
FACILITIES ENGINEERING
Technical Assistance

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Supplement 3, Release 1, 4/14/80

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1. GENERAL

1.1 Purpose. The Bureau of Indian Affairs, Facilities Engineering Staff, and Agency or Area Staff will provide technical assistance, as appropriate, to Indian Tribes, groups and individuals concerning the planning, design, construction, improvement and repair, or facility operation and facility maintenance of facilities which can provide opportunities for economic development of Indian resources or improvement of the social environment of Indians.

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2. REQUESTS

2.1 Requests. Requests for technical assistance must originate at the Tribal, local or Agency level:

A. Tribal, Local or Agency Level: Requests for technical assistance will be prepared in Memorandum form to the Agency Superintendent or Area Director. The request will include the following:

- (1) Scope or description of the project.
- (2) Type of assistance required.
- (3) Justification for the project, project objectives and anticipated impact.
- (4) Source of funding, amount, and availability. Construction money must be assured prior to design.
- (5) Participation, if any, and in what form, by other organizations (HUD, EDA, PHS, etc.).

B. Area Level: The responsibility of the Area is as follows:

- (1) Validation of request.
- (2) Verification that requested assistance is not available at the Agency or Area level.
- (3) Indicate any assistance to be provided other than technical, e.g., funding, staff, etc.
- (4) Forward technical assistance request, if not available at the Agency or Area level, to the Facilities Engineering Staff, Bureau of Indian Affairs, P.O. Box 1248, Albuquerque, NM 87103, with Area Office recommendations and information as required above.

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3. PROCEDURE

3.1 Procedure. The Facilities Engineering Staff, after validation and concurrence of availability of technical assistance funds at their disposal, will proceed with the project. Projects will generally be accomplished through a Basic Agreement Contract.

3.2 Task Orders. Task orders are issued to an appropriate Basic Agreement Contractor only for this form of assistance. Task orders may not exceed \$7,500 unless authorized by the Chief, Facilities Engineering Staff.

3.3 Contractor Selection. The Contractor will be selected by the Chief, Facilities Engineering Staff, in conformance with the requirements of P.L. 92-582.

3.4 Project Management. Task order fee negotiations and project management will be accomplished by the Facilities Engineering Staff.