



United States  
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**ACQUISITION OPERATING PROCEDURE (AOP)**

JUL 10 2014

**FROM:** Richard R. Jiron  
Head of Contracting Activity Designee

**SUBJECT:** AOP No. 18: Procurement Action Lead Time (PALT)

- ◆ **PURPOSE:** The purpose of this Acquisition Operating Procedure (AOP) is provide PALT guidance that reflects the amount of time generally required to process a proposed contract action in accordance with the Federal Acquisition Regulations (FAR), and Departmental and Agency regulations and procedures to ensure a timely responses to the clients

PALT is an estimated amount of time required to effectively award a proposed contract action when a complete Requirement Package have been accepted by the contracting office. PALT is also a means to track the proposed contract actions through reporting in the Integrated Acquisition System (IAS) and to support the acquisition planning efforts.

- ◆ **EFFECTIVE DATE:** This AOP is effective on July 10, 2014.
- ◆ **REVISIONS:** *Subject:* Changed Procurement Administrative Lead Time to Procurement Action Lead Time. *Estimated PALT Goals:* Removed the word Goals; revised the 1<sup>st</sup> and 2<sup>nd</sup> paragraph; and revised and combined the two charts.

This AOP replaces AOP No. 18, dated April 9, 2013.

- ◆ **PROCEDURE:** PALT commences when the contracting office accepts the complete Requirement Package in order to prepare and process the appropriate presolicitation documents for issuance of the solicitation. PALT concludes when the contracting officer awards and releases the contract in IAS.

◆ **REQUIREMENT PACKAGE CHECKLIST:**

1. The Contracting Officer Representative, IAS Requisitioner, program official, client, customer or end user from the requesting or requiring office is responsible for providing the complete Requirement Package to the appropriate contracting office through IAS.

2. The Requirement Package contents, at a minimum, must include the documents below. See AOP Number 19, Requirement Package for detailed information.

REQUIREMENT PACKAGE CHECKLIST	
✓	Market Research
✓	Source List ( <i>optional</i> )
✓	Requisition Funding
✓	Independent Government Cost Estimate
✓	Description of Requirement (Products Specs/SOW/PWS/SOO)
✓	Justification and Approvals
✓	Evaluation Factors/Criteria
✓	Contracting Officer Representative/Requirement Point of Contact
✓	IPP Invoice Approver

◆ **ESTIMATED PALT:**

The estimated PALT goals represent the average processing time of a proposed contract action. The processing time does not account for any extraordinary challenges or circumstances that may arise due to higher/external official's reviews and approvals, protest litigation, change in program, contract modifications, full funding, etc., that may have an impact the processing time.

The contracting offices will make every effort to award the contract actions within the PALT timeframes listed below.

PROPOSED ACQUISITION <i>PALT refers to the length of time between the contracting office acceptance of a complete requirement package from the requesting office and the date of an award.</i>	Length of PALT (Calendar Days)
Simplified Acquisitions Procedures <u>under</u> \$150,000 (i.e. GSA, GWAC, SEWP, BPA, IDIQ, Open Market)	30 days
Acquisitions Using Simplified Acquisition Procedures <u>over</u> \$150,000	45 - 90 days
Acquisitions <u>between</u> \$150,000 and \$1,000,000	60 - 90 days
Acquisitions <u>between</u> \$1,000,000 and \$5,000,000	90 - 120 days
Acquisitions <u>between</u> \$5,000,000 and \$25,000,000	120 - 150 days
Acquisitions <u>over</u> \$25,000,000	120 - 180 days
Architect & Engineering Services <u>all dollars</u> Request for Proposal	90-180 days
Construction <u>below</u> \$2,000	30-45 days
Construction <u>above</u> \$2,000 Invitation for Bid	90-150 days
Construction <u>above</u> \$2,000 Request for Proposal	120-180 days

- ◆ **EXPIRATION DATE:** This AOP will remain in effect until canceled.