In Reply Refer to:
1510(OR-952) P

April 13, 2007

EMS TRANSMISSION 04/19/2007
Information Bulletin No. OR-2007-086

To: DMs, DSDs, Staff and Branch Chiefs

From: Chief, Branch of Procurement Management

Subject: Procurement Plan Update and Procurement Support for Remainder of Fiscal Year 2007 and beginning of Fiscal Year 2008.

To manage procurement support workload for the remainder of FY 2007 and the beginning of FY 2008, please update your FY 2007 procurement plan by May 30, 2007. The procurement plan is located at http://bps.blm.gov. Procurement requests for FY 2007 contracts and FY 2008 contracts and agreements to be awarded by October 1, 2007, must be received by OR-952 no later than the following:

June 15, 2007 Requisitions for all Stewardship contract awards.

June 29, 2007 Requisitions for all new contract awards (not modifications), over $25,000, request for intragovernmental agreements (IGO’s) or Assistance Agreements valued at $500,000 or greater.

July 27, 2007 All IGO’s and Assistance Agreements less than $500,000.

August 17, 2007 Requisitions for Task Orders/Delivery Orders under established contracts; requests under GSA Federal Supply Schedule contracts; purchase orders less than $25,000; modifications to any type of contracting action, existing grants, cooperative agreements, or IGO’s.

Procurement Administrative Lead Times (PALTs) are outlined in the Buying Made Easy Guide at http://www.blm.gov/natacq/tools/buyeasy.html. Refer to the Buying Made Easy Guide in planning your project lead times, and assure that program leaders are apprised of the PALTs so that project work can be accomplished to meet program missions.
For Procurement Management to best serve you and respond to your needs, it is essential that
this schedule be met. Each project will be processed in order of the date received. Delays will
occur if requests are received without the appropriate justifications, documentation, or approval
signatures.

If you have questions, please contact Dawn Higgins, Procurement Analyst, at
(503) 808-6228.

**Districts with Unions** are reminded to notify their unions of this Information Bulletin and satisfy
any bargaining obligations before implementation. Your servicing Human Resources Office or
Labor Relations Specialist can provide you assistance in this matter.

Signed by
Stephanie A. Coleman
Chief, Branch of Procurement Mgmt.

Authenticated by
Rita Wallberg
Records Section

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WO-850 (1075-LS)