



Office of the  
Assistant  
Secretary  
for Administration

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Office of  
Contracting and  
Procurement

**TO:** Acquisition Workforce

**FROM:** Tiffany Taylor, Senior Procurement Executive

1400  
Independence  
Avenue  
Southwest  
Mailstop 9308  
Room 126-W  
Whitten Building

**SUBJECT:** FY2021 4<sup>th</sup> Quarter Procurement Package Flexibilities

As we move into the 4<sup>th</sup> Quarter, I know we are all very busy with our program work, operations work and acquisition work and often having trouble balancing all of them. I also know that many of you have provided us feedback on the Integrated Acquisition System (IAS) Acquisition Planning Module that we implemented earlier in the year, the Formal Acquisition Plan (AP) and the Requirements Plan (RP). In addition, we have received requests to modify the procurement policies regarding the OCIO's Acquisition Approval Request (AAR) to better support acquisition milestone plans. This memo provides some flexibilities and suspensions of specific processes and procedures. Our data suggests that these flexibilities could apply to over 90% of 4Q acquisitions. We will review the potential for extension or updates of these flexibilities in FY22.

Policy or Procedure	PGI Reference	4Q Modification	Timeframe
Acquisition Approval Request	407.104	Suspension of requirement to have approval before accepting a requisition or releasing solicitation	Until further notice
IT Acquisition/Requirements Plan Approval	407.104	MASPM not required	Until further notice
Use IAS for the AP or RP	407.102; 407.104	Not required, but encouraged	July 1- Sept 30, 2021
Use of RP <\$7.5M	407.104	Not required, but FAR requirements documented by it are still required	July 1- Sept 30, 2021
Final Approval of RP \$7.5M to <\$50M	407.104	Contracting Officer	July 1- Sept 30, 2021
Documentation of SES Approval of Services	407.104	Not required	July 1- Sept 30, 2021

Remember:

- You must still abide by your servicing contracting office's cut-off dates.
- The AAR MUST still be approved by the OCIO before award.
- All FAR requirements are still applicable
- These flexibilities do not change your mission area's internal policies and procedures

Thank you for your feedback as we continue to make USDA's acquisition processes efficient by providing and using technology to its fullest and being trusted business advisors who use best practices.