

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

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EMS TRANSMISSION 09/30/2005
Instruction Memorandum No. 2005-246
Expires: 09/30/2006

To: All State Directors

From: Assistant Director, Business and Fiscal Resources

Subject: Ordering Contracted Resources for Non-Emergency Situations (Fire Severity, Rehabilitation and Fuels Project Activities)

Program Area: Procurement and Fire

Purpose: The purpose of this Instruction Memorandum (IM) is to communicate procedures for ordering and acquiring contracted resources for non-emergency situations (i.e., severity, rehabilitation and hazardous fuels projects).

Policy/Action: Non-emergency situations are planned activities and normal procurement processes must be followed when equipment and resources are needed to support severity activities, rehabilitation and hazardous fuels projects. Resources for non-emergency situations must be procured by a warranted contracting officer (CO) through procurement instruments where appropriate competition is obtained (Federal Acquisition Regulation (FAR) Part 6).

Offices should be able to plan and anticipate the types of resources necessary to support non-emergency operations. Procurement offices may establish blanket purchase agreements in advance of the anticipated need or individual orders may be negotiated by a warranted CO at the time the need arises. In addition, contracts (not emergency equipment rental agreements) established pre-season for fire suppression may include line items for performing services during a non-emergency project.

The ordering unit is responsible to ensure that resource orders for non-emergency operations indicate the severity, rehabilitation or hazardous fuel cost code, are clearly identified as such, and are forwarded to appropriate procurement personnel. Dispatchers or other non-warranted personnel cannot place orders directly with contractors in non-emergency situations.

Unauthorized orders (placed by other than a warranted CO) will be processed as ratifications (FAR Part 1.6).

The CO determines the type of use documentation required to support payment to the vendor and processes payments using established procedures.

Background: Emergency Equipment Rental Agreements (EERAs) are used during emergency incidents under authorities that allow for direct, non-competitive ordering using established procedures in the event of immediate threat to life and property. In emergency situations, dispatchers and other non-warranted personnel may place orders direct with vendors who have an established EERA.

The EERAs cannot be used for non-emergency activities to include severity activities, rehabilitation projects and/or hazardous fuels projects. The EERA payment packages have been received for resources providing support to severity activities as well as prescribed fire projects; these payments will require ratification.

Timeframe: This policy is effective immediately.

Manual/Handbook Sections Affected: None.

Coordination: This IM was coordinated with the Incident Business Practices Group.

Contact: For further information or clarification, please contact Linda Johnson, Training Advisor, Washington Office Property and Acquisition and Headquarters Services Group, at (602) 906-5662.

Signed by:
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