



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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February 24, 2012

In Reply Refer To:
1510 (OC-660) I

EMS TRANSMISSION: 02/24/2012
Instruction Memorandum No. OC-2012-032
Expires: 9/30/2013

To: All Washington Office Officials and State and Center Directors
Attn: Procurement Analysts

From: Acting Director, National Operations Center

Subject: Fiscal Year (FY) 2012 Deadlines for Submission of Purchase Requisitions (PRs)
to the National Acquisitions Branch

DD: Multiple

Program Area: National Acquisitions.

Purpose: The purpose of this instruction memorandum (IM) is to accommodate planning for the final two quarters of FY 2012 acquisitions. By adhering to the deadlines provided in this IM, customers can allow for adequate processing time and ensure timely obligation of available funds for ongoing programs. This information should be disseminated to all appropriate personnel.

Policy/Action: The National Operations Center's (NOC's) National Acquisitions Branch has established deadlines for the receipt of complete procurement requests and acquisition packages for awards to be made prior to the end of FY 2012. Unfortunately, the branch cannot ensure that funding for PRs received after the deadlines will be obligated prior to the end of FY 2012. Offices are encouraged to submit PR packages as early as possible so the branch's contracting officers can determine and execute the best acquisition strategy.

Please submit FY 2012 work by the deadlines stated herein to maximize the potential for alternative acquisition methodologies, to ensure the branch can provide the best possible support, and to better allow the Bureau of Land Management to prioritize overall efforts.

Required documentation for acquisition packages will vary, but all requests will require a certified, released, and fully funded PR in the Financial and Business Management System

(FBMS). Many packages will also require a statement of work or performance work statement, an independent government cost estimate (IGCE), and any applicable project/program type specific reviews; e.g., WO-500 information technology approval review, value engineering or constructability review, etc. The PR funding should be equal to or greater than the IGCE amount. Please remember that contracts must be fully funded for the entire period of performance, unless a continuing resolution is in place restricting availability of funds. Only under that condition can a contract be incrementally funded.

The reasoning behind the deadlines and procurement acquisition lead times (PALTs) listed herein assumes that clarification and/or revisions are not required upon submission of the PR/acquisition package. If incomplete acquisition packages are received, notification will be provided to the submitting customer. Acquisition efforts may not start until acquisition packages are complete. The PALT schedule does not begin until all supporting documentation is submitted. The PALT should be used for programmatic planning purposes for any acquisition package submitted to the NOC, regardless of the time of year.

For those states/offices that have higher warrant levels for regular work, the work should remain within the state's contracting office, and the lower limits listed below on some types of acquisitions will not apply. Offices are always welcome to submit any potential or pending requirement to the NOC's National Acquisitions Branch for review, acquisition planning assistance, or contracting support, regardless of value.

| Type of Acquisition | Deadline | Average PALT |
|---|-----------------|---------------------|
| New, negotiated competitive contract | 04/30/12 | 22 weeks |
| Negotiated noncompetitive contract | 05/29/12 | 18 weeks |
| Sealed bid (construction) | 06/11/12 | 16 weeks |
| 8(a) competitive contract | 06/11/12 | 16 weeks |
| 8(a) noncompetitive contract | 06/18/12 | 15 weeks |
| Interagency agreement | 07/16/12 | 10 weeks |
| Commercial item less than \$5 million | 07/16/12 | 10 weeks |
| Using Simplified Procedures | | |
| Order against an existing contract with technical and price competition | 07/16/12 | 10 weeks |
| Purchase order between \$25,000 and \$150,000 | 07/16/12 | 10 weeks |
| Order against an existing contract, price competition only | 08/13/12 | 6 weeks |
| Purchase order less than \$25,000 | 08/27/12 | 4 weeks |
| Modifications to Existing Contracts | | |
| Option exercises, with funding for contracts ending 9/30/2012 | 08/13/12 | 6 weeks |
| Negotiated changes to a contract, with cost impact | 08/13/12 | 6 weeks |
| Funding-only actions | 08/20/12 | 5 weeks |

Some contractor personnel are subject to Homeland Security Presidential Directive-12 (HSPD-12) requirements as outlined in Department of the Interior Acquisition Policy Release 2010-04 and must complete a background investigation and adjudication requirements for the position. The time required for personnel that have never been credentialed through this process is typically 8 weeks for a position requiring a minimum background investigation. The process begins upon contract award and is required to be completed before contract performance can begin. Therefore, please add 8 weeks to the PALT times if compliance with HSPD-12 is a requirement.

In the event that full funding for contracts normally ending September 30, 2012, is not available until restoration of the FBMS in FY 2013, a funded PR for a minimum of 60 days (October 1, 2012 to November 30, 2012) of performance will be acceptable. Continued performance is subject to full funding provided to the NOC on or before December 1, 2012, for yearlong contracts requiring annual funding. Contractors will not be permitted to continue performance without full funding provided by that date, and such contracts are subject to termination/cancellation.

Timeframe: This IM is effective upon receipt.

Budget Impact: Failure to submit complete acquisition packages, including funded PRs, by the aforementioned deadlines may result in funds not being obligated in this FY and, therefore, negatively impact carryover balances or require contract termination/cancellation.

Background: The deadlines listed in this IM are slightly earlier than those from previous years. The deadlines take into account that obligations must be entered into the FBMS prior to systems being taken offline and are a reflection of historical PALT trends.

Manual/Handbook Sections Affected: None.

Coordination: This IM was coordinated with Washington Office-850, Oregon/Washington State Office Acquisition, OC-660 staff, and the Business Management Council.

Contact: For more information or questions, please contact Shelly C. Goergen, Chief, National Acquisitions Branch, at 303-236-0140.

//Signed/dkr/2-24-12//

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