



## United States Department of the Interior

### BUREAU OF LAND MANAGEMENT

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To: Managers and Supervisors  
Attention: Program Leads

From: DSD, Support Services

Subject: Processing of Contracts and Agreements for the Remainder of FY2004

**DD: 07/15/04**

The purpose of this memorandum is to confirm the deadline 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 FY2004 is **July 15, 2004**. This is a procedure used in previous years and should be familiar to all resource personnel, technical personnel, and managers.

Packages will continue to be accepted after the July 15, 2004 deadline, and will be processed as timely as possible. This deadline is required due to pending workload, staff turnover on the CASO Procurement and Contracting Team and the lead times essential for advertising and awarding the procurement. Packages submitted after the deadline will be processed in the order received and may not be awarded in FY 2004.

All questions regarding this IB may be addressed to Julia Lang, State Procurement Analyst at (916) 978-4527.

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