

**Mission & Installation Contracting Command – West Point**

**Customer Guidance: Procurement Administrative Lead Time (PALT)**

4 April 2011

1. **PURPOSE:** To provide PALT expectations to the MICC - West Point customers.
2. **GENERAL:** This provides the PALT expectations that MICC - WEST POINT customers should use in planning their requirements. These timelines assume the customer provides a procurable requirement, responds to MICC - WEST POINT or other inquiries in a prompt manner and that no litigation such as a GAO protest occurs. These timelines are not averages, but rather information provided to customers with the expectation that the customer will be able to rely on these timelines in their planning for contract award if all assumptions are realized. The average PALT's should be expected to be less than these. Customers are advised that these are planning times for contract award, they still must consider delivery times or phase in requirements after award.

3. **PALT GUIDANCE TO CUSTOMERS:**

I. **PALT**

Applicable to appropriated funded and unfunded requirements (UFRs)

a. Supplies/Services (See Note 1)

Less than \$2,500 (\$3,000 if supply)	<b>See Note 5</b>
Under \$150,000 (to include GSA) <b>See Notes 1, 2, 3, 4, and 7</b>	60 days
Commercial \$150,001 to \$500,000 (to include GSA) <b>See Notes 1, 2, 3,4, and 7</b>	60 days
Non-commercial \$150,001 to \$500,000	120 days
\$500,001 to \$6.5M (to include GSA) <b>See Notes 1, 2, 3, 4, and 7</b>	180 days
Over \$6.5M	240 days
Complex Negotiated > \$6.5M	360 days
Requirements Contract Delivery Orders	05 days

b. Construction

Less than \$2,000	<b>See Note 6</b>
\$2,000 to \$150,000	60 days
\$150,001 to \$500,000	120 days
\$500,001 to \$6.5M (depending on complexity)	180 days
Complex Negotiated > \$6.5M	360 days
IDIQ Task Orders (not including MATOC)	45 days
Requirements Contract Delivery Orders	05 days
MATOC Construction Task Orders (depending on complexity)	90 days

II. All requirements must be received in the MICC - WEST POINT with accurate performance based work statements for services, all specifications for construction, supplies and equipment, proper coordination and approvals, proper certifications, and certified fund availability (except for UFR's) on purchase requests. PALT will not begin until a complete procurement package has been received by the MICC - WEST POINT. Delivery time or phase in requirements after award are not included in these timelines.

III. The following mandatory reviews have been factored into the above timelines:

Procurements > \$500,000 require review by SJA.

Procurements > \$500,000 are required to be reviewed by MICC - WEST POINT headquarters.

Procurements > \$6,500,000 require Mission and Installation Contracting Command review.

**NOTE 1:** The MICC - WEST POINT will process all procurements to the point of award, but will not award a contract requirement, issue a task order, or modify/continue an existing contract until all approval MICC - West Pointumentation is provided to the Contracting Officer. Although MICC - WEST POINT is processing all purchase requests received on or before the established cut-off dates, failure to obtain the necessary approval may result in a delay of services being procured or extended.

**NOTE 2:** All requirements greater than \$150k submitted to MICC - WEST POINT that identify a Non-DoD contract as a procurement vehicle, must be accompanied by a written certification, properly coordinated, and certified at the appropriate level in accordance

with Army Policy Memorandum dated 12 July 2005; Subject: “Proper Use of Non-DoD Contracts.”

**NOTE 3:** Effective 4 May 09 the CIO/G-6 and Acting ASA(ALT) issued policy requiring use of Computer Hardware, Enterprise Software and Solutions (CHES) as the Primary Source for Procuring Commercial Information Technology (IT) Hardware and Software. The policy requires that we must use CHES for purchases of commercial off-the-shelf (COTS) software, desktops, notebook computers and video teleconferencing equipment, regardless of dollar value (at one time there was a \$25K minimum). CHES facilitates the purchase and use of standardized software and equipment, which improves the Army's security posture and enables interoperability. The policy also expands the mandatory use of CHES to include the procurement of other commercial IT equipment (e.g., routers, servers, printers, etc.) regardless of dollar value. If CHES is not used to purchase mandatory items, a waiver must be requested through <https://chess.army.mil>. The justification must include a rationale to explain the extenuating circumstances or unique configurations required by mission that are not available through CHES.

**NOTE 4:** Organizations will use CHES, to the maximum extent possible, to purchase COTS software, desktops, and notebook computers regardless of dollar value and for all other IT purchases greater than \$25K. If a requirement cannot be satisfied based on this criteria against a CHES contract, a waiver may be granted allowing the purchaser to acquire COTS software and/or hardware from GSA or another approved source. Prior to requesting a waiver customers must determine if CHES contracts can provide the required IT products. A list of all CHES contracts can be found under the Contracts and Contracting section of the CHES website. Customers can request a waiver through the CHES website by accessing the Waiver link.

Twice annually the CHES runs a consolidated buy (CB) against the Army Desktop and Mobile Computing-2 (ADMC-2) contracts. All desktops and notebooks shall be purchased during the CB ordering period. An exception process is available for customers that cannot make their purchase during the CB period. The exception process is outlined at:

<https://chess.army.mil/ascp/commerce/consolidatedBuy/exceptionProcess.jsp>

Customers who take exception to the CB are still required to purchase their IT equipment through one of the CHES contracts identified in the contracts section of the website.

**NOTE 5:** All buys less than the micro-purchase threshold of \$2,500 (services) and \$3,000 (supplies) must be purchased with the GPC or with convenience checks.

**NOTE 6:** All Construction buys less than \$2,000, must be purchased with the GPC or with the Convenience Checks.

**NOTE 7:** A broad definition of a commercial item is any item or service, other than real property, that is of a type customarily used by the general public or by non-governmental entities for purposes other than governmental purposes. Most goods and services purchased are commercial in nature. Construction is NOT considered commercial.