



# United States Department of the Interior

INTERIOR BUSINESS CENTER  
Washington, DC 20240

NOV 01 2017

Dear IBC AQD Customers,

The Interior Business Center (IBC), Acquisition Services Directorate (AQD) is committed to continuous improvement to best provide acquisition support services to our customers. In an analysis of our workload, over 50 percent of AQD's annual obligations occurred in the fourth quarter. This places a great strain on the program office, finance, legal and acquisition staffs and impacts the time we are able to spend on each action. To ensure each contract action receives the full attention it deserves, as well as support a more standard workload for our employees, to the extent possible AQD would like to improve the distribution of work it receives from its customers throughout the fiscal year (FY).

Proactive acquisition planning can aid customers in their procurement process and would also support AQD by more evenly spacing its annual workload. In FY2017 AQD updated its Procurement Action Lead Time (PALT) categories and timelines to help our customers' better plan their requirements and can be found at <https://www.doi.gov/ibc/procurement-action-lead-time-palt-categories-goals>.

To further assist customers in their acquisition planning, AQD has developed recurring end-of-fiscal-year procurement package cut-off dates. These dates, combined with PALT, should help customers plan, prepare, and submit procurement packages in time to complete the acquisition process ahead of funds expiration and system blackouts. The recurring procurement package cut-off dates are provided in the attached, and are available at <https://www.doi.gov/ibc/aboutus/News/fyend>.

These cut-off dates and PALT are predicated upon receipt of an actionable procurement package. This includes an approved procurement request (PR); a complete independent government cost estimate (IGCE); an actionable statement of work (SOW), performance work statement (PWS), or specifications; and the availability of the right subject matter experts to support the technical evaluation and negotiations.

While we have developed these end-of-year cut off dates to help ensure all actions are awarded as part of normal business, we understand budgetary challenges and urgent needs may arise late in the fiscal year. In these cases AQD may still be able to process actions after the end-of-year cut off dates, however, we request our Annual Agreement customers include a memorandum signed by the customer Senior Executive or Office Director for all procurement packages submitted after the cut-off date explaining the reason for its late submission. This memo shall be accompanied by the complete SOW / PWS / specifications and IGCE.

Acquisition is a team effort, and together we can help improve the distribution of workload throughout the year and best support you as a valued customer. If you have any questions or would like to discuss future contracting needs, please feel free to contact your contracting officer or myself at 703.964.8442.

Sincerely,

Keith O'Neill  
Associate Director  
Acquisition Services Directorate,  
Interior Business Center