
CONTRACT ACQUISITION LEAD-TIME
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CONTRACT ACQUISITION LEAD-TIMEGeneral

1. GENERAL

1.1 Introduction. This Supplement provides contract acquisition lead-time requirements for competitive and other-than-competitive procurements. Bureau program managers need to be aware of calendar constraints so that initiators of Acquisition Plans (AP) and Acquisition Requests (AR) can consider timely and appropriate actions which will lead to required contract awards. Knowledge of these time schedules is important to the program (non-procurement) manager when developing the annual Acquisition Plan (AP) for the succeeding fiscal year.

1.2 Background. Acquisition lead-time, as covered by this Supplement, means "that acquisition administrative lead-time calculated from the time an Acquisition Request (AR) is received by the Contracting Officer to when the contract is awarded." The lead-times indicated in Illustration 1 are those which the Contracting Officer can reasonably be expected to attain for most contract acquisitions with average work-in-progress and staffing, considering that provision allowances must be made for timely technical responses and routine approvals from higher authority, where required.

CONTRACT ACQUISITION LEAD-TIME
Procedure

2. PROCEDURE

2.1 General. The planned contract award date shall take into consideration the calendar schedule outlined in Illustration 1.

A. In the event a specific contract acquisition requires an award in a shorter lead-time than set forth in Illustration 1, a justification for emergency handling of the acquisition — approved by the cognizant Acquisition/Assistance Agreement Review Committee (ARC) — shall accompany the Acquisition Request (AR) to the Contracting Officer.

B. Bureau personnel should refer to 19 BIAM Supplement 3, Development of Acquisition Requests, for additional information on preparing an AR.

2.2 Specific Considerations

A. Initiators of Acquisition Requests (AR), whether for purchase orders or contracts, shall conform to Departmental and Bureau policy regarding review and approval levels for procurements for consulting services. (See 365 DM for further information, as well as 19 BIAM Supplement 18). These types of acquisitions can easily add four to six weeks to the lead-time schedules in Illustration 1. Therefore, program managers should seek early pre-planning consultation with Contracting Officers before they initiate any acquisition plans and acquisition requests.

B. During the third quarter (April-June) of each fiscal year, all non-procurement managers shall provide the individual acquisition plans to their respective Contracting Officers for each proposed procurement item in excess of \$10 thousand, per DM 404. (See Supplement 4). These plans shall receive administrative review by the Acquisition/Assistance Review Committee (ARC) and shall take lead-times into consideration.

C. Other-than-competitive acquisitions (Pub. L. 93-638 tribal awards exempted) by purchase order or contract will not be prepared by program officials nor processed/awarded by Contracting Officers during the last quarter of/with funds for the current FY except: under emergency situations that impact on the health or welfare of constituents of tribal governments; unless these actions appear on the approved Acquisition Plan; or, an exception has been provided in writing by the Deputy Assistant Secretary.

D. Subject to provisions of the Competition in Contracting Act (Pub. L. 98-369), proposed actions (Pub. L. 93-638 actions excepted) shall be publicized in the Commerce Business Daily for a 30-day period. Here again, the timetable in Illustration 1 may be extended, depending on the business community response to the CBD notice.

E. Also, the following dollar thresholds/ceilings and approval levels are required for other than full-and-open competition contracts. This approval process will extend the lead time:

- (1) Awards from \$25,000 to \$100,000 - the approval levels are the Area Office Contracting Officer plus the Division of Contracting and Grants Administration (Central Office).
- (2) Awards from \$100,000 to \$1 million - the approval levels are officials cited above plus Competition Advocate (Central Office).
- (3) Awards from \$1 million to \$10 million - the approval levels are officials cited above plus the Deputy Assistant Secretary - Indian Affairs (Operations) (Department of the Interior).
- (4) Awards of \$10 million and over - the approval levels are officials cited above plus Senior Procurement Executive (Department of the Interior).

CONTRACT ACQUISITION LEAD-TIME GOALS .

Instructions. The following Action Chart provides the five (5) Phases (Pre-Solicitation, Solicitation, Evaluation, Negotiation, and Award) and their respective Milestones for applicable sealed bid and negotiated commercial contract acquisitions. Both Target and Ideal time sequences (in weeks) are provided.

ACTION CHART AND ESTIMATED LEAD-TIMES (IN WEEKS) FOR
 AWARDED COMMERCIAL CONTRACTS

PHASE	MILESTONE	FORMALLY ADVERTISED CONTRACT				NEGOTIATED CONTRACT (a)			
		IFB TARGET	TWO STEP		under \$10K TARGET	\$10-\$100K TARGET	\$100K to \$1M TARGET	Over \$1M TARGET	
			Step I TARGET	Step II TARGET					
I. PRE-SOLICITATION.	Solicitation Review.	1	2	-	1	2	4		
	Solicitation Mailed.	2	2	2	4	4	4		
II. SOLICITATION.	Offer Proposal Received.	4	4	3	3	4	4		
	Advice Received.	3	2	3	1	1	2		
III. EVALUATION.	Eval. Complete.	1	2	1	1	1	1		
	Pre-Negotiation Clearance Complete	1	-	1	1	1	1		
	Negotiation Complete	-	-	-	1	2	2		
IV. NEGOTIATION.	Post Negotiation.	-	-	-	1	2	2		
	Clearance Complete.	-	-	-	1	2	2		
	Sent Contractor.	-	-	-	1	1	1		
V. AWARD.	Executed.	2	-	2	1	1	1		
	All Actions Completed.	-	-	-	1	1	1		
	TOTAL	14	12	12	18	22	25		
	Weeks	98	84	84	126	154	175		
	Days								

(a) Other-than-competitive acquisitions require a Target Lead-time of 30 calendar days to as much as 25 weeks, depending on the size of the procurement. A RFP announcement before award is required by the Competition in Contracting Act of 1984, which gives other vendors the right to compete for the requirement.
 * If required.