



Department of Energy

Bonneville Power Administration
P.O. Box 3621
Portland, Oregon 97208-3621

ENVIRONMENT, FISH AND WILDLIFE

November 7, 2003

In reply refer to: KEW

Dear Fish and Wildlife Contractor:

After considering comments from contractors and other external stakeholders, we have finalized the Fish and Wildlife Contract Management Manual (formerly called the "F&W Policy Manual.") We plan to update it on a regular basis to add additional policies and refine the policies included here. The Manual is available on the following web page: ["Information for F&W Contractors."](#)

We have made many improvements based on the comments received, including:

- Simplification of the process for managing Spending Caps.
- Reduction in the administrative requirements for managing Work Schedules.
- Establishing targets to reduce the lead times to execute new contracts and contract renewals.
- Allowing contractors who are currently invoicing BPA more often than monthly to continue to do so at this time.
- Modification of the previously proposed "Net 30" minimum payment terms to "Net 15" for contractors that currently receive payments in less than 15 days.

We plan to work with contractors to smoothly transition to the new policies.

1. We will offer workshops to discuss implementation issues and other contract-related topics. A formal invitation letter to the contractor workshops will be sent in the next two weeks. The workshops will be on:
 - December 8 Portland at the Portland Conference Center
 - December 11 Spokane at the Ramada Inn Spokane Airport
 - Date TBA for Videoconference
2. We will post FAQ's (Frequently Asked Questions) on our website as questions arise. Contact your BPA COTR, their manager, or Contracting Officer if you have questions.
3. We have posted several documents on the web page shown above to help you:
 - Quick Summary and Implementation Schedule- This is a brief summary of the Manual and the implementation schedule for each policy. **We suggest you read this document first.**
 - Sample Work Schedule Templates
 - Summary of Comments and Major Changes in Finalizing the Manual
 - Other reference documents and links

- 4. We are implementing the Manual in the following phases to allow contractors to plan for the changes:

November 7, 2003:	Manual published
Late November-early December, 2003:	The new payment clauses will be added to all intergovernmental contracts by unilateral contract amendment. However, they will not go into effect until February 1, 2004
Early December, 2003:	Contractor Workshops
February 1, 2004:	New payment clauses will become effective
As contracts are renewed:	Other policies will be implemented

Specific implementation dates are shown in the Quick Summary and Implementation Schedule posted on the website above.

We look forward to working with you to implement the Manual. It represents an important milestone in our commitment to improving timeliness and consistency in managing our contracts.



Sincerely,
Scott R. Hampton, Manager
Finance, Budget and Information Technology