



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

09 JUN 2023

FCMR-AZ

MEMORANDUM FOR RECORD

SUBJECT: Notification of FY24 Year-End Cut-Off for Acquisition Support

1. Purpose. To provide guidance for the FY24 year-end cut-off of acquisition support for the U.S. Army Medical Research and Development Command (USAMRDC) and the Defense Health Agency. These cut-off dates reflect the **minimum** time needed to ensure FY24 awards and FY25 first quarter awards and modifications are executed.

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 enclosed established Cut-off Dates for Submission of FY24. Unexpected requirements and modification requests that materialize during the year-end surge must follow the process set forth in paragraphs 8 and 9 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 FY24 and early FY25 (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) or the Defense Health Agency's designated system as required. 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 (FY22 Procurement funds, FY23 Research, Development, Test and Evaluation (RDT&E) funds and FY24 Operations and Maintenance funds).

b. Requirements generated from urgent and compelling needs.

c. Services requiring an October - November 2024 start date.

d. All other funded requirements.

FCMR-AZ

SUBJECT: Notification of FY24 Year-End Cut-Off for Acquisition Support

6. There is no statutory requirement to award FY24 RDT&E funds by 30 September 2024. However, it is USAMRAA's intent to obligate FY24 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 2024 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 2024. The USAMRAA Chief of Contracting Office or the Chief of Grants 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 2024 should not be submitted to USAMRAA until 1 October 2024, unless otherwise notified by USAMRAA. Should an earlier submission be desired, prior coordination with the USAMRAA Chief of Contracting or the Chief of Grants is required. If accepted, these PRs will be prioritized based on remaining workload involving expiring funds and/or instructions from the USAMRDC Commander, Deputy to the Commanding General, 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 requires your support and assistance. If you have any questions about this schedule, please contact the Chief of Contracting Office, Mr. Jeffery Croley at 301-619-1163, jeffery.s.croley.civ@health.mil, or the Chief of Grants, Mr. David Ruane at 301-619-1156, david.p.ruane.civ@health.mil, respectively.

11. The point of contact for this memorandum is the Chief of Contracting Office, Mr. Jeffery Croley at 301-619-1163, DSN 343-1163, jeffery.s.croley.civ@health.mil.



ANTHONY L. MCQUEEN
Brigadier General, USA
Commanding

Encl

CUT-OFF DATES FOR SUBMISSION OF END OF FY24 REQUIREMENTS

Complete Requirements Packages received by the appropriate cut-off dates below will have a target award date of not later than 30 September 2024. Acceptability of requirements packages will be determined by the Contracting Officer/Grants Officer/Agreements Officer. **Acquisition lead times listed below are based on awards completed by 30 September 2024. If award is required 30 days earlier for example, the required cut-off dates shall be 30 days earlier as well.**

1. Open Market Awards: (includes open market Base BPAs and IDIQs)
 - a. \$250M and greater: 1 October 2023.
 - b. \$15M to \$250M Request for Proposal (RFP) (materiel & services): 1 December 2023.
 - c. \$7M to \$15M RFP (commercial/non-commercial materiel & services): 1 March 2024.
 - d. \$3M to \$7M (materiel & services requirements): 1 April 2024.
 - e. Under \$3M (materiel & services requirements): 1 May 2024.
2. Modifications for De-obligations: 1 April 2024.
3. Sole Source Requirement (materiel & services requirements).
 - a. \$15M and greater: 1 April 2024.
 - b. \$750,000 to \$14.999M: 1 May 2024.
 - c. \$3,500 to \$749,999: 1 June 2024.
4. Awards against a Program Announcement or Broad Agency Announcement: 1 June 2024.
5. Awards against earmarked appropriations: 1 June 2024
6. Orders Placed Against Single Award Indefinite Delivery Indefinite Quantity (IDIQ) Contracts (Includes Competitive Sets Kits & Outfits IDIQ).
 - a. \$15M and greater: 1 May 2024.

b. Under \$15M: 1 June 2024.

7. Orders Placed Against Multiple Award IDIQ Contracts, General Services Administration (GSA) Schedules, Government-Wide Acquisition Contract (GWAC), or Master Contracts (Includes base Blanket Purchase Agreements placed against GSA Schedules).

a. \$15M and greater: 1 April 2024.

b. Under \$15M: 1 May 2024.

c. CHES Consolidated Buys (CB): 1 August 2024.

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

8. Calls placed against existing Blanket Purchase Agreements.

a. \$250,000 and greater: 1 August 2024.

b. \$25,000 to \$249,999: 15 August 2024.

c. Under \$25,000: 1 September 2024.

9. Purchase Orders to be placed prior to 30 September 2024 under Simplified Acquisition Procedure Requirements.

a. \$250,000 and greater (materiel & services): 1 June 2024.

b. Under \$250,000 (materiel & services): 1 July 2024.

10. Modifications.

a. Priced modifications (including LOE changes): 1 June 2024.

b. Incremental funding: 1 August 2024.

11. Other Transaction Agreements:

a. MTEC projects:

(1) Submission of MTEC OTA Project Proposal Form: 1 March 2024.

(2) Submission of MTEC OTA Project supporting documents: 1 April 2024.

(3) Funded MTEC OTA modifications (excluding incremental funding): 1 June 2024

(4) Incremental funding: 1 August 2024

b. New OT for Prototype:

(1) \$100M and greater: 1 December 2023.

(2) Under \$100M: 1 February 2024.

c. OTAs/ for Research: 1 April 2024.

d. OTA's for Experimental Purposes: 1 October 2023.

12. 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 2024.

13. 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 2024.

14. Exercise Option with a 1 October 2024 to 31 January 2025 start date (GFEBs Purchase Request Subject to Availability of Funds FY25) not later than 1 July 2024.