

U.S. DEPARTMENT OF THE INTERIOR



Ordering Guide

Technical Science Analytical Services IDIQ

U.S. Fish & Wildlife Service
Division of Contracting and Facilities Management
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Summary of Content

Introduction

General Information

- Scope of the Technical Science Analytical Services IDIQ
- Period of Performance
- Purchase Limitations
 - Minimum Order
 - Maximum Order

Issuing Task Orders

- Authority
- Using the FWS Contracting Office

Roles and Responsibilities

- Technical Science Analytical Services IDIQ CO
- Task Order CO
- COTRs
- Technical Science Analytical Services IDIQ Vendors

The Requirements and Ordering Process

- Task Order SOW
- Task Order IGE
- Ordering Procedures
 - Purchase Request
 - Solicitation
 - Proposing a Response
 - Evaluation

Task Order Administration and Monitoring

- Task Order Administration
- Monthly Summary Reports
- Changes in Vendor Personnel
- Performance Assessment Reports
 - For the IDIQ
 - For Task Orders
- Task Order Management
- Solicitation Feedback
- Invoicing and Payment

Introduction

This guide contains the information needed to properly use the Technical Science Analytical Services (Analytical Services) Indefinite Delivery, Indefinite Quantity (IDIQ) contract to award a Task Order responsive to the customer's requirements. It contains general information, instructions on placing Task Orders, roles and responsibilities of key points of contact, how to prepare a proper requirements package for ordering and direction in initiating and managing Task Orders. This document is applicable to all U.S. Department of the Interior (DOI) bureaus and individuals with delegated authority to award and administer Task Orders against this contract.

General Information

Scope of the Technical Science Analytical Services IDIQ

The objective of this IDIQ is to provide comprehensive technical science analytical services capable of determining trace amounts of inorganic compounds (primarily metals) in fish tissue, wildlife, invertebrates, plants, water, soil and sediments. Firm Fixed Price Task Orders may be issued in accordance with this IDIQ for performing these inorganic analyses. Use of this IDIQ is not mandatory, but is highly suggested to reduce procurement costs and streamline the acquisition process.

Period of Performance

This IDIQ is awarded with a one-year base period beginning January 1, 2012, with four (4) one-year option periods, for a potential aggregate total performance period of five years:

Year	Start Date	End Date
Base Year	January 1, 2012	December 31, 2012
Option Year 1	January 1, 2013	December 31, 2013
Option Year 2	January 1, 2014	December 31, 2014
Option Year 3	January 1, 2015	December 31, 2015
Option Year 4	January 1, 2016	December 31, 2016

Purchase Limitations

There is NO minimum guaranteed amount under this IDIQ contract. Prior to the initiation of a Task Order, program offices are required to verify the remaining purchasing capacity:

Minimum Order

There is no minimum guaranteed amount under this IDIQ contract.

Maximum Order

The total combined funding for all Task Orders issued within the base year (and for each subsequent, exercised option year thereafter) may not exceed \$10,000,000.00 (ten million). Upon reaching this limit, the IDIQ will expire and be terminated.

Issuing Task Orders

Authority

Any warranted Contracting Officer (CO) belonging to DOI, its bureaus or any of its offices may order against this contract within their delegated warrant authority, provided the IDIQ does not exceed the \$10,000,000.00 limit. All COs seeking to place orders against this contract consent to the terms and conditions set forth in the IDIQ. Once a Task Order is administered under this contract, a signed copy of the Task Order must be submitted to the Analytical Services IDIQ CO or Deputy Analytical Services IDIQ CO:

Joffrey Benford, Supervisory CO	Anthony Bottorff, CO
<i>Analytical Services IDIQ CO</i> 703-358-2288 joffrey_benford@fws.gov	<i>Deputy Analytical Services IDIQ CO</i> 703-358-2356 anthony_bottorff@fws.gov

(As previously mentioned, the above listed COs must be contacted prior to the initiation of a Task Order to ensure limits are not exceeded.)

A certified Contracting Officer Technical Representative (COTR) must be identified for each Task Order. The Analytical Services IDIQ COTR must be notified for each Task Order COTR assigned:

Brenda Montgomery
<i>Analytical Services IDIQ COTR</i> 304-876-7745 brenda_montgomery@fws.gov

*When placing an order against this contract, all vendors should be notified and the resulting Task Order must be competed amongst the vendors:

Alpha Analytical, Inc.	Brooks Rand Labs, LLC
Reference Contract #: F12PC00003 Christopher Ouellette <i>VP Operations</i> 508-439-5177 couellette@alphalab.com	Reference Contract #: F12PC00004 Michelle Briscoe <i>VP of Analytical Services</i> 206-632-6206 ext. 117 michelle@brooksrands.com
Columbia Analytical Services, Inc.	EnviroSystems, Inc.
Reference Contract #: F12PC00005 Jeff Coronado <i>Metals Dept Manager</i> 360-501-3330 jcoronado@caslab.com	Reference Contract #: F12PC00006 Petra Karbe <i>CEO/CFO</i> 603-926-3345 ext. 214 pkarbe@envirosystems.com
Texas A&M Research Foundation	Applied Speciation & Consulting, LLC
Reference Contract #: F12PC00007 Dr. Terry Wade <i>Deputy Director – Environmental Sciences</i> 979-862-2323 ext. 134 terry@gerg.tamu.edu	Reference Contract #: F12PC00008 Russell Gerads <i>Vice President</i> 425-483-3300 russ@appliedspeciation.com

Using the FWS Contracting Office

For Task Orders awarded by FWS on behalf of another bureau, funding must be provided through an intra-agency agreement form that includes a statement of work (SOW), an independent government estimate (IGE) based on prices established in the IDIQ, a financial division point of contact and a technical point of contact. The FWS Contracting Office will send the SOW to all vendors for a quote, and then issue the Task Order if found fair and reasonable.

*All non-FWS entities will be charged a 3% indirect cost for this service.

Roles and Responsibilities

Technical Science Analytical Services IDIQ CO

The Analytical Services IDIQ CO has the overall responsibility for managing and administering the IDIQ, as well as the following:

- Serving as a general informational point of contact for Analytical Services IDIQ users
- Providing administrative procedures guidance for placing orders
- Monitoring base year and option year periods of performance

Task Order CO

The Task Order CO is responsible for the following:

- Serves as the local contracting focal point for coordination and award of Task Orders
- Ensures Task Order requirements are within the IDIQ scope, rates and terms
- Makes certain Task Order request packages are properly prepared and provide all required information
- Coordinates Task Order requests with the Analytical Services IDIQ CO, or designated points of contact as required, in order to monitor and track purchasing limits
- Provides copies to the Analytical Services IDIQ CO or Deputy Analytical Services IDIQ CO of all Task Orders awarded against this contract
- Prepares vendor performance assessment reports as required

COTRs

COs shall delegate authority to a COTR. This authority typically encompasses the following:

- Accomplish day-to-day surveillance of vendor performance
- Inform the CO of any potential performance problems
- Prepare and submit to the CO a written evaluation of the vendor's performance upon completion of a Task Order as necessary
- Review invoices in comparison to actual performance accomplished

The Task Order CO should consider the nomination submitted by the requiring activity that identifies a federal government employee who is technically qualified and trained to become a COTR.

Analytical Services IDIQ Vendors

The vendors under this contract are responsible for the following:

- Submitting monthly summary reports to the respective COTR and CO that updates the status of all Task Orders submitted and currently in progress
- Guaranteeing performance and deliverables meet the requirements set forth in the primary contract and each consequent Task Order
- Performing work and providing the services in accordance with the terms and conditions enclosed in the IDIQ
- Submitting proposals in accordance with the request from the ordering office

The Requirements Process and Placing Orders

Task Order SOW

The SOW identifies and describes the customer's needs as accurately and thoroughly as possible, and addresses those needs with statements describing the required items, generally in terms of output. The SOW should not impose requirements that are not specifically required to ensure successful satisfaction of the Task Order requirements. Requirements should be stated in clear, concise, easily understood and measurable terms. Detailed procedures should not be included that dictate *how* the work is to be accomplished; rather, the requirements should allow the vendor the latitude to work in a manner suited for innovation and creativity. At a minimum, the SOW should be organized in accordance with FAR 8.405-2(b), to include:

- Description of the work to be performed
- Location of work
- Period of performance
- Deliverable schedule (if applicable)
- Applicable performance standards
- Any special requirements (e.g. security clearances, travel, special knowledge, etc.)

Task Order IGE

The Independent Government Estimate (IGE) is often prepared without a fully defined scope of work and is developed primarily for funding and budgeting purposes, as well as determining an estimated cost magnitude for the project. It also is not intended to be a comprehensive line item estimate, but should account for major cost elements associated with each Task Order.

Ordering Procedures

The ordering CO may solicit responses to requirements from the vendors in written form. A formal purchase request should be prepared and issued for each project requirement. The request and supporting documentation should clearly define the scope of the project. At a minimum, a properly formatted SOW and IGE should be included in the request package.

1. Purchase Request

This should be prepared by the program office and submitted to the ordering CO. It must include a SOW in accordance with FAR 8.405-2(b), an IGE, points of contact and any other supplemental documentation critical to the requirement.

2. Solicitation

Upon approval and receipt of the purchase request, the CO may then solicit to the vendors for a quotation. The solicitation package should include a cover letter with all applicable deadlines, points of contact (including the anticipated COTR), the SOW and any other applicable documents.

3. Proposing a Response

After receipt of a solicitation from the CO, the vendor will organize, coordinate and submit its proposal for review by the government (technical and contracting representatives). The vendor must submit its proposal within the time prescribed in the cover letter. The government may then begin reviewing timely responses.

4. Evaluations

The government will review the proposal and comment as necessary. The government also reserves the right to award Task Orders without discussions. Once analysis is complete, the vendor's proposal may be accepted or rejected.

Task Order Administration and Monitoring

Task Order Administration

The Analytical Services IDIQ CO is responsible for administration and management of the IDIQ. Under no circumstances shall any understanding, agreement, modification or any other action in deviation from the terms and conditions of the IDIQ be effective or binding upon the government. The Analytical Services IDIQ CO, as well as the Deputy Analytical Services IDIQ CO, are available to answer questions concerning planning and developing Task Orders, review and approval procedures, and can provide overall guidance, oversight and general information regarding this contract. All administration associated with individual Task Orders will be performed by the CO issuing the Task Order. Additionally, all official Task Order files will be maintained at each ordering office.

Monthly Summary Reports

Vendors shall provide monthly summary reports to the Analytical Services IDIQ CO and the Analytical Services IDIQ COTR. Reports shall address the status of all submitted Task Orders and all currently being worked on. The report for each month is due no later than the close of business, the 7th day of the following month. Information should consist of:

1. A listing of ALL Task Orders submitted and issued during the month, to include:
 - Ordering office/CO
 - Task Order number and date issued
 - Bureau name
 - Facility/Location of work
 - Brief description of Task Order work (in the event that the Task Order spans multiple areas, select the task area that represents the preponderance of work)
 - Total amount ordered and obligated under each Task Order, including any modifications
 - Period of Performance for each Task Order
 - Scheduled percent complete and actual percentage completed
 - Concerns, problems encountered and how addressed
 - Future actions required by government
2. Cumulative amount of total dollars ordered and obligated to date on all Task Orders
3. Cumulative amount of dollars ordered and obligated by bureau
4. A listing of all Task Orders estimated and proposals submitted for, but not awarded

Changes in Vendor Personnel

A vendor may not add personnel to an awarded Task Order without prior authorization to do so. The vendor shall advise the ordering CO of personnel removals as they occur. The vendor may also replace personnel as necessary to meet unique requirements. Requests to modify personnel composition may be submitted to the ordering CO at any time.

Performance Assessment Reports

In accordance with FAR 42.1502(b), "Agencies shall prepare an evaluation of contractor performance for each contract that exceeds the simplified acquisition threshold."

For the IDIQ

As required, vendor performance will be monitored and entered into the Contractor Performance Assessment Reporting System (CPARS). On each order meeting the simplified acquisition threshold (currently \$150,000.00), a vendor performance report will be generated in CPARS format and combined with all other orders into one CPARS report. This one CPARS report will record vendor performance at the contract level covering all orders under the IDIQ.

For Task Orders

Therefore, at the completion of each Task Order that exceeds \$150,000.00 the issuing CO shall complete a vendor performance report in the CPARS format and forward it to the Analytical Services IDIQ CO or Deputy Analytical Services IDIQ CO. Completed reports will be kept in the primary IDIQ file. The preparation and completion of these reports is the responsibility of the ordering CO, but should include input from the assigned COTR. All reports shall be submitted to the appointed Analytical Services IDIQ COs within 15 days from contract close-out.

Task Order Management

In response to solicitation requests, the vendor shall either submit a proposal or written notification of a decline to bid. The proposal shall describe the technical approach, organizational resources and management controls to be employed to meet the cost, performance and schedule requirements of each Task Order throughout its execution.

Solicitation Feedback

Upon written request by a vendor, a debriefing may be given for unsuccessful offers. During the debriefing, feedback should discuss what was required and expected of the vendor and if those expectations were met. Debriefings may be conducted orally, in writing or by any other method deemed appropriate by the ordering CO. In accordance with FAR 15.505(e), applicable feedback material that may be covered includes:

- The agency's evaluation of significant elements in the offeror's proposal
- A summary of the rationale for eliminating the offeror from the competition
- Reasonable responses to relevant questions about whether source selection procedures contained in the solicitation, applicable regulations and other applicable authorities were followed in the process of eliminating the offeror from the competition

Invoicing and Payment

For Task Orders awarded by the FWS contracting office headquarters (Region 9), all invoices must be e-mailed to the COTR and Analytical Services IDIQ CO or Deputy Analytical Services IDIQ CO. The COTR must review and approve/reject the invoice. The CO may then review the invoice upon approval from the COTR. Once invoice processing has been recommended, the invoice will be transmitted to the appropriate budget analyst for payment. For Task Orders awarded by other FWS regions or other DOI bureaus, invoicing instructions shall be provided with each Task Order issued.