

**THE END IS NEAR!!!**  
**Of the Federal year, that is. Are you ready?**

By James E. Krause, Attorney  
Federal Contract Law – Jacksonville, FL

What is the most important day of the Federal year? September 30<sup>th</sup>, of course – the end of the Federal fiscal year. As the Federal year end approaches, Federal contractors should take action to identify and ensure they are positioned for last minute opportunities.

This is not just a matter of contracting procrastination. Federal Contracting personnel have been waiting for months for funding availability, and are asked yearly for their wish lists to help prioritize what funds become available. There is an enormous backlog of Federal projects and needs that extend back for years. Federal contractors should keep a close eye on projects that are important to them, and stay in touch with Federal contracting personnel that have responsibility for the project or need. Ask them if there is any new opportunity for the government to fund the project. Don't forget to ask now – the agency may have received funding they weren't expecting.

What should a Federal contractor do? Form a plan of action that includes preparation of new materials and capabilities, communication with Federal contracting personnel, distribution of new information, and reasonable follow up to maximize participation for the end of the year contracting efforts. Make certain your web site and all marketing materials clearly state the contracts your products and services are available on. Following is a list of suggestions:

**DO'S**

- Identify any information that may be useful to Federal Contracting Officers
  - New projects and experience successfully completed
  - New resources or products
  - New personnel and company organization
- Confirm and update SAM
  - Confirm your information is up to date and correct.
  - Review and update NAICS codes
- Confirm and update Certifications and Representations
- If Small, make sure your various Small Business Certifications are accurate and up to date.
  - Contact the small business representatives at all agencies for information and ideas.



- Update Website information
  - Insert New information. If the website looks stale, potential customers will stop visiting
  - Use bullet points and communicate simply and clearly.
  - Make contact information easy to find.
  - Be available.
  
- Review and confirm Capabilities Briefings
  - Again, update new projects and accomplishments
  - Add new products and capabilities
  - Add new photos and graphics
  - No more than TWO pages. Information can be front and back, so that is 4 pages total.
  - Send out to all Contracting Officers
  
- Check Federal information sites daily
  - FedBizOpps
  - E-BUY
  - FEDBID
  - ReverseAuctions.GSA.Gov
  
- Stay in touch with all friendly Federal Contracting personnel that you know
  - See if they have any upcoming needs
  - See if funding is becoming available for a project.

## **DONT'S**

- Don't overtax Federal contracting personnel during August and September. They are VERY busy. It is a delicate balance, but don't underdo it either.
- Don't send too much information in a new Capabilities Briefing. 2 pages is a maximum. They will ask for additional information if they need it.
- Don't call to chat. Have a specific benefit or question in mind when you call. Be Brief.
- Don't forget that 11:59 PM September 30 can be a different day. Watch for 11:59 PM in Hawaii. Stay available until the last possible minute.
- Don't try to have a meeting with a Contracting Officer in September without a very good reason.



- Don't list your 5 person company as having 300 NAICS codes of proficiency. Just advertise what your company is really good at.

#### FINAL NOTES

It was recently discussed that there are new Government Dollar Thresholds for 2016:

- Micro-purchase threshold increased to \$3500
  - Should increase Purchase Card thresholds and increase number of Purchase Card procurements
- Threshold for use of Simplified Acquisition Procedures for Commercial Items raised to \$7M from \$6.5M
- Cost or Pricing Data Threshold for Certification and Cost Accounting Standards raised to \$750K from \$700K
- Subcontracting Plan threshold raised to \$700K from \$650K for Large Businesses

One last time, don't forget that many Federal Contracting Departments stop taking visitors and calls after the first week in August so they can concentrate on getting all available contracts out by September 30. The time to market your company is NOW!

If you have any questions or comments regarding this information, feel free to contact James E. Krause at 904.353.5533, or email [jimkrause@krause.law](mailto:jimkrause@krause.law). Visit our Website at [www.krause.law](http://www.krause.law) for other information.

