

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Office of Fire and Aviation
3833 S. Development Ave.
Boise, Idaho 83705-5354

July 17, 2001

In Reply Refer To:
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EMS Transmission 07/17/01
Director's Office Instruction Memorandum No. 2001-004
Expires: 09/30/02

To: All BLM-NIFC Employees

From: Director, Office of Fire and Aviation

Subject: Fiscal Year 2001 Acquisition Requisition Deadlines

DD 7/20/01
7/30/01
8/17/01
9/07/01

In order to complete all acquisition obligations by the end of the current fiscal year, the following deadlines have been established for procurement requisitions to be submitted to the NIFC-BLM Acquisition office:

(1) Prior to July 20, 2001:

-The cut-off dates for open market acquisitions valued over \$100,000 that must be forwarded to the National Business Center have not been issued, but plan on submitting such requisitions prior to July 20, 2000.

-Requisitions for supplies, services, equipment or construction over \$25,000.00.

(2) COB July 30, 2001:

-open market requisitions for supplies, equipment, and services valued over \$2,500.00;

-requisitions for construction valued over \$2,000.00;

-requisitions for new Fiscal Year 2002 equipment leases, equipment maintenance, and other service requirements that must be in place by October 1, 2001 unless under a fiscal year cumulative total less than \$2,500.00 and purchased on your credit card.

(3) COB August 17, 2001:

-requisitions for multiple-award GSA Federal Supply Schedule purchases, including all ADP/IRM equipment and software requirements;

-requisitions for new interagency agreements, cooperative agreements, and any task orders or modifications for both types of agreements;

(4) COB September 07, 2001:

-requisitions for actions requiring payment by check with FY01 funds;

-mandatory supply source requisitions, including UNICOR, Defense Logistics Agency, GSA stock, GSA Federal Supply Schedules.

-requisitions for continuing Fiscal Year 2002 equipment leases, equipment maintenance, and other service requirements that must be in place by October 1, 2001 (those awards only requiring the exercise of a time period extension).

The deadlines 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.

Please contact Rich Harter at 387-5546 if you have any questions regarding these deadline dates for acquisition requisitions.

Signed by:
Timothy M. Muprhy
Acting Director, Office of Fire and Aviation

Authenticated by:
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