



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240



DEC 22 2009

## Department of the Interior Guidance Release ARRA-2010-01

**Subject:** USE OF EXISTING DEPARTMENT OF THE INTERIOR  
CONTRACT VEHICLES FOR STREAMLINED AWARD OF  
AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009  
(ARRA) PROCUREMENT ACTIONS

**Reference:** Updated Implementing Guidance for the American Recovery and Reinvestment Act of 2009, dated April 3, 2009; Department of the Interior Acquisition Regulations (DIAR); and Federal Acquisition Regulation (FAR)

**Issue Date:** December 22, 2009

### 1. Purpose:

This guidance release is issued to encourage the use of existing DOI contract vehicles for accelerated award of ARRA contract support.

### 2. Effective Date:

Effective upon issuance.

### 3. Background and Explanation:

The general principles concerning use of ARRA funds include “commencing expenditures and activities as quickly as possible consistent with prudent management.” In order to “preserve and create jobs and promote economic recovery,” as ARRA requires, it has been necessary to streamline the procurement process so that the funds are promptly released into the US economy. Agencies must obligate all ARRA funds by September 30, 2010, but have been encouraged to obligate and expend the funds as expeditiously as possible. Use of existing DOI contract vehicles will allow expeditious award of ARRA funds.

### 4. Action Required:

Due to the urgent need to hasten ARRA expenditures in order to stimulate the US economy, bureaus are encouraged to use existing DOI vehicles for placement of ARRA contract actions to the greatest extent practicable. Use of DOI contract vehicles will allow streamlined placement of ARRA work, so that projects can get underway as expeditiously as possible.

Contracting officers should consider the following existing internal DOI vehicles and options before other sources when conducting acquisitions supporting ARRA projects:

- Placement of a task or delivery order against your bureau's or a DOI-wide Indefinite-Delivery/Indefinite-Quantity (IDIQ) contract or blanket purchase agreement (BPA) [require posting per FAR 5.7, but do not require advance notice and response time]
- Placement of a task or delivery order against another bureau's IDIQ contract or BPA [require posting per FAR 5.7, but do not require advance notice and response time]
- In-scope modifications of DOI contracts [excepted from pre-award posting requirements – see FAR 5.202(a)(11)]

When using another bureau's contract vehicle, a reimbursable agreement may be necessary to transfer funds from the requesting bureau to the bureau awarding the ARRA work. The agreement must outline roles and responsibilities of the respective bureaus with regard to placement and administration of the work, as well as ARRA reporting. If a bureau's contract vehicle allows direct placement of work by another bureau, the bureau placing the order must follow the placement procedures as specified in the vehicle and document the need to use the other bureau's vehicle. At a minimum, when using another bureau's vehicle, the CO must ensure that the following conditions are met:

- There is sufficient capacity on the vehicle to accommodate the ARRA work
- The ARRA work is within the scope of the vehicle
- The vehicle contains appropriate ARRA terms and conditions

The Fish and Wildlife Service (FWS) has awarded a set of IDIQ Multiple Award Task Order Contracts (MATOCs) that are open for DOI-wide use and provide comprehensive technical design-build and construction services. Task orders placed against the MATOCs may require work including (but not limited to) investigations, analyses, studies, design-build, construction administration and management, National Environmental Policy Act (NEPA) compliance, archeological and historical compliance, and actual construction. Orders may be placed directly by other bureaus, provided notification to FWS is made before award. Other bureaus may also enter into a reimbursable agreement with FWS to place and administer the order on behalf of the requesting bureau. Both order placement options require payment of an administrative fee to FWS, with the fee for FWS placement and administration higher than the one for direct placement. Bureaus interested in using the FWS MATOCs should contact Alina Sadoveanu at (703) 358-2172 or [alina\\_sadoveanu@fws.gov](mailto:alina_sadoveanu@fws.gov), or Jean Chausse at (703) 358-1993 or [jean\\_chausse@fws.gov](mailto:jean_chausse@fws.gov).

Attached to this guidance are lists of FWS and National Park Service (NPS) IDIQ and BPA vehicles, with those that are available for use by other bureaus highlighted in yellow. Please contact Jim McCaffrey at (703) 358-2176 or [James\\_McCaffrey@fws.gov](mailto:James_McCaffrey@fws.gov) for information about use of FWS vehicles, and Donna Kalvels at (202) 219-0551 or [Donna\\_Kalvels@nps.gov](mailto:Donna_Kalvels@nps.gov) for information about use of NPS vehicles. COs may also do a search of available DOI vehicles on the Federal Procurement Data System at <https://www.fpds.gov> - from the home page, look under "Important Links," click on "Interagency Contract Directory," key "Department of the Interior" into the keyword search box, and click the button to do the search – a list of vehicles with point-of-contact information will result.

**5. Additional Information:**

Please contact Tiffany Schermerhorn of PAM at (202) 513-0747 or [Tiffany\\_Schermerhorn@ios.doi.gov](mailto:Tiffany_Schermerhorn@ios.doi.gov) with any questions on ARRA acquisition actions.



Debra E. Sonderman

Director, Office of Acquisition and Property Management  
and Senior Procurement Executive

Attachment