

BLM ACQUISITION REDESIGN

The BLM Acquisition Redesign Report has been signed by its sponsors. The report includes numerous recommendations to streamline and improve the quality of the BLM's Acquisition System and its work force. The document will be sent electronically with an instruction memorandum delegating \$100,000 acquisition authority to the State Offices. This will empower these offices, who have the expertise, to align simplified acquisition processes without having to relocate resources. The staffing guide provides a tool for managers to continue to streamline the acquisition work force as procurement personnel are trained and are using the recommended tools.

The report recommended the following:

- For acquisitions less than \$2,500, increased use of the VISA purchase card (which saves over \$50 per transaction), checks (for vendors who don't accept VISA), and the ATM (to replenish petty cash).
- For acquisitions in excess of \$2,500, the recommendations were to use the simplified acquisition processes for acquisitions less than \$100,000. The report also recommended the following new or existing tools with estimated cost and time savings or avoidances:

<u>Tool</u>	<u>Estimated Time Savings</u>	<u>Estimated Cost Savings</u>
Indefinite Delivery Contracts	Up to 50%	Up to 50% in quantity discounts
Internet	Up to 10%	Saves paper and GPO printing costs for most procurement documents
Checking	Up to 50%	\$15 per action
Performance Work Statements		Approx. 15% of contract price
Past Performance/ Best Value Buys	Up to 20%	Up to 20% cost avoidance
Commercial Item Buys	Up to 25%	Up to 25 %

Oral Presentations

Up to 20%

Several tools also increase the quality of the acquisition system. Examples are:

- Evaluating contractor past performance ensures top quality contractors.
- Oral presentations of vendor methodology to accomplish the work enables evaluators to better assess vendor quality and ability.
- Performance work statements emphasize outcome measures rather than the amount of effort, time consumed or approach.

The recommendation to develop a procurement decision guide will aid BLM employees in selecting the most efficient and best procurement instrument.