

ORDERING GUIDE

Scientific, Technical, and Advisory Services

Blanket Purchase Agreements –

F17PA00026

F17PA00027

F17PA00028



U.S. Fish & Wildlife Service

Division of Contracting and General Services

5275 Leesburg Pike Falls Church, VA 22041

August 2017

Table of Contents

Introduction..... 3
General Information..... 3
Issuing BPA Calls 4
Roles and Responsibilities 4
BPA Call IGE 5
Ordering Procedures 5
BPA Call Administration and Monitoring 6

Introduction

This guide contains the information needed to properly use Blanket Purchase Agreements (BPA) F17PA00026, F17PA00027, and F17PA00028.

The objective of this Blanket Purchase Agreement (BPA) between the U.S. Fish & Wildlife Service (FWS) and the listed contractors is for support to conduct a variety of scientific activities. Many of these activities include scientific peer review of information (documents, data, models, study plans, proposals, and other forms of scientific information); preparation and/or editing of environmental documents under the National Environmental Policy Act (NEPA); field surveys; hypothesis testing field research studies; analysis of data; development and testing of scientific models; gathering and synthesis of information, literature or cartography; preparation of reports; organization and conduct of public meetings; and other science-related activities. In conjunction and coordination with USFWS, these services may be required and extended to other Department of Interior (DOI) Bureaus.

The vendors that have been awarded the Scientific, Technical and Advisory Services BPAs are:

F17PA00026

Amec Foster Wheeler Environment and Infrastructure, Inc.
3755 S. Capital of Texas Hwy, Suite 375
Austin, TX 78704

POC: Aaron Goldschmidt, (805) 962-0992 x223, email: aaron.goldschmidt@amecfw.com or
Dawn Johnson, (805) 252-4370, email: dawn.johnson@amecfw.com

F17PA00027

Atkins North America, Inc.
3901 Calverton Boulevard, Suite 400
Calverton, MD 20705
POC: Amy Baker, (240) 264-8076, email: amy.baker@atkinsglobal.com

F17PA00028

Environmental Management and Planning Solutions, Inc.
3775 Iris Avenue, Suite IA
Boulder, CO 80301
POC: David Batts, 303-447-7160, david.batts@empsi.com

General Information

Scope of the Scientific, Technical, and Advisory Services

The Contractors will provide all expertise, personnel, management, transportation, supplies and materials required to properly perform Scientific, Technical and Advisory Services to Manage Peer Reviews and Review Panels, and Collection, Compilation and Synthesis of Scientific Information Services in Support of the Fish and Wildlife Service (FWS) and other Department of the Interior (DOI) Bureaus as needed.

To meet the goals of this requirement, the Contractors shall perform tasks that include scientific

peer review of information (documents, data, models, study plans, proposals, and other forms of scientific information); preparation and/or editing of environmental documents under the National Environmental Policy Act (NEPA); field surveys; hypothesis testing field research studies; facilitating management of scientific data; analysis of data; development and testing of scientific models; gathering and synthesis of information, literature or cartography; preparation of reports; organization and conduct of public meetings; and other activities in the conservation science work flows.

Period of Performance

The BPA was awarded for a five (5) year period effective from 08/01/2017 – 07/31/2022.

Purchase Limitations There is NO minimum guaranteed amount under this BPA contract. Prior to the initiation of a BPA Call, program offices are required to verify the remaining purchasing capacity:

Issuing BPA Calls

Authority

Any warranted Contracting Officer (CO) belonging to DOI or any of its offices may order against this contract within their delegated warrant authority, provided the BPA does not exceed the \$10,000,000.00.

CO's seeking to place orders against this contract consent to the terms and conditions set forth in the BPA.

Roles and Responsibilities

The BPA CO has the overall responsibility for managing and administering the BPA, as well as the following:

- Providing administrative procedures guidance for placing orders
- Monitoring each year BPA limit
- Serves as the local contracting focal point for coordination and award of BPA Call
- Ensures BPA Call requirements are within the BPA scope, rates and terms
- Makes certain BPA Call request packages are properly prepared and provide all required information
- Coordinates BPA Call requests with the BPA CO, or designated points of contact as required, in order to monitor and track purchasing limits
- The Overall BPA CO for this contract is Jerry W. Perry.

The Contracting Officer's Representative for the base agreement shall be:

Sonja Scott
sonja_scott@fws.gov

703 358-1720

The Technical Point of Contact (TPOC) for this agreement shall be:

David Scott

David.Scott@fws.gov

404-679-7231

COs issuing individual calls shall delegate authority to a BPA Call COR and Technical Representative, to be responsible for the following:

- Accomplish day-to-day surveillance of vendor performance
- Inform the CO of any potential performance problems
- The BPA Call COR and Technical Representative should coordinate, prepare and submit a written performance assessment for CPARS upon completion of a BPA Call that meets the CPARS threshold, to ensure that work products are technically correct and work quality are acceptable.
- The BPA Call 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 COR.

BPA Contractor Responsibilities

The vendor under this contract is responsible for the following:

- Submitting monthly summary reports to the BPA Call COR and Technical Representative for all calls currently in progress
- Guaranteeing performance and deliverables meet the requirements set forth in the primary contract and each consequent BPA Call
- Performing work and providing the services in accordance with the terms and conditions enclosed in the BPA
- Submitting proposals in accordance with the request from the ordering office

BPA Call 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 BPA Call.

Ordering Procedures

All orders must be reported to Jerry W. Perry, Contracting Officer, via e-mail to:

jerry_perry@fws.gov.

Fair Opportunity

When the Government requires work under the agreement; a Request for Quote (RFQ) will be issued. The RFQ will include information concerning the project description, and as applicable, the evaluation criteria, and any other requirements for submission. Calls will be either awarded

based on Best Value to the Government (Price/technical to include schedule, quality, timeliness, and other factors the Contracting Officer determines are relevant to the award of a particular Order); or Calls will be awarded based on Price Only. In the event a Contractor is unable to submit a quote in response to an RFQ, the Contractor shall notify the Contracting Officer in writing. Although a shorter deadline may be given, in general, the Government intends to give contractors 7 days to submit a quote.

Ordering Limits:

There is no ceiling per call, the overall ceiling for this agreement is \$10,000,000.00.

Invoicing Procedures:

Invoices shall be submitted per order to the Ordering Official. The name can be found in Block 6, Form OF 347. Each invoice must contain the following:

- Name of Contractor
- BPA number
- BPA Call number
- Date of purchase
- Quantity and unit price

Invoicing and Payment

All invoices must be submitted via Internet Payment Platform IPP. The SAP Receiving Official will forward the invoice to the COR who must review and approve/reject the invoice. Once invoice processing has been recommended, the invoice will be transmitted for payment.

Pricing

See individual BPA for specific pricing - All pricing shall be taken from the pricing guides for each of the awardees for all five contracting years not to exceed the overall ceiling of \$10 million for each BPA award. The pricing guides are attached with each award in PRISM.

Delivery

FOB Point: Unless Call states otherwise will be FOB Destination.

Program Purchase Request (PPR) and Purchase Request (PR)

This should be prepared by the program office and submitted to the FBMS Requisitioner via the Bureau's established procedures. It must include a SOW, an IGE, points of contact and any other supplemental documentation critical to the requirement. The PPR will be assigned to a requisitioner who will enter the actual PR. The PR is then sent for approval and forwarded to the Contracting Officer.

BPA Call Administration and Monitoring

BPA Call Administration

The BPA CO is responsible for administration and management of the BPA. Under no circumstances shall any understanding, agreement, modification or any other action in deviation from the terms and conditions of the BPA be effective or binding upon the government. The BPA CO, is available to answer questions concerning planning and developing BPA Calls,

review and approval procedures, and can provide overall guidance, oversight and general information regarding this contract. All administration associated with individual BPA Calls will be performed by the CO issuing the BPA Call. Additionally, all official BPA Call files will be maintained at each ordering office.

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.” 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 completed in CPARS by the BPA Call CO and COR.

For BPA Calls

Therefore, at the completion of each BPA Call that exceeds \$150,000.00 the issuing CO shall complete a vendor performance report in CPARS. The preparation and completion of these reports is the responsibility of the ordering CO, but should include input from the assigned COR.

BPA Call Management

In response to proposal requests, the vendor shall either submit a proposal or written notification of a decline to bid.