



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SW 4400.4D

SOUTHWEST REGION

5/31/2005

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SUBJ: PROCUREMENT LEAD-TIME STANDARDS

1. **PURPOSE.** This order establishes procurement lead-time standards in the Southwest Region for all personnel submitting requisitions to the Logistics Division for purchasing or contracting action.
2. **DISTRIBUTION.** This order is distributed to the section level in the Regional Office and standard distribution to all field offices and facilities.
3. **CANCELLATION.** Order SW 4400.4C, Procurement Lead-time Standards, dated May 6, 1994, is cancelled.
4. **INFORMATION.** There are many steps involved between the initial development of a requirement and the receipt by the user. Timely submission of a requisition is a major factor in accomplishing a timely and sound procurement. Therefore, effective immediately, all requisitions shall be prepared in advanced of the desired delivery or performance dates in accordance with the standards outlined in Appendix 1 of this order.
5. **PROCEDURES.** Procurement lead-time standards for the various types of procurements are listed in Appendix 1 by calendar days. These standards shall be adhered to unless a situation arises which requires special consideration. For information pertaining to delivery times for items available from Federal Aviation Administration specifications or other pertinent data relative to acquisition of supplies and equipment contact the Acquisition Management Branch, ASW-55. For information pertaining to contract performance times required for real estate and utility matters contact the Property and Services Branch, ASW-54A. If a bona fide emergency exists ASW-55 or ASW-54A shall be notified of the circumstances so that appropriate action may be taken to reduce lead-time where appropriate.

Marcus L. Williams
Marcus L. Williams
Manager, Logistics Division

APPENDIX 1.
PROCUREMENT LEAD-TIME STANDARDS

(Calendar Days)

Time indicated includes the time required to advertise, if required, to secure competition as appropriate and the preparation of the award. It **DOES NOT** include performance time specified in the award.

1. CONSTRUCTION.

a. Purchase orders.

(1) Under \$2,000	15 c/days
(2) \$2,000 but under \$25,000	30 c/days
(3) \$25,000 but under \$100,000	30-45 c/days
(4) \$100,000 and \$1,000,000	60-90 c/days
(5) \$1,000,000 and above	90-120 c/days

b. Contracts.

(1) \$2,000 but under \$25,000	30 c/days
(2) \$25,000 but under \$100,000	30-45 c/days
(3) \$100,000 and \$1,000,000	60-90 c/days
(4) \$1,000,000 and above	90-120 c/days

Calendar days indicated include time required for reviewing drawings and specifications, obtaining wage rates, preparation of request for proposals, advertising time, proposal opening and evaluation, contractor evaluation, appropriate contract review level of approval and award. It **DOES NOT** include time required for obtaining real estate rights, negotiations, receiving and approving contractor submittals, issuance of the notice to proceed, or the construction performance time required by the purchase order/contract. The obtaining of real estate rights can be a very lengthy process (see paragraph 5 below) which must be considered by the requesting office prior to, and in addition to, the construction procurement lead-time.

2. SUPPLY/SERVICE (OTHER THAN CONSTRUCTION).

a. Purchase orders.

(1) Under \$2,000	15-30 c/days
(2) \$2,000 but under \$25,000	30 c/days
(3) \$25,000 but under \$100,000	30-45 c/days
(4) \$100,000 and \$1,000,000	45-60 c/days
(5) \$1,000,000 and above	90-120 c/days

b. Contracts.

(1) \$2,000 but under \$25,000	30 c/days
(2) \$25,000 but under \$100,000	30 c/days
(3) \$100,000 and \$1,000,000	45-60 c/days
(4) \$1,000,000 and above	90-120 c/days

c. Annual service contracts. A requisition with current specifications shall be submitted not later than 120 calendar days prior to the expiration for the existing contract to allow sufficient time to obtain applicable wage rates, preparation of request for proposal, advertising, contractor evaluation, negotiations, if necessary, and award.

3. NEGOTIATED CONTRACTS.

For construction over \$2,000, services over \$2,500, or supplies over \$50,000, add an additional 30 calendar days to the time set forth in paragraphs 1 and 2 above to allow time for negotiations and coordination, as required. For contract types other than firm-fixed price additional time that is needed will be based on the complexity of the procurement.

4. SUPPLIES AND EQUIPMENT.

a. Federal Supply Schedule items, depending on schedule.	15-30 c/days
b. UNICOR	45 c/days
c. General Services Administration Depot items.	45-60 c/days

- d. Commercial stock items (under \$25,000) except copper wire and cable as indicated below. 30-60 c/days
- e. Copper wire and cables, in quantities or sizes not normally stocked. 120-180 c/days
- f. Fabricated items made to FAA specifications (under \$25,000). 45-90 c/days

NOTE: Items a and b above include the necessary lead-time to secure competition and prepare the award. It **DOES NOT** cover the manufacture and delivery of merchandise. Items c, d, and e above, if over \$25,000, add an additional 30 calendar days to the procurement time shown.

5. REAL ESTATE.

a. Lease Acquisition.

(1) Land.

(a) On airport. 90 c/days

(b) Off airport. 120 c/days

Includes time required for site selection activity, review legal description and site drawings, obtain appraisal, complete lease versus purchase analysis, conduct negotiations and prepare lease document.

(2) Space (on/off airport). 180 c/days

Includes time required to define space requirements, conduct market survey, complete space evaluations, ascertain alterations/build-out requirements, conduct negotiations and prepare lease document.

b. Land Purchase.

(1) Fee title purchase (off airport) 180 c/days

Includes contracting process for land survey, property appraisal, title commitment, complete lease versus purchase analysis, negotiate final purchase price and sale contract, prepare warranty deed, close purchase and record deed.

(2) Condemnation (negotiations at impasse) 240 c/days

Includes contracting process for land survey, property appraisal, title commitment, complete detailed negotiator's report, prepare declaration of taking, and assemble all documentation to send to the Department of Justice.

c. Permit (off airport). 60 c/days

d. Outgrant/Outlease 60 c/days

6. UTILITIES.

a. Acquisition of new utility services (electricity, water and gas). 90 c/days

Includes time for review of drawings and specifications, negotiations with utility company and prepare contract document for construction of new line and/or monthly service. **NOTE: DOES NOT** include time for contractor's performance.

b. Modification of utility services. 45 c/days

Includes time to coordinate required changes to electric, water, gas or refuse collection services and prepare contract amendment.