

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

National Business Center

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EMS TRANSMISSION

Instruction Memorandum No. BC-2004-008

Expires: 09/30/2005

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

From: Director, National Business Center

Subject: Fiscal Year (FY) 2004 Deadlines for Submission of Purchase Requisitions to the National Acquisition Division (BC-660)

Program Area: Acquisition

Purpose: The purpose of this IM is to accommodate planning for FY 2003 acquisitions. This information should be disseminated to all appropriate personnel. The National Business Center's National Acquisition Division has established the following deadlines for receipt of Purchase Requisitions. The Division cannot ensure that funding on purchase requisitions received after the deadlines will be obligated prior to the end of Fiscal Year 2004.

Policy/Action:

<u>Type of Acquisition:</u>	<u>Deadline</u>	<u>ALT</u>
Interagency Agreement under \$100,000	08/27/04	3 weeks
Purchase order under \$25,000	08/27/04	3 weeks
Order against an existing contract – price competition only	08/13/04	5 weeks
Purchase order over \$25,000	08/13/04	5 weeks
Interagency agreement over \$100,000	08/20/04	6 weeks
Commercial item under \$5,000,000 using simplified procedures	07/23/04	8 weeks
Order against an existing contract – technical and price competition	07/09/04	6-10 weeks
8(a) Noncompetitive contract	07/09/04	10 weeks
8(a) Competitive	04/06/04	15 weeks
Sealed Bid (Construction)	05/28/04	16 weeks
Negotiated Noncompetitive	04/30/04	20 weeks
Negotiated Competitive	03/19/04	26 weeks

ALT = Acquisition Lead Time - The time required to process the acquisition from receipt of a

complete acquisition package, including a purchase requisition, statement of work and all required approvals.

The deadlines and acquisition lead times above are under optimum conditions, assuming no clarification and/or revision of the procurement request is necessary. Additional lead-time may be required if this is not the case.

Budget Impact: Failure to submit purchase requisitions by the above deadlines may result in funds not being obligated, necessitating carryover.

Background: None

Manual/Handbook Sections Affected: None

Coordination: None

Contact: Please direct any questions to Ron Corsi, National Acquisition Division Chief, at 303-236-0226.

Thomas Boyd
Director, National Business Center

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