

12/21/11

**POLICY ALERT**  
**No. 11-92**  
**Procurement Planning Lead Times**

**REFERENCE:** [Federal Acquisition Regulation Subpart 7.1 Acquisition Plans TRICARE Management Activity Procedures, Guidance, and Information Part 207 and associated Acquisition Planning Guide and Acquisition Planning Template](#)  
[Desk Top Reference paragraph 3.18 Acquisition Timeline](#)

**TYPE OF ACTION:** TMA Guidance

**EFFECTIVE DATE:** December 21, 2011

**SUMMARY:** Contract Operations Division-Falls Church has established standard lead times for non-purchased care procurements. These lead times serve as a guide to requiring activities and programs offices to understand the time required for procurements, depending on the type.

The lead time varies depending on value, complexity, and other factors of the procurement, as shown on the attached. The lead times are for planning purposes. Whether these times can be achieved for an individual procurement action depends upon the complexity of the work. As the complexity of the work increases, the probability of meeting the lead times go from high to low.

**ACTION REQUIRED:** Contracting Officers should work closely with requiring activities and program offices to plan acquisitions and ensure the timely submission of requirements to ensure timely contract award for the needed the product or service.

This Policy Alert is effective on the date indicated above, and remains in effect until incorporated into a TMA acquisition policy document(s) or until otherwise rescinded.

You may direct comments/questions on this Policy Alert to the Contract Policy and Pricing Branch at 303-676-3985.

If this policy alert has any broken links please report them by clicking [here](#).

## Standard Procurement Lead Times

<u>Type of Procurement</u>	<u>Dollar Value</u>	<u>Lead Time Ranges Calendar Days</u>
Small Purchases For supplies	<\$1,000	5-12
	>\$1,000	15-30
	>\$10,000	50-60
Small Purchases For services	<\$1,000	5-12
	>\$1,000	15-30
	>\$2,500	50-75
Delivery orders under GSA/FSS	Any value	10-15
Delivery orders under GSA nonmandatory ADP/telecommunication Schedules	<\$50,000	14-30
	>\$50,000	45-60
Service contracts	>\$25,000	120-180
Task order under Indefinite delivery Contract	Any amount	45-60
Sealed bids	>\$25,000	90-120
	>\$250,000	120-150
	>\$1,000,000	160-180
Competitive Proposals	>\$25,000	120-150
	>\$100,000	150-180
	>\$1,000,000	240-360
Noncompetitive	>\$25,000	120-150
	>\$100,000	150-180
	>\$1,000,000	240-360