



United States Department of the Interior
OFFICE OF THE ASSISTANT SECRETARY - INDIAN AFFAIRS

Washington, D.C. 20240



IN REPLY REFER TO:

National Policy Memorandum

Assistant Secretary - Indian Affairs
Deputy Assistant Secretary – Indian Affairs (Management)

Effective: April 14, 2014

Expires: April 14, 2015

Number: NPM-ACQ-08

Title: Procurement Administrative Lead Time (PALT)

1. Purpose

This memorandum provides guidance for all procurement and non-procurement personnel to assist in procurement planning to ensure efficient and timely delivery of requirements.

2. Scope

This policy applies to all IA headquarters, field and program staff under the authority of the Assistant Secretary – Indian Affairs (AS-IA), including the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE.)

3. Policy

It is the policy of Indian Affairs to comply with federal regulations and policy and direction from the Department of the Interior (DOI) and the Office of Management and Budget (OMB) to ensure adequate internal controls measures and reviews are established and implemented. IA has implemented these procedures to ensure proper internal controls in compliance with OMB Circular A123.

4. Procedures

PALT begins when the completed purchase request package (including Purchase Request in FBMS) has been received by the Supervisory Contracting Officer (FBMS Expeditor). PALT does not apply to actions whereby a protest, claim or appeal has been filed. The time frame is a guideline and is subject to change depending on the marketplace and complexity of the procurement action.

PALT dates are calculated after the contracting office has received a complete [Purchase Request Package](#).

Contracting Method	Item Type and Threshold Limitations	PALT	Comment
Commercial Acquisition Procedures			
Commercial Item	Supply: Over \$3,000 - Under \$25,000 Service: Over \$2,500 - Under \$25,000	30	If using evaluation/negotiation procedures time frame may increase
Commercial Item	Supply and Services: Over \$25,000 - Under \$150,000	60	If using evaluation/negotiation procedures time frame may increase
Commercial Item	Supply and Services: Over \$150,000 - Under \$6.5 M*	60	If using evaluation/negotiation procedures time frame may increase *\$6.5 Million limit contingent on class deviation from FAR 13.5 being extended. If limit not extended Sealed Bidding or Negotiation Competitive process will be used with applicable time frames.
Non-Commercial Acquisition Procedures			
Simplified Acquisition	Supply: Over \$3,000 - Under \$25,000 Service: Over \$2,500 - Under \$25,000	30	If using evaluation/negotiation procedures time frame may increase
Simplified Acquisition	Supply and Services: Over \$25,000 - Under \$150,000	60	If using evaluation/negotiation procedures time frame may increase
Simplified Acquisition	Supply and Services Over \$150,000	120	If using evaluation/negotiation procedures time frame may increase
Simplified Acquisition	Supply and Services: Over \$150,000	120	If using evaluation/negotiation procedures time frame may increase
Construction and Architect - Engineering (A-E) Procedures			
Construction	Over \$2,000 - Under \$25,000	60	If using evaluation/negotiation procedures time frame may increase
Construction	Over \$25,000 - Under \$150,000	90	If using evaluation/negotiation procedures time frame may increase.
Construction	Over \$150,000	120	If using evaluation/negotiation procedures time frame may increase.
A-E Services	Over \$3,000 - \$150,000	120	
A-E Services	Over \$150,000	120	
Task/Delivery Orders Against Existing Contracts			
Task/Delivery Orders	Under \$150,000	30	Time frame will be shorter if contract pricing is pre-determined.
Task/Delivery Orders	Over \$150,000	90	Time frame will be shorter if contract pricing is pre-determined.
Inter/Intra Agency Agreements			
Inter/Intra Agency Agreements (IAA)	All thresholds	90	Time frame will be shorter when IA is the Providing Agency.
Cooperative Agreements (Financial Assistance)			
Cooperative Agreements	All thresholds	90	Time frame will be shorter when IA is the Providing Agency.

5. Authorities

A. Statutes and Regulations

1. Federal Acquisition Regulation (FAR). [FAR](#)
2. 48 CFR, Federal Acquisition Regulations System [48 CFR](#)
3. Department of the Interior Acquisition Regulations (DIAR) [DIAR](#)
4. Departmental Manuals [Departmental Manuals](#)
5. Executive Orders

B. Guidance.

1. Department of the Interior Acquisition Policy Release (DIAPR) [DIAPR](#)
2. Department of the Interior Guidance (DIG) [DIG](#)
3. Indian Affairs Acquisition Guidance Release (IA-AGR)

6. Approval



Thomas D. Thompson
Deputy Assistant Secretary – Indian Affairs (Management)

4/14/2014
Date