

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240
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EMS TRANSMISSION 08/31/2004
Instruction Memorandum No. 2004-241
Expires: 09/30/2005

To: All Washington Office and Field Officials
Attn: Procurement Analysts, Contracting Officers, State/Field Office Fire
Management Officers, and Incident Contracting Officers

From: Assistant Director, Business and Fiscal Resources

Subject: Central Contractor Registration Requirement for Emergency Equipment Rental
Agreements

Program Area: Fire Management, Procurement, and Accounts Payable

Purpose: This Instruction Memorandum (IM) clarifies procedures for including the Central Contractor Registration (CCR) requirement when establishing Emergency Equipment Rental Agreements (EERA). This IM also applies to existing EERAs.

Policy/Action: The Bureau of Land Management (BLM) State and Field Office contracting officers (CO) establish EERAs to support emergency incidents in accordance with the Interagency Incident Business Management Handbook (IIBMH) and within their delegated contracting officer warrant authority. All EERAs established prior to emergency incidents were required to include the Federal Acquisition Regulation (FAR) clauses that pertain to vendor registration in the CCR database. Exceptions may be made for agreements established directly for emergency incidents.

The BLM State/Field Offices must follow these procedures to include the CCR requirement when establishing an EERA unless one of the exceptions listed in Attachment 1 applies. Attachment 2 is the Federal Acquisition Regulation (FAR) Clauses 2004 Update for EERA, Form OF-294, which includes the FAR clause for CCR.

Please refer to the attachments in this IM for specific guidance.

Timeframe: This IM is effective immediately.

Budget Impact: None.

Background: Subpart 4.11 of the FAR requires contractors to be registered in the CCR database prior to procurement award, unless it meets one of the exceptions. Consequently, certain FAR clauses must be included in all contract awards, including EERAs established prior to emergency incidents.

Manual/Handbook Sections Affected: None.

Coordination: This IM has been coordinated with State procurement analysts, National Business Center finance staff, and Forest Service fire management staff.

Contact: If you have any questions, please contact Marc Gress, Washington Office Procurement Analyst (WO-850), at (406) 896-2916; Dave Wunder, National Business Center Procurement Analyst at (303) 236-9424; or Barbara Bellio, National Business Center Procurement Analyst, at (303) 236-9438.

Signed by:
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2 Attachments

- 1 – Procedures for Including the CCR Requirement in EERAs (3 pp)
- 2 – Updated FAR Clauses 2004 Update for EERA, Form OF-294 (2 pp)