



AFMSA/VA SPECIAL SERVICES (VASS)
CONTRACTING ACTIVITY
1423 SULTAN STREET - SUITE 200
FREDERICK, MARYLAND 21702-5006



April 14, 2004

TO: VASS CUSTOMERS

Subject: VASS FY 04 CUT-OFF DATES

Dear VASS Customer,

1. The goal of VASS and AFMSA/SGLC Contracting Activity is to provide dedicated, professional procurement support to our Air Force Medical Service customers. AFMS is the only customer that VASS supports. Because of this, we are able to focus the resources of the VASS Team, and those of our VA partners, on meeting your unique needs. To assist you in planning the conduct of your FY04 procurements, we have developed a sequence of procurement cut-off dates. These cut-off dates are based on the type of requirement, dollar value, and contract instrument relative to federal regulatory and statutory acquisition requirements. Compliance with these cut-off dates will help ensure that our customers receive quality service and ensure timely obligation of your FY04 funds.

2. To better serve you, VASS has partnered with the Tampa VA Medical Center Contracting Office. Through our partnership with VAMC Tampa, we have expanded our capacity to meet your mission requirements.

3. To help prevent an EOFY spike in workload that will choke the contracting network, VASS has established the following cut-off dates for FY 04 purchases

a. **All new contracts for facility construction, maintenance, or sustainment:**

Open Market or against existing contract > \$1 M: 28 MAY 04
Open Market or against existing contract < \$1 M: 30 JUN 04

b. **Supplies and equipment with other than a "6B" accounting line:**

Open Market > \$250,000: 30 JUN 04
Open Market > \$25,000 and < \$250,000: 30 JUL 04
Against an existing government contract:
(DBPA, FSS, GSA, IDIQ, etc.): 31 AUG 04
Open market < \$25,000: 31 AUG 04

c. **Supplies and equipment with a "6B" accounting line:**

30 SEPT 04

d. **Service Contracts:**

Open market > \$250,000: 27 JUN 04

Open market < \$250,000:

31 JUL 04

Option Exercise Requests using "Subject To Availability of Funds"
(SAF) MIPRs (For performance to begin in the next FY):

31 JUL 04

Note: All requests for exercise of options must arrive at least 60 days prior to the start of the new option period.

Against an existing government contract:
(DBPA, FSS, GSA, IDIQ, etc.)

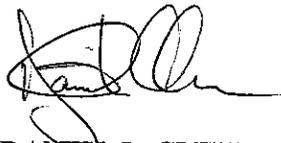
31 JUL 04

e. Logical Follow-on Task Orders:

1 SEP 04

(Note: Logical Follow-On T.O.s are only authorized for use with previously competed ID/IQ and FSS contract Task Orders.)

4. Exceptions for procurement requests submitted after the above listed cut-off dates will require an urgency statement for review by the VASS Team Leader. All such packages will be considered on a case by case basis (recommend you call AFMSA/SGLC before drafting an urgency letter). As always, the VASS will put forth its best effort to award late requests, but cannot guarantee award by EOFY for late requests.
5. Procurement requests for contracts beginning in the next fiscal year may be submitted with a planning MIPR (Subject to Availability of Funds). Instructions on how to prepare planning MIPRs are included in AFMLO/VASS Customer Handbook. Please ensure that your MIPR is completely filled out and that the fund cite is correct. Incomplete/incorrect MIPRs will be returned to your office.
6. As a reminder, procurement requests for contracts executed by VASS are required to contain all elements listed in the "Package Submittal Matrix" in the AFMLO/VASS Customer Handbook. (Some procurement requests may require other unique documentation as described in the Handbook). Procurement requests for recurring service contracts using EOFY "fallout" funding will not be accepted without prior written approval from AFMSA/SGSR.
7. As always, the AFMSA/VASS Contracting Office is committed to continually improving our service to you. For information on procedures, forms, or a basic overview of why elements of your package are required, see the AFMLO/VASS Customer Handbook, or contact the VASS Customer Service Team at DSN 343-7552. For further information, please contact me, the VASS Team Leader, at DSN 343-7553, or the AFMSA/SGLC Chief, LtCol Sandi Madaris, at DSN 343-4083.



DANIEL L. CLEVER

Team Leader

VA Special Services Contracting Activity