

BLM Nevada State Office

Developing Assistance Agreements & Contracts

- **What is BLM's role in establishing a partnership?**

The agency has two roles in establishing a partnership.

The first is to participate in open and honest dialogue and negotiations with potential partners on: (a) what resources the agency is willing and able to commit to the partnership, and (b) clarify the terms and conditions under which the agency can participate.

If the partnership desires or requires a formal agreement, the second role of the agency representative is to work with the procurement and agreements officer and the solicitor's office to either (a) draft the appropriate agreement for the partnership or (b) provide review and comments on agreements drafted by a partner. It is very important to provide a clear message to our partners about what BLM needs or wants and ask the same of the partner organization.

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A Network Initiative
BLM Nevada State Office
BLM National Landscape Conservation System
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- **Is a written agreement necessary for a cooperative effort/relationship to be considered a partnership?**

No. A written agreement is not necessary for a cooperative effort to be considered a partnership. However, it is highly recommended that some type of formal agreement be drafted to outline and define partnerships with clearly defined missions, goals, objectives, and partner commitments.

If no funds or other resources will be exchanged, usually a Memorandum of Understanding (MOU) is sufficient.

If funds or other resources are going to be exchanged, an assistance agreement, contract, contributed funds agreement, or reimbursable agreement will be required. When in doubt, check with your Field Office or State's Procurement Analyst or State Budget Officer.



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- Create a guide that outlines the process for developing assistance agreements & contracts and post on the intranet.
- Create a monthly tracking report on the development of assistance agreements and contracts to share with NLCS managers.
- Create two benchmark timelines for developing agreements and contracts as a guide for periods Oct.-June and July-Sept.
- Identify inefficiencies and knowledge gaps in developing assistance agreements and contracts. Then work in collaboration with colleagues to improve efficiency and effectiveness in management of the process.

Partnership Assistance Agreements & Contracts:

- ◆ **Network Concept**
- ◆ **Potential Partners**
- ◆ **Potential Benefits**