



18 May 2015

**FROM: CG-91**

**TO: Chiefs of Contracting Offices**

**SUBJECT: Procurement Administrative Lead Time**

The Coast Guard contracting mission is to provide timely, quality contracting support to meet the mission needs of our customers. Quality contracting support requires the accomplishment of various activities during the acquisition process. The type and complexity of the product or service being acquired, the dollar amount of the acquisition, the extent of competition, and the urgency of the requirement all determine which activities must be completed before a contract can be awarded or an order placed.

The enclosed notional Procurement Administrative Lead Times (PALTs) are designed to assist you in planning your requirements and to enable us to provide better customer support. PALT is defined as the estimated amount of time required to effectively award a contract action once a complete Purchase Request (PR) package has been submitted to the contracting activity. PALT includes time required for planning and workload management as well as time for performing reviews and obtaining approvals. Each procurement activity takes a certain amount of time to complete, whether physically (i.e. the amount of time to obtain document approval) or by regulation (i.e. the period of time for publicizing notices of proposed contract actions specified in FAR 5.203, Publicizing and Response Time). Some actions must be taken sequentially while others may be taken concurrently. Additionally, the PALT is directly affected by acquisition strategy, program dollar value, complexity, and risk.

Early involvement between the program office and the contracting team promotes a better understanding of common needs and goals, reduces or eliminates omissions and deficiencies in the procurement package, and increases the likelihood of meeting the customer's expectations.

Upon identification of a proposed requirement or submission of a PR package (whichever is earlier), the contracting officer (KO) and/or contract specialist (KS) will meet with the customer to assist with acquisition planning and to establish a more definitive PALT based on the complexity and dollar value of the proposed requirement. The KO shall not use a customer's lack of advance planning as justification for utilizing an inappropriate acquisition method with a shorter PALT. Also, requirements will not be split in order to avoid higher level reviews. Generally, requests to process requirements on an urgent basis or with unrealistic delivery or performance will not be honored, as such requests can lead to restricted competition and increased contract costs.

The following is a summary level of all PALTs. Note that the numbers in the left column correspond to the individual PALT. These are estimated times required to process a complete PR package received by the contracting activity. These estimated PALT times are for planning purposes only and are based on a number of assumptions: receipt of a properly prepared, fully documented requisition, including any applicable approvals; workload; and available resources. The PALT is the projected number of calendar days that the contracting activity estimates it will need from receipt of the complete and final PR package to the date of award. This timeframe includes mandatory reviews such as legal, CG-913 Policy, HCA (d), OCPO, and Congressional level reviews. It does not include the delivery of the product or service.

Procurement Type	Dollar Value	PALT
MicroPurchase	Up to \$3,000	10
Simplified Acquisition Procedures (SAP)	\$3K - \$25K	30
	\$25K - \$150K	60
Commercial Items	\$150K - \$500K	53
	>\$500K - <\$6.5M	110
BPA Agreements To Establish - GSA	\$150K - \$500K	85
	>\$500K	145
BPA Calls	\$150K - \$500K	56
	>\$500K	129
Non-Commercial Items Construction Sealed Bids	<\$25K	30
	\$25K - \$500K	70
	>\$500K	107
Negotiated Competitive	\$150K - \$500K	125
	\$500K - < \$20M	215
	\$20M - \$100M	279
	≥\$100M	365
Sole Source Non-Competitive	\$150K - \$500K	105
	\$500K - \$20M	186
	\$20M - \$50M	243
	\$50M - \$100M	290
	>\$100M	294
8(a) Competitive	>\$500K - \$10M	143
8(a) Non-Competitive	>\$500K - \$10M	159
Delivery/Task Orders (ALL)	< \$10M	127
Sole Source DO/TO	< \$10M	131
Priced Change Order	<\$500K	63
	>\$500K	88
Unilateral Change Order	< \$500K	48
	> \$500K	62

Modifications	Administrative	10
	Options/Incrementals	21
	Within Scope	41
Out of Scope Mods	< \$500K	131
	> \$500K	197
IAA/MIPRs	Any Value	30
MIPR Amendment	Any Value	25