

**DIRECTORATE OF CONTRACTING
FY04 YEAR END PROCEDURES**

Projects should be identified and coordinated with the appropriate business center/units and DOC as early as possible. Business centers/units should visit the DOC website at www.bragg.army.mil/www-doc and click on "Government Users" for more information concerning requirement submission. The latest dates for submission of projects to the appropriate business centers/units are as follows:

- (1) Construction Contracts:
 - \$0 - \$2,000 Units use GPC with PWBC approval on DD Form 4283
 - \$2,000.01 - \$100,000 NLT: COB 16 Jul 04
 - Greater than \$100,000 NLT: 26 Mar 04

- (2) Service Contracts: GSA purchases
 - \$0 - \$100,000 NLT: 13 Aug 04
 - Greater than \$100,000 NLT: 30 Jul 04

- Open Market:
 - \$2,500.01 - \$25,000 NLT: COB 30 Jul 04
 - \$25,000.01 - \$100,000 NLT: COB 30 Jul 04
 - Greater than \$100,000 NLT: 26 Mar 04

- (3) Supply Contracts (except IMA or Furniture)
 - \$0 - \$2,500 Units use GPC

 - GSA:
 - \$2,500.01 - Unlimited NLT: COB 13 Aug 04

 - Open Market:
 - \$2,500.01 - \$25,000 NLT: COB 30 Jul 04
 - \$25,000.01 - \$100,000 NLT: 30 Jul 04
 - Greater than \$100,000 NLT: 26 Mar 04

- (4) Furniture:
 - \$0 - \$2,500 Units use GPC

 - GSA with waiver and three written GSA quotes attached:
 - \$2,500.01 - Unlimited NLT: 2 Aug 04

- (5) Information Mission Area (IMA) Equipment:
 - ADPE, Word Processors, Non tactical Radios, Copiers, Facsimiles, Pagers, Cellular Telephones, and some Telephone Equipment (refer to DOIM MOI Number 10-99 dated 7 Sep 99 for items that may be purchased with the GPC).

GSA/Requirements Contracts: NLT: 5 Sep 03

Open Market:

\$2,500.01 - \$25,000	NLT: 30 Jul 04
\$25,000.01 - \$100,000	NLT: 30 Jul 04
Greater than \$100,000	NLT: 26 Mar 04

(NOTE: The 1112th Signal Battalion must receive all IMA purchase requests at least 15 days prior to DOC's cutoff date.)

Purchase Requests (DA 3953s and Aquiline Documents) processed after their corresponding dates (as above) will be hand carried to applicable DOC team leader, to determine if procurement action can be accomplished prior to 30 September 2004. Customers must enter the requirement into Aquiline, print a copy of the requirement and hand carry to the applicable team leader for approval before submitting to Budget for fund certification. If approved, the appropriate team leader supporting your business center/unit (Team 1, Pat Nixon (for PWBC customers); Team 2, Cheryl Nixon (all other customers)) must receive Aquiline purchase requests within 2 days from approval date. Purchase requests received more than 2 days after approval date may be returned without action. Prior to hand carrying to the appropriate team leader, customers must contact their recommended source of supply and verify that they are Central Contractor Registered (CCR), obtain their DUNS #, their Cage Code # and their Federal Tax ID #, or print a copy of their profile from the CCR Web site: WWW.CCR.gov showing the vendor is currently registered. Customer must provide a copy of the GSA contract quotations and the CCR profile with the hand carried purchase request. DA Forms 3953 will only be accepted in certain circumstances and must be approved by the appropriate team leader. If accepted, the customer must provide the same information as above and will be required to input the information into Aquiline using a DOC provided computer. Only after the initials and date of the appropriate team leader have been placed on the purchase request will availability of funds be certified and funds reserved.

(6) Aquiline shall be utilized to determine outstanding procurement document status. If Program Directors do not have access to Aquiline they should contact the DOC Aquiline POC at 396-4362, Ext 219 or 220.