



How to Place an Order NPS IDIQ contracts Revegetation Services Western 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
- Central Federal Lands Highway Division- CFLHD
- Request for Quotation - RFQ

Base Contract Information

- Four (4) IDIQ's- multiple award
 - Great Bear Restoration
 - Intermountain Aquatics
 - Recon US
 - WildLands Inc
- Commercial Services contract
 - Task order forms – Standard Form (SF) 1449
 - Federal Acquisition Regulation (FAR) Part 12 applies
 - Service Contract Act applies as required
- Required to compete a task order among all 4 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: \$5,000,000
 - Maximum Life: \$5,000,000
- **Effective Period of Contracts**
 - Base Year: Sept 10 or 11, 2008 to Sep 10 or 11, 2009
 - Four option periods
 - Max 5 year total
- **Authorized Users**
 - All NPS units, DOI, USFS, CFLHD
- <http://www.hfc.nps.gov/idiq/idiq.cfm>

Scope

- **Western States**

- Alaska, Arizona, California, Colorado, Kansas, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, Utah, South Dakota, Texas, Washington and Wyoming

- **Services within Scope include**

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

Contact Information

- **Contact:**

- Nicole Haines, 303-969-2473, nicole_haines@nps.gov
- or
- Brenda Karl, 303-987-6747, 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/signing 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.
 - Try to give the contractors at least 2 weeks to respond to your request
 - 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
 - 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

- Intermountain Aquatics: 1443C2000081700
- Great Bear: 1443C2000081800
- Recon-US: 1443C2000081900
- Wildlands: 1443C2000082000

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 pictures/videos of area so contractor can give their best proposal
- Provide a pricing table so all contractors submit proposal in same format