

## POLICY AND GUIDANCE – PROCESSING INTRA-GOVERNMENTAL ORDERS (IGOS)

### I. Definitions:

- A. **Buyer (Requesting Program Office):** Agency receiving services or goods.
- B. **Seller:** Agency providing services or goods.
- C. **Supporting Documentation:** Record of itemized costs for each IPAC bill. Supporting documentation should provide details of services received for each IPAC billing cycle as identified in the Financial Arrangement section of the IGO Articles. Examples of acceptable documentation are timesheets or statements from an account management system such as BLM’s MIS (Management Information System).
- D. **Initiating Office:** The Acquisition Office.

### II. Required Documents for IGO Processing:

#### A. IDEAS Purchase Request (PR):

1. Prepare the IDEAS PR to identify the goods or services to be provided by the other Federal Agency.
2. Identify the basis of cost for the services and include a period of performance for the funds provided in the IDEAS PR.
3. Obtain necessary Supervisor and Budget approval and route electronically through IDEAS in accordance with your local routing procedures and guidelines. Mail hard copy of the PR, signed by the Program Supervisor, to the Acquisition Office.

#### B. Justification/Determination & Finding:

1. Requisitioner from the Program Office prepares a justification citing the legal authority (e.g. Economy Act, Service First, or other specific authority for entering into the agreement) that authorizes the action, and the rationale for why it is advantageous to enter into the agreement.
2. The justification will either be the Economy Act Determination (template included as Attachment 2-1), or the sample format entitled “Justification for Entering into an Intra-Governmental Order” (sample format included as Attachment 3-1). Please note on the sample format that Service First authority is specifically listed. Service First authority has been expanded to include the exchange of services or goods between BLM, the National Park Service, the Fish and Wildlife Service, and the Forest Service. An IGO justification with any of those entities will cite the Service First authority, and an Economy Act Determination is not required.

2. The justification/determination shall include the anticipated duration of the IGO, not to exceed 5 years, and the total anticipated cost through this duration.
3. Forward a signed hard copy of the justification to the Acquisition Office. An electronic copy may also be forwarded if review by the Contracting Officer is desired before the final document is prepared and signed.

**C. IGO Articles:**

1. The Acquisition Office must receive a copy of the IGO Articles with all the necessary data fields completed, including the description of the services/goods required, the objective, the statement of work, any reports required, and pertinent financial information.
2. When negotiating the IGO Articles with the Selling Agency, the Financial Arrangements section is a key area to discuss to ensure data is accurate and complete. This section includes information on indirect cost rates, the frequency of payment, and required accounting data.

**III. IGO Administration**

- A. IGO Copy: A signed copy of the final IGO will be sent to the Technical Contact for their records.
- B. Modifications: A modification must be issued to increase funding or to extend work past the current funding period identified in the IGO. An IDEAS Purchase Request (PR) and modification justification shall be forwarded to the Acquisition Office before the expiration of the current funding period. If any delays are anticipated (i.e., awaiting budget approval), the Program Office/Technical Contact will communicate that with the Acquisition Office/Contracting Officer.
- C. Supporting Documentation: The Financial Arrangements section of the Articles requires that supporting documentation be forwarded to the BLM initiating office when the bill is prepared by the Seller. The supporting documentation will be used to verify that the IPAC bill is correct and that the BLM has received all services included in the IPAC bill.
- D. IPAC Bills: Billings and any supporting documentation will be forwarded by the acquisition office to the Technical Contact for approval. If supporting documentation is not adequate for the Technical Contact to approve payment, the Technical Contact will request additional documentation from the Seller. The IPAC billing will be reviewed, approved, and returned to the Contracting Officer, with any additional supporting documentation received, within 10 days of receipt of the billing from the Contracting Officer. When final billing is received and approved, the Program Office/Technical Contact shall notify the Acquisition Office/Contracting Officer whether any additional services are needed or not, and the desired disposition of any

remaining funds. The CO will then proceed with modifying or closing the IGO as appropriate.

- E. Coordination: Coordination between the Technical Contact, the Seller, and the Contracting Officer are critical during all phases of planning, preparation, and administration of the IGO. The Technical Contact will negotiate the statement of work and terms with the Seller and ensure that all services/goods are authorized before work starts