



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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IN REPLY TO:

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EMS Transmission

Instruction Memorandum No. BC-98-014

To: SD's, WO850, NIFC and Helium Field Office
Attention: State Procurement Analysts

From: Group Administrator, Property Management and Procurement Systems

Subject: <TITLE>IM BC-98-014 Interior Procurement Data System (IPDS) - Software
Implementation</TITLE>

This Instruction Memorandum (IM) provides guidance to the State Offices, NIFC and the Helium Field Office regarding IPDS reporting procedures to be followed during FY98, including guidance on the Bureauwide implementation of the electronic IPDS reporting system.

IPDS ON-LINE REPORTING SYSTEM

The Washington Administrative Service Center (WASC) implemented the electronic IPDS reporting system in the fall of 1996. The reporting system was designed to allow Bureaus to perform the following:

1. On-line data entry for reporting individual contract actions that are to be reported on form SF279; (see guidance below for specific instructions applicable to BLM)
2. Making on-line corrections to individual SF279 reports that are rejected in the IPDS suspense file;
3. Submission of quarterly Bureau Summary Contract Actions of \$25,000 or less on form SF281; (BLM will use the Pre-Printed Forms System for submitting SF281 Reports) and
4. Ordering standard IPDS reports

In addition to implementation of the IPDS electronic reporting system, the WASC implemented the AM/PM software for electronically retrieving monthly IPDS reports and distributing standard reports at each reporting site.

Testing and review of the IPDS and AM/PM software by National Business Center and National Information Resource Management IRM staff began in September 1996. The software was

recently approved by the Denver BLM National Configuration Management Board (CM). To reduce support costs, the WASC has determined that File Transfer Protocol (FTP) will be used *in lieu* of the AM/PM software for submitting monthly SF279 reports and downloading monthly IPDS Accepted and Rejected reports.

IMPLEMENTATION & REPORTING GUIDANCE

Implementation of the IPDS software in the BLM at each State Office is optional. Those offices who elect to implement the electronic IPDS reporting system must advise the National Business Center Procurement Systems Team prior to implementation. *State Offices who do not elect to implement the software will submit consolidated monthly SF279 reports directly to the WASC using FTP in lieu of using GroupWise E-mail.* Guidance on file naming conventions and use of FTP to transfer your files and reports are contained in Attachment 1. District Offices that report monthly contract awards on SF279 should continue sending reports to the State Office Procurement Analyst for consolidation - as they have been in the past.

The IPDS software must be installed on a single workstation at each State Office that elects to implement the electronic reporting system. Installation and use on multiple workstations at each office is not currently feasible. A designated individual should be established who will be responsible for submitting monthly consolidated SF279 reports (statewide - including District Offices) to the IPDS server and entering corrections as appropriate. The minimum workstation configuration requirements include the following:

1. PC 386 or 486
2. Windows 3.1.1, Windows95 or Windows NT
3. TCP/IP
4. 40 Mbytes Hard Disk Space

The IPDS software and installation instructions are available on the BLM Acquisition Intranet Home Page: web.blm.gov/natacq/software.html. Coordination for implementation at each site and assistance for downloading the software is available by contacting Dave Wunder at the National Business Center Procurement Systems Team at (303)-236-9424. Technical assistance for installing the software can be obtained by contacting the WASC Technical Support Help Desk at (703)-648-4332.

Implementation of the IPDS on-line reporting system does not replace the Pre-Printed Forms System (PPFS). All SF279 and SF281 reports will continue to be processed using the PPFS. The IPDS electronic reporting system should be used by States for correcting SF279 reports in the IPDS Suspense File and ordering standard IPDS reports. A IPDS User Guide will be distributed under separate cover to those offices who elect to implement the electronic reporting system.

Questions concerning this IM should be directed to Dave Wunder at 303-236-9424.

1 Attachment

Attachment 1 - Instructions For Submitting Monthly SF279 Reports

Signed by:

Robert Palmer

Group Administrator

Property Management and Procurement Systems

Authenticated by:

Dave Wunder

Procurement Analyst

Distribution

ATTACHMENT 1

Instructions For Submitting Monthly SF279 Reports

Basic guidance on use of File Transfer Protocol (FTP) was transmitted to State Procurement Analysts in September, 1996 (BLM FTP/Telnet Instructional Guide for the IPDS, dated September, 1996). Copies are available upon request by contacting the National Business Center Procurement Systems Team, 303-236-9424 or 303-236-9428 respectively.

MONTHLY IPDS REPORT FILE PREPARATION

1. All SF279 reports will continue to be prepared using the Pre-Printed Forms System (PPFS).
2. SF279 reports will be consolidated monthly by each State Office and reported directly to the WASC. The PPFS SF279 module will be used for consolidating reports. Consolidated report files generated from PPFS must be renamed before transmitting to the WASC. The following naming conventions will be used for renaming IPDS files generated from PPFS:

F22XXXXX.YMM

Where F22= Bureau of Land Management
XXXXXX = 5 digit BLM Purchasing Office Code
. (Dot) = File separator
Y = Single digit fiscal year
MM = 2 digit month

Using the above format, the following naming conventions have been established. The examples below for the fiscal year and month should be replaced with the actual period when submitting your reports:

F22AK953.801 = Alaska	F22ES910.801 = Eastern States	F22MT950.801= Montana
F22AZ950.801= Arizona	F22UT951.801 = Utah	F22NM910.801 = New Mexico
F22BC660.801 = NBC	F22WO852.801 = Washington	F22NV950.801 = Nevada
F22CA950.801 = California	F22HE955.801 = Helium	F22OR952.801 = Oregon
F22CO950.801 = Colorado	F22ID950.801 = Idaho	F22RP220.801 = NIFC
F22WY910.801 = Wyoming		

3. After monthly files are renamed, the IPDS files must be transferred to the WASC using FTP. Submission will be due by no later than the 10th working day of each month. Using your FTP client software, change the following Host information settings and connect to the WASC Server:

Host Name: opsreston.er.usgs.gov
Host Type: Other; or Auto Detect; or Win NT V.4.0
User ID: BLM
Password: To be assigned by NBC Procurement Systems Team

4. Once you have connected to the WASC server, change directories to: IPDS\DATAIN\BLM, and use the copy function or “put” command to transfer your file.

REVIEWING MONTHLY IPDS “ACCEPTED” AND “REJECTED” REPORTS

Distribution of Monthly IPDS Accepted and Rejected reports by the WASC using E-mail will be phased out and replaced by individual sites accessing the IPDS server and downloading the reports using FTP.

1. Follow step 3 above on the 11th working day of each month, by connecting to the WASC server.
2. Once you have connected to the server, change directories to: IPDS\RPTOUT\BLM.
3. Download the monthly IPDS Accepted and Rejected reports by using the copy function or “get” command.

Note: Monthly IPDS Accepted and Rejected Reports will be named by the IPDS in the following format:

Accepted = AF22AK910.802; Where A= Accepted; and F22AK910.802 = Alaska IPDS reports submitted in February, FY98.

Rejected = RF22AK910.802; Where R- Rejected; and F22AK910.802 = Alaska IPDS report submitted in February, FY98.

If you need assistance or have questions, contact Dave Wunder at 303-236-9424 or Bonnie Pomarico at 303-236-9428.