



United States Department of the Interior  
Office of the Assistant Secretary - Indian Affairs  
Washington, DC 20240

Memorandum

To: Regional Office Directors  
Central Office Directors  
Bureau of Indian Education Directors

From: Anthony Lomelin, Head of the Contracting Activity (HCA)

Subject: Procurement Administrative Lead Time (PALT)

This memorandum is to establish Indian Affairs (IA) PALT goals based on dollar value and complexity to help manage customer expectations. PALT is the average number of calendar days from the time the contracting officer (CO) accepts a complete acquisition requirements package to the time of award.

This guidance applies to the Assistant Secretary - Indian Affairs (AS-IA) offices, the Bureau of Indian Affairs (BIA), and the Bureau of Indian Education (BIE) and is established by the IA HCA. However, Regional Acquisition Offices may establish more stringent time frames depending on their workload and staffing. Any changes should be a proclamation issued by the HCA.

It is the goal of IA to process acquisitions as efficiently as possible to facilitate program needs. However, the acquisition office must receive a complete acquisition package in a reasonable timeframe to accomplish the goal. An acceptable acquisition package includes:

- Certified and approved (funded) Procurement Request (PR) submitted via the Financial and Business Management System (FBMS).
- Complete independent government cost estimates (IGCE)
- Complete Specifications and / or Performance Work Statement (PWS), Statement of Work (SOW), or Statement of Objectives (SOO) (including evaluation criteria)
- Complete applicable justifications (i.e. Sole Source, Brand Name, other)
- Other unique enclosures (i.e. OIMT endorsement for IT, waivers, other)
- Drawings, specifications and other construction site related documents

The tables on the next page identify the PALT for each type of requirement and dollar threshold.

Acquisition Category	Dollar Threshold	PALT (Calendar Days from YE)	Last Day to Submit Actions for FY Completion
<b>Simplified Acquisition Procedures (FAR Part 13 Purchase Orders/BPAs)</b>			
Supplies and Services	Less than \$500K	30 - 45	15-Aug
Supplies	\$500K to \$1M	45 - 60	1-Aug
Services	\$500K to \$7.5M	60 - 120	1-Jun
Supplies	Over \$1M to \$7.5M	60 - 90	1-Jul
<b>Strategic Sourcing - Delivery Orders/Task Orders (GSA Schedule Orders/IDIQ Orders, etc.)</b>			
Supplies and Services	Up to \$25K	30 - 45	15-Aug
Supplies and Services	Over \$25K to \$250K	45 - 60	1-Aug
Supplies and Services	Over \$250K to \$7.5M	60 - 90	1-Jul
Supplies and Services	Over \$7.5M	90 - 180	1-May
<b>Complex Acquisitions</b>			
Exercising Options	Any Dollar Amount	60 - 90	1-Jul
Sole Source Contracts	\$250K to \$7.5M	60 - 120	1-Jun
Sole Source Contracts	Over \$7.5M	90 - 150	1-May
Interagency Agreements & MOAs	Any Dollar Amount	90 - 120	1-Jun
Construction / A&E Services	\$2K to \$250K	90 - 120	1-Jun
Construction / A&E Services	Over \$250K	120 - 180	1-May
Competed Contracts	Over \$7.5M	120 - 200	15-Mar
<b>Grants and Cooperative Agreements</b>			
All Actions	Any Dollar Amount	90 - 120	1-Jun

PALT goals serve as general timeframes in the acquisition process and are influenced by factors such as:

- Acquisition complexity, visibility, and risk
- Customer familiarity with acquisition processes & quality of requirements packages
- Customer initiated delays (responsiveness) and/or funding delays
- Capacity within the contracting office, to include end of fiscal year workload
- Protest or other legal interventions

The dates provided in this memo are established for acquisition planning purposes. Adherence to these timelines will allow the acquisition office to successfully procure the product, service, or construction within the Fiscal Year. Please plan accordingly to this guidance and submit your PR in accordance with the PALT dates established.

This memorandum supersedes all previous PALT policies until rescinded and/or replaced by new guidance.

Memorandum

To: Bureau of Indian Education Directors  
From: Ryan Geffre, Chief of the Contracting Office (CCO)  
Subject: Supplemental Cutoff Dates

This supplemental memorandum serves to establish cutoff dates for Goods and Services that are required on day 1 of school.

**Examples:**

- Food & Dairy
- Curriculum Material
- Education Services

The dates below represent the general amount of time the acquisition office will need to ensure an order is placed in time for your school’s start date. The program must also account for applicable lead times, such as the following:

- Personnel Security Requirements (approximately 4-6 weeks)
- Delivery Lead Times (standard 2-4 weeks)
- Extended Industry Lead Times (e.g. Upwards of 4 months for laptops)

Acquisition Category	Dollar Threshold	School’s Approximate Start Date	Last Day to Submit Actions for FY Completion
<b>Supplies and Services Required Day 1 of School</b>			
Supplies and Services	Less than \$500K	Aug 15	1-Jul
Supplies	\$500K to \$1M	Aug 15	15-Jun
Services	\$500k to \$7.5M	Aug 15	1-Jun
Supplies	Over \$1M	Aug 15	1-Jun

All programs and offices are encouraged to submit PR packages to acquisitions as soon as possible in the year.