



# How to Place an Order NPS IDIQ contracts Revegetation Services Eastern States

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# Definitions/Acronyms

- National Park Service- NPS
- Department of Interior- DOI
- Denver Service Center- DSC
- Contracting Officer- CO
- Contract Specialist- CS
- Indefinite Delivery Indefinite Quantity- IDIQ
- Contracting Officer's Representative- COR
- U.S. Forest Service- USFS
- Request for Quotation - RFQ

# Base Contract Information

- Three (3) IDIQ's- multiple award
  - PBS&J
  - VHB
  - Biohabitats
- Commercial Services contract
  - Task order forms – Standard Form (SF) I449
  - Federal Acquisition Regulation (FAR) Part 12
  - Service Contract Act applies as required
- Required to compete a task order among all 3 contractors
  - Max pricing is in the base contract
  - Discounts from this can be proposed for each order

# Base Contract Information

- **Indefinite Delivery/Indefinite Quantity**
  - Minimum Guarantee: \$25,000
  - Minimum order: \$500
  - Maximum order: \$2,500,000
  - Maximum Life: \$2,500,000
- **Effective Period of Contracts**
  - Base Year: March 10, 2009 to March 9, 2010
  - Four option periods
  - Max 5 year total
  - ARRA Clauses & SCA Wage determinations in base contract
- **Authorized Users**
  - All NPS units, DOI, USFS
- <http://www.hfc.nps.gov/idiq/idiq.cfm>

# Scope

- **Eastern States**

- Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, and West Virginia, Wisconsin

- **Services within Scope include**

- Revegetation Consulting
- Exotics Control
- Plant Provision
- Site Preparation
- Plant Propagation
- Follow-Up Care
- Installation and Establishment
- Seed and Cutting Collection
- Plant salvage and direct transplant
- Holding plant materials
- Plant Protection
- Monitoring

# Contact Information

- **Contact:**

- Wayne Latham, 303-987-6743, [wayne\\_latham@nps.gov](mailto:wayne_latham@nps.gov)
- Nicole Haines, 303-969-2473, [nicole\\_haines@nps.gov](mailto:nicole_haines@nps.gov)
- Brenda Karl, 303-987-6747, [brenda\\_karl@nps.gov](mailto:brenda_karl@nps.gov)

# Using the contract if you do not work for NPS Denver Service Center

- Email DSC Contracting Officer (CO) request to use contract
  - Include in email the general scope, government estimate, Using CO name and warrant level/type
- DSC CO approves/denies via email to requestor
- DSC CO provides heads-up to contractors on users request
- After approval by DSC CO, User issues RFQ, negotiates, awards task order, and administers task order
  - Selection is “best value” as described in your request, but use price whenever possible as all contractors are technically qualified per the IDIQ
  - ARRA Clauses are incorporated in the Base Contract
  - SCA Wage Determination are incorporated in the Base Contract for all the covered states/counties
- User emails copy of task order to DSC CO as well as any modifications

# Using the contract if you work for NPS Denver Service Center

- Submit the following to DSC Contracting Officer/Contract Specialist
  - Purchase Request
  - Scope of Services
    - Develop using templates
      - [http://workflow.den.nps.gov/staging/10\\_PublicForms/public\\_forms.htm#Transportation](http://workflow.den.nps.gov/staging/10_PublicForms/public_forms.htm#Transportation)
    - Include deliverables, schedule, services to be provided, etc
  - Government Estimate
  - Selection Factors (if not based on price alone)
    - List technical factors in Scope of Work
    - Make award based upon “Best Value” – Price and Technical

# Contracts

- C2000091600- PBS&J
- C2000091700- VHB
- C2000091800- Biohabitats

# Independent Government Estimates

- Use Contract Price Schedule Rates
- Look at Similar Awards (Historical Data)
- Market Research
- Should be more detailed for Higher \$

# Tips

- Plan early – Consult with Contracts Early
- Variances in Award Processes
- Pay attention to the time-lines required
- Time to Award partially dependant upon Contracts Workload – HEAVY in FALL
- Write a Good Scope of Work
  - Use photos/videos with the scope if possible to allow for best possible proposal