



ACQUISITION
& SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

JUN 14 2018

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Reporting 'Solicitation Date' in the Federal Procurement Data System

The General Services Administration plans to implement an update to version 1.5 (v1.5) of the Federal Procurement Data System (FPDS) application June 18, 2018 which, among other enhancements and fixes, will include a data element for 'Solicitation Date'. This new data element has been established in order to comply with section 886 of the National Defense Authorization Act for Fiscal Year 2018. This section establishes requirements for the Department of Defense (DoD) to measure procurement administrative lead time (PALT), identified in section 886 as the time between initial solicitation date and award date on contracts and orders valued above the simplified acquisition threshold (SAT).

As a result, beginning on June 19, 2018, any DoD award of a new contract or order valued above the SAT and reported to FPDS will require a solicitation issuance date be provided, regardless of whether the new award—

- Was required to be advertised;
- Is an order under a single-award indefinite-delivery contract; or
- Is an award that was not competed.

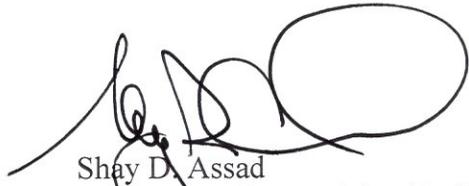
Instructions are provided below for determining the date to be used as the solicitation date in the following unique situations:

- When the action is the award of an order using existing pre-priced line items under an indefinite-delivery contract where no proposal is required (i.e., there are no elements of the delivery or performance to negotiate), use the date of the award as the 'Solicitation Date'.
- When the action is the award of a contract under a Broad Agency Announcement (BAA), use the date when a final (not draft) combined synopsis/solicitation is issued as the 'Solicitation Date' except:

- For two-step BAAs, including white paper submissions for review, selection, and subsequent request for full proposals, the ‘Solicitation Date’ is the date when the Contracting or Agreements Officer signs the proposal request.
 - Under BAAs with calls, the ‘Solicitation Date’ is the date when the individual call is issued.
 - For open BAAs, when white papers and/or proposals are accepted for review over an extended period (typically open for a year or longer), the ‘Solicitation Date’ is either the date when the Contracting or Agreements Officer signs a proposal request (white papers) or the date on which the proposal is submitted, whichever is earlier.
- For awards made in response to unsolicited proposals, the ‘Solicitation Date’ is the date when the offeror is notified of proposal acceptance for negotiations and/or award.

The Defense Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidance, and Information (PGI) section 204.606 will be updated with these instructions as soon as possible. Additionally, components planning to submit or retrieve this data element using existing interfaces are advised that the existing FPDS v1.5 XML tag <genericString01> will be used with a YYYY-MM-DD00:00:00 format.

Thank you for your continued focus on contract reporting and improving the data therein. Any questions regarding entry of the ‘Solicitation Date’ in FPDS may be directed to Lisa Romney, 703-697-4396, janice.l.romney.civ@mail.mil, my action officer for FPDS. Questions regarding Department PALT initiatives may be directed to Greg Snyder, 703-614-0719, gregory.d.snyder.civ@mail.mil.



Shay D. Assad
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Procurement and Acquisition Policy