



## U.S. Fish and Wildlife Service Program Purchase Request (New Requirement)

You must complete this form to initiate the creation of a purchase request in the Financial and Business Management System (FBMS). After you have completed all fields below, this request must be approved by the program office Supervisory Approver and Certifying Funds Approver, then submitted to the FBMS Requisitioner via the PPR Processing Site. **Be sure to complete the entire form before inserting a digital signature. You will not be able to make further edits after the form has been digitally signed.**

### Notes

(For Requisitioner Use Only)

PPR # \_\_\_\_\_

PR # \_\_\_\_\_

### Release Strategy:

Begin Date: \_\_\_\_\_

End Date: \_\_\_\_\_

### Program Purchase Request (PPR) Requisitioner Information

Name: McChesney Gerry  
(Last) (First) (MI)

Phone Number: (510) 792-0222 Program Office/Field Office: San Francisco Bay NWR Complex

For use by requesting program office

Internal Reference No.: \_\_\_\_\_ Requester Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional Ad Hoc Approver: (for use outside of FBMS) \_\_\_\_\_  
(Last) (First)

### Purchase Request (PR) Header Information

☐ This is a Law Enforcement IT purchase and requires IT approval from Law Enforcement Specialist (mapped to ACQ\_AO\_IT role)

Use this space to address any additional information relevant to the PR, such as: the GSA, IDIQ, BPA, or other known contract number; the name of the Buyer/Contracting Officer of the IDIQ or BPA if this is a TO/DO or BPA call; the name/phone number of the DOI-certified Contracting Officer's Technical Representative; indication as to whether this request is subject to the availability of funds (SAF).

Mod 1 F14AC00237 Point Reyes Bird Observatory (dba Point Blue Conservation Science) cooperative agreement. Grants Specialist is Patrick Schulze. Mod 1 is to add additional funds in the amount of \$189,830.00. Original PR is 20047158.

POC for agreement is Gerry McChesney 510 792-0222 x222.

**PLEASE ADD FUNDING FOR LINE 30 TO MOD 1 (ref 20074137) \$37,200.00**

### Customer Data Tab

PR Title: Mod 1 F14AC00237 PRBO and Farallon NWR (Max 40 Characters)

PR Type: (check one)

- ☐ Funded (POs, Contracts, Awards marked "SAF", TOs/DOs, BPA calls, Inter-Agency Agreements)  
☐ Unfunded (BPAs, IDIQs, BOAs) Note: Not for awards marked "SAF"  
☐ Autochoice  
☐ Intra-Agency Agreement  
☒ Financial Assistance

☒ This is a pre-award change to a PR

☐ This is a ratification

Period of Performance: (for services)

From: 04/1/2015 or current [mm/dd/yyyy]

To: 03/31/2019 [mm/dd/yyyy]

FBMS Receiving Official/COR: N/A  
(Last) (First)

Originating Office (Requisitioner's Office): San Francisco Bay NWR Complex  
(Address - Line 1)  
1 Marshlands Road  
(Address - Line 2)  
Fremont CA 94555-3617  
(City) (State) (Zip code)

Originating Office Code: 30000 3960 GSA/Other Known Contract Number: \_\_\_\_\_



# **U.S. Fish and Wildlife Service** **Program Purchase Request (New Requirement)**

## **Line Item Data**

Line No.	Good (ea) or Service (au)	Description (Max. 40 Characters)	Quantity (For services, enter "1")	Unit Price*	BOC and PSC/UPC (if known)	Delivery Date (mm/dd/yyyy) (For services: last day of POP)	Purchasing Group	Subject to Availability of Funds (SAF)	Line Total
10	au	Monitoring & Refuge Stewardship	1	101,753.33	411C/411C0000	03/03/2019	F01	no	101,753.33
20	au	Refuge Stewardship	1	50,876.67	411C/411C0000	03/03/2019	F01	no	50,876.67
30	au	Salamander Power and Spatial Analyses	1	37,200.00	411C/411C0000	03/03/2019	F01	no	37,200.00
40									0.00
50									0.00
60									0.00
70									0.00
80									0.00
90									0.00
100									0.00
110									0.00
120									0.00
130									0.00
140									0.00
150									0.00
<b>Total</b>									<b>\$189,830.00</b>

\*Note to FBMS Requisitioner: For service line items, you must enter "D" in the item category field to access the limits tab where you will enter the price.

If extra lines are needed, provide additional items and corresponding required information on a separate page as an attachment.



**U.S. Fish and Wildlife Service**  
**Program Purchase Request (New Requirement)**

**Suggested Vendors:**  
(Include DUNS numbers if known) **Point Reyes Bird Observatory (dba Point Blue Conservation Science) DUNS 119744100**

**Custodial Property Officer Name:** \_\_\_\_\_  
(assets only) (Last) (First)

**Approval Signatures**

*Provide digital signatures below after all other fields are completed. Handwritten signatures and approvals via email are also acceptable. If approving via email, make sure to include as an attachment.*

**PPR Supervisory Approver:** \_\_\_\_\_  
(Signature) **Anne Morkill, Project Leader**

**PPR Certifying Funds Approver:** Lucinda Ballard  
(if necessary) (Signature) **Lucinda Ballard, AO**

**Account Assignment Tab/Limits Tab**

Line No.	% or Quantity Allocated	Cost Center or Work Order	Partial Fund	WBS (project code)
10	100%	FF08RSFC00	156	FGRS12610800000
20	100%	FF08RSFC00	156	FGRS126208A8110
30	100%	FF08RSFC00	156	FGRS1261088MNT0

Note: If a particular line item is funded by multiple WBS codes, enter those WBS codes in the table to the left. The "Line No." in this table should correspond to the "Line No." of the item in the table above. A new row should be completed for each WBS code.

If split by dollar amount, the funding will deplete evenly from each of the accounts until the request has been paid in full. The FBMS system does not allow for one funding account to fully deplete before depleting the second account or for the Requisitioner to control the order of use of funds. If it is important to deplete funding in a certain order rather than depleting all funds proportionally, it is recommended that a separate line is created for each funding line.

It is recommended that items with multiple lines of accounting be split by percentage rather than by dollar amount due to errors in the system when splitting by dollar amount.

If extra space is needed, provide additional accounting information on a separate page as an attachment.



# U.S. Fish and Wildlife Service Program Purchase Request (New Requirement)

## Delivery Address Tab

If using multiple delivery addresses, please specify corresponding line item numbers.

**Delivery Address 1:** FWS SAN FRANCISCO BAY NWR COMPLEX  
(Address – Line 1)  
1 MARSHLANDS ROAD  
**In reference to** (Address – Line 2)  
**Line Item No.:** FREMONT CA 94555-3617 (510) 792-0222  
10 (City) (State) (Zip code) (Phone number)  
Delivery Address I.D. Number (If known): 0008350415

**Delivery Address 2:** SAME AS LINE 10  
(Address – Line 1)  
**In reference to** (Address – Line 2)  
**Line Item No.:** 20 (City) (State) (Zip code) (Phone number)  
Delivery Address I.D. Number (If known):

**Delivery Address 3:** SAME AS LINE 10  
(Address – Line 1)  
**In reference to** (Address – Line 2)  
**Line Item No.:** 30 (City) (State) (Zip code) (Phone number)  
Delivery Address I.D. Number (If known):

If extra space is needed, provide additional delivery information on a separate page as an attachment.

## Documents Attached

(Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Additional Accounting Information                             | <input type="checkbox"/> PPR Approvals                                 |
| <input type="checkbox"/> Additional Delivery Information                               | <input type="checkbox"/> Market Research                               |
| <input type="checkbox"/> Additional Line Items   | <input type="checkbox"/> Statement of Need (IT Requirements)           |
| <input type="checkbox"/> Drawings, Maps, Illustrations                                 | <input type="checkbox"/> Statement of Work: Performance Based or Other |
| <input type="checkbox"/> FISMA (IT Requirements)                                       | <input type="checkbox"/> Section 508 Compliance (IT Requirements)      |
| <input type="checkbox"/> Independent Government Estimate                               | <input type="checkbox"/> Technical Evaluation Criteria                 |
| <input type="checkbox"/> Justification for a Non-Competitive Requirement (FAR 6.302-1) | <input type="checkbox"/> Other: FISHNET LINKS                          |

## Approvals

If a specific Supervisory and/or Ad Hoc Approver must review the PR in FBMS, include names below (not a required field).

**FBMS Supervisory Approver:** \_\_\_\_\_  
(Last) (First)  
**FBMS Ad Hoc Approver:** \_\_\_\_\_  
(Last) (First)  
**FBMS IT Approver (Law Enforcement):** \_\_\_\_\_  
(Last) (First)

Purchase Requisition: 20074137 / FARALLON NWR & SFB NWR -MOD 1 F14AC00237  
Run Date: 07/31/2015 Run Time: 20:02:24 User ID:LBALLARD Version Number: 00

Suggested Vendor: POINT REYES BIRD OBSERVATORY (DBA POINT BLUE CONSERVATION SCIENCE) DUNS: 119744100  
Suggested Grants Specialist: PATRICK SCHULZE  
Header Text: Mod 1 F14AC00237 Point Reyes Bird Observatory (dba Point Blue Conservation Science) co-op  
agreement. Mod 1 is to add additional funds in the amount of \$152,630.00. POC: Gerry  
McChesney (510) 792-0222 X222

\*\*\*\*\* Header Details \*\*\*\*\*

Requisitioner: Ciara Winslow  
COR/Receiving:  
GSA Contract Number:  
Originating Office POC: GMCCHESNEY  
Purchasing Group: F01  
Originating Office: 3000003960  
Origin Office Name: FWS SAN FRANCISCO BAY NWR COMPLX  
Ratification Indicator:  
Total Price: 152,630.00 USD  
IT Approval Number:  
Certifying Funds Approver: PBALL

\*\*\*\*\* Approval/Status \*\*\*\*\*

Release Group AA  
Release Strategy S1 Release Status:  
Transmission Status: 03 Successfully Trans  
Co Description Approved By Date Time  
SP Supervisor SBLOIS 05/21/2015 10:54:37  
CF Certifying Funds App PBALL 05/21/2015 15:47:17

\*\*\*\*\* Item 00010 \*\*\*\*\*

Item	ItemCat	Short Text	Quantity / Unit	Val Price /	Total Price / Curr
00010	Service	Monitoring and Refuge Stewardship	1.000 AU	101753.33	101753.33 USD

UPC	Description	Mat.Grp	Pur.Grp	Plant	Deliv.Date	Delivery Address
411C0000	COOPERATIVE AGREEMENT (NO PROPERTY)	411C	F01	F000	03/31/2019	0008350415

GSA/FEDSTRIP Number	CPO Number	Agency Order Number	Action Type	Per.of Perf. Start	Per.of Perf. End
			1 Add new line	04/01/2015	03/31/2019

Responsible Cost Center

\*\*\*\*\* Accounting Details \*\*\*\*\*

SeqNum	Acct Assign	Distr%	Quantity / Unit	Amount / Currency	G/L Account
01	Cost center	0.0	1.000 LE	101753.33	6100.411C0

BusArea	CommitItem	Cost Center	FuncArea	Fund	Funds Center	WBS Element
F000	411C00	FF08RSFC00	FRS126100.000000	156F1611MD	FF08RSFC00	FG.RS12610800000

Asset	Sub Asset	Order	Funded Program	TAS	BETC	SAF Indic Trade in	UPC Override
			FGRS12610800000	145/61611			N

Bus.Entity	Building	Property	Rental Unit	Contract
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\*\*\*\*\* Delivery Address \*\*\*\*\*

Address No.: 0008350415  
Name: FWS SAN FRANCISCO BAY NWRC  
Street: 1 MARSHLANDS ROAD  
City: FREMONT  
Zip Code: 94555  
Country: US

Purchase Requisition: 20074137 / FARALLON NWR & SFB NWR -MOD 1 F14AC00237  
Run Date: 07/31/2015 Run Time: 20:02:24 User ID:LBALLARD Version Number: 00

\*\*\*\*\* Item 00020 \*\*\*\*\*

Item	ItemCat	Short Text	Quantity / Unit	Val Price /	Total Price / Curr
00020	Service	Refuge Stewardship	1.000 AU	50876.67	50876.67 USD

UPC	/Description	Mat.Grp	Pur.Grp	Plant	Deliv.Date	Delivery Address
411C0000	COOPERATIVE AGREEMENT (NO PROPERTY)	411C	F01	F000	03/31/2019	0008350415

GSA/FEDSTRIP Number	CPO Number	Agency Order Number	Action Type	Per.of Perf. Start	Per.of Perf. End
			1 Add new line	04/01/2015	03/31/2019

Responsible Cost Center

\*\*\*\*\* Accounting Details \*\*\*\*\*

SeqNum	Acct Assign	Distr%	Quantity / Unit	Amount / Currency	G/L Account
01	Cost center	0.0	1.000 LE	50876.67	6100.411C0

BusArea	CommitItem	Cost Center	FuncArea	Fund	Funds Center	WBS Element
F000	411C00	FF08RSFC00	FRS126200.000000	156F1611MD	FF08RSFC00	FG.RS126208A8110

Asset	Sub Asset	Order	Funded Program	TAS	BETC	SAF Indic Trade in	UPC Override
			FGRS126208A8110	145/61611			N

Bus.Entity	Building	Property	Rental Unit	Contract
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\*\*\*\*\* Delivery Address \*\*\*\*\*

Address No.: 0008350415  
Name: FWS SAN FRANCISCO BAY NWRC  
Street: 1 MARSHLANDS ROAD  
City: FREMONT  
Zip Code: 94555  
Country: US

\*\*\*\*\* End of Report \*\*\*\*\*