a minimum.

3. Please review your award requirements now to determine FY19 and early FY20 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.

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

a. Requirements using expiring funds (FY17 Procurement funds, FY18 Research, Development, Test and Evaluation (RDT&E) funds, and FY19 Operations and Maintenance funds).

b. Requirements generated from urgent and compelling needs.

c. Services requiring an October – November 2019 start date.

d. All other funded requirements.

e. There is no statutory requirement to award FY19 RDT&E funds by 30 September 2019. However, it is my intent to obligate FY19 RDT&E funds by the end of the fiscal year to the maximum extent possible. The USAMRAA will make every effort to assist funding managers in meeting their objective.

5. It is critical that **complete** requirements packages be submitted in a timely manner. Not only do incomplete or late submissions carry the risk of not being awarded by 30 September 2019,

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they create a negative impact on USAMRMC's entire acquisition posture and the supporting activities involved.

6. All requests for late submission of requirements packages must be submitted in writing and signed by the USAMRMC 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 2019. 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.

7. Procurement requests with non-expiring funds for work required after 30 November 2019 should not be submitted to USAMRAA until 1 October 2019 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 USAMRMC Commander, Deputy Commander, or 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. 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).

Encl



BARBARA R. HOLCOMB  
Major General, U.S. Army  
Commanding General

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USAMRAA External Customers

**CUT-OFF DATES FOR SUBMISSION OF END OF  
FY19 REQUIREMENTS**

Complete Requirements Packets received by the appropriate cut-off date below will have a target award date of not later than 24 September 2019. Acceptability of a requirements package will be determined by the Contracting Officer/Grants Officer.

1. Open Market
  - a. \$250M and greater: 1 October 2018
  - b. \$12.5M to \$250M Request for Proposal (RFP) (materiel & services): 1 December 2018
  - c. \$7M to \$12.5M RFP (commercial/non-commercial materiel & services): 1 March 2019
  - d. \$3M to \$7M (materiel & services requirements): 1 April 2019
  - e. Up to \$3M (materiel & services requirements): 1 May 2019
2. Modifications for De-obligations: 1 April 2019
3. Sole Source Requirement (materiel & services requirements)
  - a. \$12.5M and greater: 1 April 2019
  - b. \$700,000 to \$12.5M: 1 May 2019
  - c. \$3,500 to \$700,000: 1 June 2019
4. Awards against a Program Announcement or Broad Agency Announcement: 1 June 2019
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 2019
  - b. Under \$12.5M: 1 May 2019
6. Calls placed against Blanket Purchase Agreements.
  - a. Calls \$250,000 or greater: 1 August 2019
  - b. Calls \$25,000-\$249,999: 15 August 2019
  - c. Calls \$0-\$24,999: 1 September 2019

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

- a. Under \$250,000 (materiel & services): 1 July 2019
- b. Over \$250,000 (materiel & services): 1 June 2019

8. Modifications.

- a. Priced modifications (including LOE): 1 June 2019
- b. Incremental funding: 1 August 2019

9. Other Transaction Agreements:

a. MTEC projects:

- (1) Submission of MTEC pOTA Project Proposal Form: 1 March 2019
- (2) Submission of funding and supporting documents: 1 April 2019

b. New OT for Prototype: 1 April 2019

c. New Technology Investment Agreements (TIAs) for Research: 1 May 2019

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 2019

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 2019