



DEPARTMENT OF THE ARMY
U.S. ARMY MISSION AND INSTALLATION CONTRACTING COMMAND
2219 INFANTRY POST ROAD
JBSA FORT SAM HOUSTON, TX 78234-1361

CCMI-CO

NOV - 3 2015

MEMORANDUM FOR Mission and Installation Contracting Command Principal Assistants Responsible for Contracting

SUBJECT: Fiscal Year 16 Contract Execution Initiatives and Cut-off Dates

1. Congratulations on completing an outstanding Fiscal Year (FY) 15. The Mission and Installation Contracting Command (MICC) completed over 36,000 actions and obligated approximately \$5.2B in support of our customers. To make FY16 even better, we will increase communication with our supported activities to coordinate receipt of on-time purchase request (PR) packages, continuing to coordinate on the 1-N list and leaning forward to prepare packages for unfunded, but likely to be funded, PR packages.
2. The Secretary of the Army established quarterly competition metrics. Failure to submit a PR package on-time results in a delayed award and leads to non-competitive "bridge" actions. To alleviate this, the final option period of the current contract will not be exercised unless the completed executable PR package is received by the contracting officer. You may waive this requirement on a case-by-case basis. However, all waiver requests must be initiated by the requiring activity and signed no lower than the first General Officer or Senior Executive Service within the requiring activity chain of command. Each waiver request must recognize the potential for a break in service and identify the specific plan to bring the acquisition back on schedule. Approved Principal Assistant Responsible for Contracting (PARC) waivers will be reported to the MICC Director of Contracting Operations.
3. Continue to maintain and build the excellent communication with your supported activities especially regarding the 1-N/Spend Plan priorities. The enclosure sets cut-off dates to ensure proper and timely contracting support for un-forecasted requirements. Requirements packages received after the enclosed specified cut-off date stated below will be evaluated to determine whether the requirement can be awarded by the end of the FY. Late requirements packages not previously identified on your respective 1-N list that need execution in FY16 require PARC approval before acceptance by the supporting MICC contracting office.
4. As part of the continuing communication with supported activities, I encourage you to ask about unfunded requirements. Requirements where there is reasonable expectation that funds will become available should be accepted and worked as time permits so the actions will be ready for award if and when funds become available.

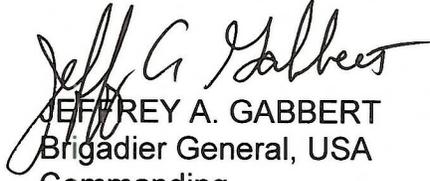
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5. For clarification or and assistance with requirements planning and this guidance, please contact your supporting MICC contracting office Director/Commander or the MICC Headquarters point of contact Kim Wentrcek, at Kimberly.a.Wentrcek.civ@mail.mil or 210-466- 2277.

6. The pro-active initiatives outlined above will take MICC to the next level. I look forward to a stellar FY16.

Encl


JEFFREY A. GABBERT
Brigadier General, USA
Commanding

**Mission and Installation Contracting Command
FY16 Cut-off Dates for Purchase Request Submissions to MICC**

Requirement	Total Estimated Dollar Amount	Package Receipt Deadline to meet 80/20 award by 31 JUL 16	Package Receipt Deadline to meet award by 30 SEP 16
Supplies & Services (including Information Technology)			
Commercial & Non-Commercial Items/Services	<\$10M	29 JAN 16	31 MAR 16
	> \$10M to \$50M	9 JAN 16	11 MAR 16
	>\$50M to \$250M	20 DEC 15	19 FEB 16
	>\$250M to \$500M	12 NOV 15	12 JAN 16
	>\$500M to \$1B	4 th Qtr FY15	13 NOV 15
Commercial & Non-Commercial Items/Services	Up to \$150K	15 APR 16	17 JUN 16
Orders against Multiple Award Indefinite Delivery Indefinite Quantity (IDIQ) Contracts (Army/DoD)	All	8 APR 16	6 JUN 16
Delivery or Task Order against Single Award IDIQ and Requirements Type Contract (Army/DoD)	All	20 MAY 16	17 JUL 16
Orders under Non DoD Contracts (GSA, VA and other agencies)	All	25 MAR 16	23 MAY 16
Supplies	\$3K & Below	Use GPC	Use GPC
Services	\$2,500 & Below	Use GPC	Use GPC
Construction			
Construction, Repair and Maintenance	\$2K & Below	Use GPC	Use GPC
Construction, Repair and Maintenance	Over \$2,000	28 FEB 16	2 MAY 16
Order against Job Order Contract (JOC), IDIQ or Requirements Contract	All	15 APR 16	17 JUN 16
Exercising Options for Existing Contracts			
Timelines are contract specific and require close coordination with the supporting contracting office. We recommend a minimum of 3-6 months prior to the expiration date depending on the complexity.			
Government Purchase Cards (GPC)			
Government Purchase Cards (GPC) cut off dates will be established based on local command procedures.			

Enclosure