

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
DENVER FEDERAL CENTER, BUILDING 50
P.O. BOX 25047
DENVER, COLORADO 80225-0047

In Reply Refer To:
1510/9200 (BC-620) L

June 1, 2001

EMS TRANSMISSION

Instruction Memorandum No. 2001-037

Expires: 09/30/2002

To: All Washington Office and Field Officials
Attn: Procurement Analysts, Contracting Officers, and Incident Contracting
Officers

From: Director, National Business Center

Subject: Emergency Equipment Rental Agreement Procedures

Program Area: Fire Management Community, Procurement, and Accounts Payable

Purpose: This Instruction Memorandum (IM) updates procedures for processing payments by using Emergency Equipment Rental Agreements (Optional Form 294) and Emergency Equipment-Use Invoices (Optional Form 286).

Policy/Action: All individuals involved in the Emergency Equipment Rental Agreement (EERA) documentation and payment process should implement the procedures in Attachment 1 immediately.

Timeframe: Effective upon receipt of this IM.

Budget Impact: None

Background: National Business Center finance staff and State procurement analysts examined EERA payment issues that arose during the Fiscal Year (FY) 2000 fire season. Examples include errors and omissions on shift tickets, calculation errors on invoices, invoices submitted without proper signatures, vendors unable to recognize receipt of payments from the Bureau of Land Management (BLM), and payment packages submitted to the National Business Center without Automated Clearinghouse information. In some cases, correcting these issues resulted in slow payments, payments of interest, and other problems. To improve the process and address these issues, this IM establishes new EERA documentation requirements and payment procedures for

the FY 2001 fire season.

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Manual/Handbook Sections Affected: None

Coordination: This IM has been coordinated with State procurement analysts and with the NBC finance staff.

Contact: Marc Gress, Washington Office procurement analyst, (406) 896-2916; Carol Godwin, NBC financial systems analyst, (303) 236-6612; or Kim Zietz, NBC fiscal services specialist, (303) 236-7117.

Signed by:
Dennis Sykes
Director, National Business Center

Authenticated by:
Christine Wilson
Staff Assistant

1 - Attachment

1 - Emergency Equipment Rental Agreement Procedures for Fiscal Year 2001 (6pp)

Distribution:

ST - 150A, BLM Library

EMERGENCY EQUIPMENT RENTAL AGREEMENT PROCEDURES FOR FISCAL YEAR 2001

1. Agreement Identification

1. Assign a BLM document number to every agreement you establish. This applies to BLM agreements, other Department of the Interior bureaus' agreements, and U.S. Forest Service agreements. Please remember to include this agreement number on every EERA invoice you process under it.

Follow the standard numbering system:

1st character: State (example: "D" for Idaho)

2nd character: Office (example: "F" for Shoshone District Field Office)

3rd character: "E" for "emergency equipment rental agreement"

4th and 5th characters: Fiscal year (example: "01" for FY 2001)

6th–9th characters: Unique sequence number you determine (example: "5001")

Example of entire document number: DFE015001

2. ***Attach a copy of the signed agreement to the EERA invoice.*** The work rates on the invoice must agree with the work rates in the agreement.

B. Fire Number/Cost Code Information

1. You should write complete cost code information on the EERA invoice in block 19 of the Emergency Equipment - Use Invoice. This includes the State and office paying for the equipment (e.g., "ID 030"), the subactivity and program element used (e.g., "2822HU"), the fire number(s) (e.g., "T151"), and the budget object class in block 20. Use the following budget object classes for the situations listed below:
 - 252Z: Operator is provided by ***contractor***
 - 233L: Operator is provided by ***government*** (light equipment)
 - 233Q: Operator is provided by ***government*** (heavy equipment)
 - 269F: Fuel purchased from a fuel vendor's dispensing truck when included in the EERA
 - 233F: Lease or rental of telephone equipment
2. You ***do not*** need to enter an obligation (MO) in the Federal Financial System (FFS) before you submit your payment. However, you can enter your EERA through the Interior Department Electronic Acquisition System (IDEAS) if you wish. Please refer to the IDEAS Standard Operation Procedures manual for further instructions.

3. Vendor Signature on EERA Invoice

The vendor or their authorized agent **must** sign the EERA invoice in every situation. If they are temporarily unavailable to sign the invoice, hold the invoice until they are available to sign it. The NBC cannot pay from an EERA invoice that is not signed by a vendor or their authorized agent.

4. Payment on the First and Last Day of an Incident

Follow the instructions below when calculating the guarantee, i.e., the minimum payment owed to the vendor for equipment rental.

1. For equipment hired at an **hourly rate**:

If you hire the equipment at any time **before 4:00 p.m.** (1600 hours) on the first day of an incident, the full daily guarantee, if included in the agreement, will apply for that day, as long as BLM keeps the equipment into the next day of the incident.

If you release the equipment at any time **after 8:00 a.m.** (0800 hours) on the last day of an incident, the full daily guarantee will apply for that day. This is because the equipment is **under hire** from 12:01 a.m. through 8:00 a.m., constituting a full eight hours for which BLM must pay.

2. For equipment hired at a **daily rate**:

If you hire the equipment at any time **before 4:00 p.m.** (1600 hours) on the first day of an incident, the full daily rate will apply for that day.

If you release the equipment at any time **after 8:00 a.m.** (0800 hours) on the last day of an incident, the full daily rate will apply for that day.

For further details, refer to the reverse side of EERA form OF-294, "General Clauses to the EERA Form OF-294", Clause 7.a.(3).

5. Contents of EERA Payment Packages

EERA Payment packages must include the following:

- Original EERA invoice, OF-286, signed and dated by a vendor representative and BLM representative
- Cost coding written on the EERA invoice
- Original shift tickets, OF-297, associated with the invoice
- Copy of the EERA agreement, OF-294

- Fuel/oil issue tickets, OF-304, if applicable
- Copies of work orders/repair orders, commissary issues, findings and determinations for claims, and any other documents supporting additions or deductions to payments, when applicable

F. Final review of EERA Payment Packages

1. Each State Office/Field Office will designate an appropriate individual responsible for performing a final review of EERA payment packages, such as the Section Finance Chief, the Procurement Unit Leader, or a Contracting Officer/Contract Specialist.
 2. This individual should sign and date every EERA invoice to indicate they have reviewed it and must notify the vendor of any changes made to an invoice.
 3. If NBC Accounts Payable makes changes to an Emergency Equipment - Use Invoice, we will notify the Field Office-designated individual of these changes and will fax a copy of the changed invoice to this individual. The designated individual will then notify the vendor of the changes made.
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7. Obtaining Automated Clearinghouse Information
 1. Vendors will be paid via Electronic Funds Transfer (EFT), also known as Automated Clearinghouse (ACH). When establishing an EERA with a vendor, provide the vendor with a copy of the ACH enrollment form (See Attachment 1-5). Ask the vendor to complete and mail or fax this form to the National Business Center. The NBC's address and fax number are included on this form.
 2. The vendor should submit this form to the NBC even if BLM has done business with them during previous fire seasons. Sometimes vendors change their financial institution information, so having a current ACH enrollment form ensures that we'll be sending electronic payments to the correct account.
 3. A vendor may request a waiver from being paid electronically if they are an individual or a sole proprietor. In these cases, the vendor may apply for a waiver from either one of the following Certifying Officers at the NBC Accounts Payable Branch: Carol Godwin, 303-236-6612, or Kim Zietz, 303-236-7117.

8. State Points of Contact

The State procurement analysts have designated EERA payments points of contact for each State. NBC Accounts Payable will use the contacts listed below if significant or recurring payment problems occur during the FY 2001 fire season.

STATE	NAME	PHONE NUMBER
ALASKA	TERESE BERTINI VERONICA BELTON	(907) 267-1320
ARIZONA	JANELL REIFEL	(602) 417-9266
CALIFORNIA	ARLENE BROWN	(916) 257-5381
COLORADO	HANK EGGINK	(303) 239-3677
IDAHO	JULIE LEWIS	(208) 373-3909
MONTANA	MARY CLARK	(406) 896-5205
NEVADA	WILMA ROBINSON	(775) 861-6417
NEW MEXICO	CARL ERICKSEN	(505) 761-8994
NIFC	RICH HARTER	(208) 387-5546
OREGON	BOB HEATON	(503) 952-6224
UTAH	RAY HOLMES	(801) 539-4172
WYOMING	KERMIT JOHNSON	(307) 775-6058
EASTERN STATES	DUANE WINTERS	(601) 979-5400
BUREAUWIDE	MARC GRESS	(406) 896-2916

PAYMENT

ENROLLMENT FORM

This form is used for Automated Clearinghouse (ACH) payments with an addendum record that carries payment-related information.

<p>PAPERWORK REDUCTION ACT STATEMENT</p> <p>This following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provision 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearinghouse Payment System.</p>

AGENCY INFORMATION (Return forms to address below)	
FEDERAL PROGRAM AGENCY:	BUREAU OF LAND MANAGEMENT NATIONAL BUSINESS CENTER
ADDRESS:	DENVER FEDERAL CENTER, BUILDING 50 P. O. BOX 25047, BC-622 DENVER, COLORADO 80225-0047
CONTACT PERSONS: Jeannie Schuettpelz Chris Mast Carol Godwin	TELEPHONE NUMBER: (303) 236-4176 (303) 236-4176 (303) 236-6612
RETURN COMPLETED FORM TO THE ADDRESS ABOVE – OR FAX IT TO (303) 236-6715	

PAYEE/COMPANY INFORMATION	
NAME & ADDRESS:	FEDERAL TAXPAYER NO. (SSN OR EIN):
CONTACT PERSON NAME:	TELEPHONE NO: ()

FINANCIAL INSTITUTION INFORMATION	
NAME OF BANK:	
ADDRESS:	
BANK ACH COORDINATOR NAME:	TELEPHONE NUMBER: ()
NINE-DIGIT ROUTING TRANSIT NUMBER: _____ - _____	
DEPOSITOR ACCOUNT NUMBER:	
NAME ON THE ACCOUNT:	
ACCOUNT TYPE: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER: ()

Check your business category:

_____ **Individual** (also provide legal personal name [no nickname]). If more than one individual is listed, also indicate which individual is providing the Social Security Number.

_____ **Sole Proprietor** (also provide legal personal name no [nickname]).

_____ **Partnership** If the partnership uses a trade/business name not recognized by the IRS or if the partnership does not use a trade/business name, provide the names of the partners, beginning with the name of the partner listed first on the form on which the IRS assigned the Employer Identification Number:

_____ **Medical/health Care services Corporation** (or engaged in the billing and collecting of payments for such services)

_____ **Non-Medical Corporation**

_____ **Other** (e.g., trusts, estates, nonprofit organizations, or Federal, State, or local governments):

Form 1099 Address:

City: _____ State: _____ Zip: _____