



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

California State Office  
2800 Cottage Way, Suite W1834  
Sacramento, California 95825

[www.ca.blm.gov](http://www.ca.blm.gov)



May 31, 2001

In Reply Refer To:

1510 (P)

CA-944

EMS TRANSMISSION; 05/31/01

Instruction Memorandum No. CA-2001-042

Expires 09/30/02

To: All Employees

From: Deputy State Director, Support Services

Subject: Processing of Contracts and Agreements for the Remainder of FY 2001

**DD: 07/01/01**

Instruction Memorandum No. BCIM 2001-028 established deadline dates for the submission of purchase requirements for action by the National Business Center Procurement Teams.

The purpose of this memorandum is to establish a deadline date for submission of contract and agreement requirements for action by the State Office Procurement Team.

The last date to submit contracts and/or agreements in FY2001 is **July 1, 2001**. This is the same cutoff date that has been used for the last several years and should be familiar to all resource/technical personnel and managers.

Packages will continue to be accepted after the July 1, 2001 deadline, and will be processed in as timely a fashion as possible. However, because of anticipated unusually heavy workload for the CASO Procurement/Contracting Team, any requirement submitted after the deadline has a high likelihood of not being awarded in FY 2001.

All questions regarding this IM may be addressed to Dave Peeples, State Procurement Analyst @ (916) 978-4525.

Signed by:  
Karen Barnette  
DSD, Support Services

Authenticated by:  
Richard A. Erickson  
Records Management