

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Washington, D.C. 20240

<http://www.blm.gov>

April 25, 2005

In Reply Refer To:
1510 (WO-850) I

EMS TRANSMISSION: 04/28/2005
Instruction Memorandum No. 2005-134
Expires: 09/30/2006

To: All Field Officials
Attention: BLM Acquisition Personnel

From: Assistant Director, Business and Fiscal Resources

Subject: Delegation of Stewardship Contracting Authority

Program Area: Acquisition.

Purpose: This Instruction Memorandum (IM) delegates stewardship contracting authority up to \$100,000 to additional Contracting Officers (CO) in the Bureau of Land Management (BLM) State and Field Offices. It also sets forth the actions required in order to redelegate stewardship contracting authority to individual COs who have completed the required training.

Policy/Action: This IM delegates stewardship contracting authority to the COs who are listed in the BLM memorandum dated March 7, 2005, requesting stewardship contracting authority and approved by the Assistant Secretary, Policy, Management and Budget, on March 31, 2005 (Attachment 1), and delegates stewardship contracting authority to the COs who are listed in Attachment 2.

Future requests for delegation of stewardship contracting authority shall be processed in accordance with the Department of the Interior Contracting Officers Warrant System Manual. Documentation shall include identification of the need for the authority (e.g., identification of projects), a copy of a training certificate for the Stewardship Contracting Workshop, and proof of completion of a performance-based contracting course.

Prior to solicitation and award, all contracts and task orders shall be reviewed by the BLM Oregon State Office procurement staff or the BLM National Business Center (NBC) procurement staff, as appropriate.

Attachment 2-1

This IM does not authorize COs to deviate from their warrant authority. The COs are encouraged to work on contracts outside their warrant authority as developmental assignments, but in no case will COs obligate the Government outside their warrant authority.

Timeframe: This IM is effective immediately.

Budget Impact: None.

Background: Section 323 of Public Law 108-7 authorized BLM to enter into stewardship projects by agreement or contract, as appropriate, until September 30, 2013. Stewardship contracting authority was authorized to Level III and Level IV COs in the BLM NBC and the BLM Oregon State Office on September 16, 2003, by the Assistant Secretary, Policy, Management and Budget. The authorization included the opportunity to propose redelegating stewardship contracting authority to additional COs. In Fiscal Year (FY) 2004, BLM NBC awarded task orders for 16 stewardship projects. For FY 2005, there are 70 stewardship projects scheduled. There are 35 scheduled for FY 2006. With the increase in workload for the BLM NBC, there is insufficient staffing in place to process the 70 contracts or task orders. In addition, the BLM Field Committee requested that stewardship contracting authority be redelegated to align with their State's current procurement authority. Prior to requesting redelegation of stewardship contracting authority, the BLM took two steps toward preparing additional COs for their new responsibilities: (1) the National Training Center provided training during May 2004 and March 2005 entitled Stewardship Contracting Workshop; and (2) the BLM NBC awarded 92 Indefinite Delivery/Indefinite Quantity (IDIQ) contracts. Under the IDIQ contracts, BLM COs who are delegated stewardship contracting authority will be designated as Ordering Officers.

Manual Section/Handbook Affected: The BLM Manual Section 1510 - Acquisition.

Coordination: This IM was coordinated within the Business and Fiscal Resources Directorate and the Forestry Group (WO-270).

Contact: If you have any questions, please contact Helen Curlee, the Bureau Procurement Chief (WO-850), at 202 452-5147.

Signed by: Janine Velasco, Acting
Assistant Director, Business and Fiscal
Resources

Authenticated by: Glenda Barnes
WO-560, Policy and Records Group

2 Attachments

- 1 - Memorandum dated March 7, 2005 - Request for Stewardship Contracting Authority for Additional Bureau of Land Management (BLM) Contracting Officers and Memorandum dated March 31, 2005 (Same Subject as the March 7, 2005, Memorandum) (5 pp)
- 2 - Contracting Officers Delegated Stewardship Contracting Authority by the Bureau of Land Management Procurement Chief (1 p)

Attachment 2-2



United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY
POLICY, MANAGEMENT AND BUDGET
Washington, D.C. 20240

MAR 31 2005

Memorandum

To: Rebecca W. Watson
Assistant Secretary - Land and Minerals Management

From: P. Lynn Scarlett *Danielle Signi*
Acting Assistant Secretary - Policy, Management and Budget

Subject: Request for Stewardship Contracting Authority for Additional Bureau of Land Management (BLM) Contracting Officers

I am pleased to see the progress that BLM has made implementing its stewardship contracting program. Therefore, I have approved the appointments requested in your memorandum of March 7, 2005, attached. In addition, the program has matured sufficiently to allow redelegation of authority to appoint future stewardship contracting officers to the BLM Procurement Chief, as is the practice with other types of contracting officers.

Attachment



United States Department of the Interior



BUREAU OF LAND MANAGEMENT
Washington, D.C. 20240
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In Reply Refer To:
1510 (WO-850)

MAR 07 2005

MEMORANDUM

To: Assistant Secretary - Policy, Management and Budget

Through: Rebecca W. Watson *Rebecca W. Watson* **MAR 14 2005**
Assistant Secretary - Land and Minerals Management

From: Kathleen Clarke *Kathleen Clarke*
Director, Bureau of Land Management

Subject: Request for Stewardship Contracting Authority to Additional Bureau of Land Management (BLM) Contracting Officers

This is a request for Secretarial delegation of authority to additional Contracting Officers who were trained to award and administer stewardship contracts as provided by Section 323 of Public Law 108-7, which authorizes BLM to enter into stewardship projects via agreement or contract, as appropriate, until September 30, 2013. The statute states: "Notwithstanding any other provision of law, the Secretary of Agriculture or the Secretary of the Interior may determine the appropriate Contracting Officer to enter into and administer an agreement or contract under subsection (a)." This delegation of authority will enhance BLM's ability to achieve land management goals that meet local and rural community needs.

A delegation of stewardship contracting authority by March 2005 will enhance our ability to award 50 Fiscal Year (FY) 2005 stewardship contract projects estimated to be less than \$100,000 and 20 stewardship contract projects estimated to be greater than \$100,000. The projects greater than \$100,000 are planned to be performance based.

In addition, we also request that either Larry Benna, as the Head of the Contracting Activity (HCA), or Helen Curlee, as the BLM Procurement Chief, be redelegated the authority to determine the appropriate future Contracting Officers to enter into and administer a stewardship contract or agreement.

Through a memorandum dated September 16, 2003, you delegated authority to award and administer stewardship contracting projects, including those entered into by agreement, to Level III and IV Contracting Officers in the BLM National Business Center (NBC) and the BLM Oregon State Office. You also delegated to those Contracting Officers authority to determine the value (if any) of forest products required to be removed to achieve land management objectives and apply that value as an offset against the cost of services required under the stewardship contractor. When the value of the forest products exceeds the value of the services procured, the

Contracting Officer is required to arrange for collection and deposit of the excess value into the appropriate fund. Your memorandum also stated: "After successful implementation of stewardship projects, the BLM may consider authorizing Contracting Officers in additional locations to assist in the award of stewardship contracts and agreements." We are requesting that the additional Contracting Officers, who are listed in Attachment 1, and their warrant limits be delegated the authority to award stewardship contracts and agreements.

In FY 2004, several project managers and Contracting Officers were trained to complete stewardship projects according to the legislation. The training focused on three new legislative authorities: (i) the ability to offset the value of timber or forest products produced as a by-product of the land management treatment for the cost of services received; (ii) the ability to retain any excess offset values for reinvestment into other stewardship contracting projects without further appropriation; and (iii) the authority to enter into stewardship contracts up to 10 years in length. Awarding stewardship contracts on a best value basis was also included in the training. The agenda for the training sessions is listed in Attachment 2.

In FY 2004, the BLM National Business Center (NBC) and Oregon State Office contracted for 21 stewardship projects. The BLM NBC Level III and Level IV Contracting Officers awarded 15 stewardship contracts valued at less than \$100,000 and 1 stewardship contract valued over \$100,000. The BLM NBC reserved 15 stewardship projects less than \$100,000 for competition among small business entities. The BLM NBC awarded all stewardship contracts as performance-based acquisitions. The BLM Oregon State Office awarded 1 stewardship contract less than \$100,000 and 4 stewardship contracts over \$100,000. Two stewardship contracts over \$100,000 in the BLM Oregon State Office were Indefinite Quantity Indefinite Delivery (IDIQ) contracts under which two or more task orders were issued. The BLM Oregon State Office awarded all stewardship contracts over \$100,000 as performance-based acquisitions. The BLM Oregon State Office did not set aside its stewardship acquisitions for small business entities.

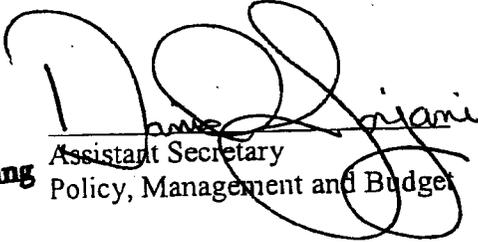
All solicitations included an element requiring contractors to provide plans of how they will involve the local community in these stewardship projects. The result was that the BLM NBC awarded 15 stewardship contracts to small local entities and 1 contract to a local large business entity. The BLM Oregon State Office awarded 6 stewardship contracts to local entities. A list of the stewardship contracts awarded in FY 2004 and the 2 contracts awarded in FY 2003 are in Attachment 3.

We plan for the BLM NBC Level III or IV Contracting Officers to review the stewardship solicitations and contracts prior to award for all BLM States, except Oregon, in order to ensure

quality. The BLM Oregon State Office will continue to review its own stewardship solicitations and contracts. If you have any additional questions, please feel free to contact Larry Benna, Assistant Director for Business and Fiscal Resources, at (202) 208-4864.

Attachments

Approved: Disapproved:


Assistant Secretary
Policy, Management and Budget

Acting

3/31/05
Date

Attachment 1

CONTRACTING OFFICERS WHO HAVE COMPLETED THE STEWARDSHIP CONTRACTING WORKSHOP

<u>NAME</u>	<u>STATE</u>	<u>WARRANT LEVEL *</u>
Kezar, Ronald	Nevada	1B
Johnson, Linda	Washington Office	1B
Norton, Lee	Nevada	11B
Couch, Judith	Nevada	11B
Whaley, Julie	Idaho	IV
Foote, Donald	BLM NBC	IV
Harter, Rich	NIFC	IIB
Johnson, Kermit	Wyoming	IIB
Clark, Mary	Montana	IIB
Lang, Julia	California	IIB
Ferguson, Kim	Nevada	IIA
Small, Madeline	Oregon	III
Derfler, Michele	Colorado	IIB
Flick, Elaine	BLM NBC	IV
Yoshida, Yuri	Oregon	III
Howell, Linda	Arizona	IIB
Reifel, Janell	Arizona	IIB
Ousley, Judy	Utah	IIB
Smith, Sandra	Alaska	IIB
Schiele, Pamela	Oregon	IIA
Hawkinson, Vicky	Alaska	IIB

* Warrant Levels	Authority Open Market	Authority from Established Sources
IA	\$5,000	\$100,000
IB	\$10,000	\$100,000
IIA	\$25,000	\$100,000
IIB	\$100,000	Unlimited
III	\$1,000,000	Unlimited
IV	Unlimited	Unlimited

CONTRACTING OFFICERS DELEGATED STEWARDSHIP
CONTRACTING AUTHORITY BY THE
BUREAU OF LAND MANAGEMENT PROCUREMENT CHIEF

<u>NAME</u>	<u>STATE</u>	<u>WARRANT LEVEL*</u>
Carillo, Tommy	Montana	IIB
Cowin, Susan	Utah	IIB
Johnson, Dave	Wyoming	IIB
Lewis, Jericho	New Mexico	IIB

IIB Warrant Level = \$100,000 open market and unlimited authority from established sources.