SAIC-Frederick, Inc.
A subsidiary of Science Applications International Corporation
From Science to Solutions

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Mr. John C. Trifone
Director, Acquisition and Logistical Services

DEADLINE DATES FOR CONTRACT YEAR 2008 ACQUISITIONS

ALL EMPLOYEES:

A request for acquisition must represent a bona fide need, i.e. funded and made in good faith, under the current prime contract with requests being provided based on the below schedule and directions prior to September 25, 2008 for allowable acquisitions to be incurred under this contract.

Purchase Requisitions must be received in the Purchasing Department complete with a well-defined statement of work/item description, sole source justification if applicable, and appropriate signature authorization and other special approvals, etc. based on the below schedule. See Routing Slip for typical PR approvals. **Purchase Requests received incomplete WILL be canceled and returned to the program area.**

Capital Equipment	August 1
Purchase Requests	September 12 except isotopes
Blanket Orders	September 18* *(see below directions)*
Purchase Cards	September 18* *(see below directions)*
Warehouse Requisitions	September 23**
Direct Pays	September 19
Radioisotope orders	September 19
Renovations or alteration of Real Property	August 8

Items requiring COA will require 1-2 weeks in addition to the normal procurement turnaround time *with the realization that the effort has to occur prior to September 25th*.

*For blanket order releases, credit card transactions and warehouse requisitions, the order date determines the appropriate contract year. Therefore, it is essential that all Blanket Orders and Purchase Card orders are entered into the appropriate database the SAME day that the order is placed for the appropriate accountability.

Research Subcontracts typically require 45-60 days to execute (timeframe can be longer based on complexity) based on a well-defined workscope. For example a subcontract for

a 5-month effort to be completed by 9/25/2008 would need to be submitted with a well-defined scope of work by the middle of March.

Construction Contracts/Outsourced Renovations must be executed to the outsourced vendor by COB September 25, 2008 and a Purchase Requisition must be received with the appropriate Conceptual and/or Fiscal approval received prior to August 8, 2008.

All requests for renovation or alteration of facilities must be submitted to FME in order for the project or renovation to progress. In order for FME to meet Construction Contract's deadline of August 8, sufficient time is needed to define the scope and receive approvals. The time required for that process is dependent upon the complexity of the renovation. Therefore, FME suggests that a work order be submitted as soon as the bona fide need is identified. Conceptual and/or fiscal approval is required before a purchase requisition can be submitted to Construction Contracts.

**All requisitions for items from the Central Supply and Maintenance Warehouses must be received by the deadline date listed above. Program areas must plan accordingly to have sufficient routine supplies on hand to span the earlier deadline date. Emergency orders can be handled on a case-by-case basis. Specialty items, such as liquid nitrogen, dry ice, and feed/bedding, etc, can be ordered as needed through the contract end.

If there are any areas requiring clarification, please contact Ms. Donna M. Follin, extension 1124 for purchase requests, Mr. David Kelbaugh, extension 1082, for Supply Warehouse information, , or Ms. Ginny Whipp, extension 1119 for budgetary information.

Thank you for your cooperation.

John C. Trifone