

MARINE CORPS INSTALLATIONS COMMAND REGIONAL CONTRACTING OFFICE  
PURCHASE REQUEST CUT-OFF DATES

EST. VALUE	REQUIREMENT		CUT-OFF
ALL Values	Service or Supply	Delegated Contracting Authority Request	90 days prior to transfer
		Assisted Acquisition Determination & Findings	60 days prior to transfer
	Service	Option Exercise (FY19 and FY20 Subject to Availability of Funds PR)	3 months prior to expiration
> \$50M*	Service or Supply	New or Renewal: Regardless of procurement method (FY20 Delivery/POP)	01 Oct 18
> \$10M to \$50M*	Service	New or Renewal: Regardless of procurement method	29 Nov 18
		Add Work: In-scope modification to existing contract/task order	14 Jun 19
	Supply	New or Renewal: Regardless of procurement method	19 Dec 18
*See Enclosure (2): Requirements subject to higher headquarters review may lead to unexpected delays that could endanger award ability in FY19. Requirements users should maintain continuous engagement with the contracting office to promptly address issues throughout the review cycle.			
> \$250K to \$10M Non-Commercial Item	Service	New or Renewal: Regardless of procurement method	18 Jan 19
		Add Work: In-scope modification to existing contract/task order	14 Jun 19
And > \$7M to \$10M Commercial Item	Supply	Open market	08 Mar 19
		Delivery order against GSA Federal Supply Schedule (FSS), governmentwide acquisition contract (GWAC), or existing indefinite delivery/indefinite quantity (IDIQ) contract/blanket purchase agreement (BPA)	14 Mar 19
> \$250K to \$7M Commercial Item	Service	New or Renewal: Regardless of procurement method	18 Apr 19
		Add Work: In-scope modification to existing contract/task order	12 Jul 19
	Supply	Open market	17 May 19
		Delivery order against GSA/FSS, GWAC, or existing IDIQ contract/BPA	07 Jun 19
< \$250K	Service	New or Renewal: Regardless of procurement method	02 Aug 19
		Add Work: In-scope modification to existing contract/task order	09 Aug 19
	Supply	Open market	02 Aug 19
		Delivery order against GSA/FSS, GWAC, or existing IDIQ contract/BPA	09 Aug 19

Notes:

1. Cut-off dates assume the requirements package is complete as outlined in Enclosure (4), ready for action, and accepted by the Contract Manager in PR Builder.
2. Each Chief of the Contracting Office has the discretion to accept requirement packages submitted after the published cut-off date. Prior to considering acceptance of PRs after the published cut-off date, the requiring activity's comptroller shall provide endorsement. This ensures Command awareness of procurements in jeopardy of not meeting an obligation target or award by 30 September 2019.
3. Bona fide emergencies and critical requirements impacting mission capability will be addressed on a case-by-case basis and shall include approval at the Commanding Officer level.