



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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IN REPLY REFER TO:

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April 26, 2011

EMS Transmission: April 26, 2011

Instruction Memorandum No. WY-2011-031

Expires: 9/30/2012

To: All Employees

From: Associate State Director

Subject: Fiscal Year 2011 Deadlines for Submission of WY Purchase Requisitions

Program Area: Acquisition and Engineering

Purpose: This Instruction Memorandum (IM) establishes a Fiscal Year (FY) deadline for submission of Wyoming purchase requests/complete packages. These deadlines will ensure that State Office and District Procurement Staff have the necessary time required to provide quality and timely service to customers.

This IM also establishes the deadlines for submitting construction projects that require engineering review. Per IM WY-2010-015, all construction and service projects over the \$25,000 threshold must be reviewed by the State Engineer. It is policy that draft packages be submitted to the State Engineer at least three weeks prior to the deadline dates shown below. The State Office or Field Office Engineers will provide the review and comments to the requisitioner within 10 working days from the time the project is received for review.

Policy/Action: Type of Acquisition	Deadline	ALT*
Inter-and-Intra Government Orders	6/10/2011	4-8 weeks
New Assistance Agreements	6/10/2011	8 weeks
Task Orders to Existing Agreements	6/10/2011	4 weeks
Contracts between \$100,001 and \$500,000	5/27/2011	10 weeks
Contracts between \$25,000 and \$100,000	6/10/2011	8 weeks
Orders against an existing contract-technical & price	6/10/2011	6 weeks
8(a) Contract	6/10/2011	6 weeks
Purchase Orders between \$2,500 and \$25,000 (Construction and Service)	6/10/2011	6 weeks
Purchase Orders between \$2,500 and \$25,000 (Supplies)	7/15/2011	4 weeks

***ALT** = Acquisition Lead Time – The estimated time required to process the acquisition from receipt of a complete acquisition package, including a purchase requisition, statement of work and all required approvals. The acquisition lead times are under optimum conditions, assuming no clarification and/or revision of the procurement request is necessary. Additional lead time may be required if this is not the case.

Time Frame: Effective immediately.

Coordination: This IM was coordinated between the State Procurement Analyst, the State Engineer and the Business Manager, WY-951.

Contact: Questions should be directed to Matt Burns, Procurement Analyst, at 307-775-6056.

Signed by:
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