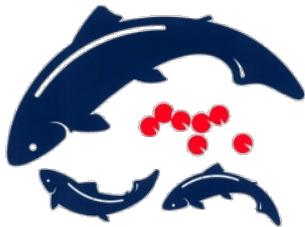


Agreements and Budgets; Reports; Purchasing;

Margaret Anderson

March 4, 2014





Budget and Cooperative Agreement Time Line (May – June)

May 5

LSRCP sends out **2014** budgets to Cooperators to update amounts for **2015**.

May 30

Last day for Cooperators to notify LSRCP of any **2014** budget modifications which **ARE NOT** “No-Cost” budget modifications.

June 6

Cooperators return **2015** budgets, draft **SOW**, AND a **CIP/Non-Routine Maintenance** “wish list” to LSRCP.

June 27

LSRCP provides **2015** draft budget (Exhibit A) to BPA. LSRCP finalizes **2015** budgets.



Budget and Cooperative Agreement Time Line (July–October)

July 25 Final **2015** SOW agreed upon by LSRCP and Cooperators.

Aug 1 Last day to submit any **2014** Coop Agreements for modification to the Regional Office for processing.

Sept 19–Oct 20 FWS financial system is down due to year end closeouts and uploading new fiscal year information.

Sept 30 End of **2014** contract period.

Oct 1 **2015** fiscal year begins.



Budget and Cooperative Agreement Time Line (October–December)

Oct 27

LSRCP sends **2015** Cooperative Agreements to FWS Contracting Regional Office.

Nov 7

Regional Office sends **2015** Cooperative Agreements to Agencies and LSRCP office.

Nov 10

2015 Cooperative Agreements are obligated and funds can begin to be drawn down.

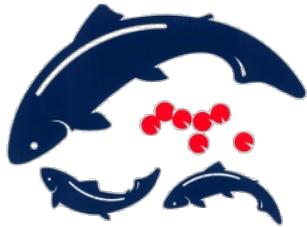
Dec 30

Program Performance and Financial reports are due for **2014**. Final day for Cooperators to “drawdown” funds for **2014**.



Questions?

Reports





Due Dates

Monthly

5th

Vehicle odometer reading.

6th

Fish Inventory

December

30th

Annual Performance Report: Each funded project needs to have one completed.

Federal Financial Report (SF-425): This is completed by your Admin Office.

Reports for the Lower Snake website should be submitted as stated in your SOW. Draft reports will not be posted to the website.



Questions?

Credit Card Purchasing Micro Purchases





Threshold for Micro Purchases

- Thresholds for micro purchase cannot exceed the following amounts:
 - **\$3,000**: Supplies
 - **\$2,500**: Services
 - **\$2,000**: Construction subject to the Davis Bacon Act
- Splitting a purchase so amount is not exceeded is **not allowable**.
- **ALL** costs are included in the threshold amount including shipping costs.



Credit Card Purchase Process

1. If an item is within the micro purchase amount, email Chris and cc Margaret your request to purchase.
2. Include either in the email or as an attachment:
 - **Item description:** Model/product number, how many, when needed
 - **Cost:** Include the shipping amount also
 - **Vendor Information:** Business/Company name, Contact person, address and phone number.
 - **Hatchery Contact information**
 - **Invoice or Quote Estimate** from company or screen print.
 - **NEW PROCESS:** Complete Acquisition Request form in excel.



Credit Card Purchase Process (cont.)

3. Chris approves the purchase.
4. Margaret will contact the company with the credit card information.
5. Total time to process should be one day if the Acquisition Request form is completed correctly.



Things to Remember

- Shop locally.
- Spread the wealth - Do not use the same company all the time.
- Check the GSA Advantage website first. They are usually cheaper and the companies listed have been approved by the government. (<https://www.gsaadvantage.gov>)
- Make sure company gives you tax exemption.
- Cannot go through third party such as Pay Pal.
- Use a secured website: "https" or somewhere in the website there should be something that says site is secured.



Questions?

Purchasing





Four Basic Steps When Purchasing

There are four basic steps when it comes to purchasing an item or service through the Lower Snake Office:

1. Ask to buy and get approval from Lower Snake.
2. Agree on Statement of Work - (SOW).
3. If under \$15K, seek 3 bids, write a justification outlining action taken to solicit bids and your recommendation for award.
4. Send information to Lower Snake for processing.



Purchases Over the Micro Purchase Amounts

- Need SOW and Spec. Sheet (if applicable).
- Need DUNNS number from vendor.
- Obtain quotes from at least 3 sources.
- If someone declines, write down they declined and why – This works as a bid response.
- If construction or services, Regional Office-Contracting should do because of wage rates and other clauses.



Purchases Over the Micro Purchase Amounts

- Don't tell vendors they have the bid, Contracting will do this. You aren't authorized to comment the government.
- Make sure specs. are "apples to apples".
- Need to include everything that is needed in the SOW.
- Make sure they know the Federal Government is purchasing the item or service.
- When applicable use Davis-Bacon wages.
- Proposals from Contractors can't be used as the SOW.



Statement of Work Template

STATEMENT OF WORK Hagerman National Fish Hatchery Project Title Revision & Date

1. GENERAL: (background statement outlining the situation leading to the requirement and a clear statement describing the objective of the task and the work to be achieved. Keep it simple, but communicate in one paragraph the main points, time, and location so that interested vendor knows whether or not to read on.)

2. DEFINITIONS: (if applicable, definitions of terms used in the SOW that may be open to various interpretations or are specific to the requirement or station).
FOB means Freight on Board meaning pricing includes cost of product and installation

3. SCOPE: (an accurate description of the scope of work, including its range, extent and bounds. Be specific, yet simple, with the idea that the person processing this procurement may not be familiar with your need and may not have a clear understanding of the technical requirements).

- Explicit about the requestor's requirements and the contractor's responsibilities so that questions of interpretation can be avoided.
 - Detailed enough to insure that the awarding agency receives the supplies/services that it requires, while at the same time being flexible enough to allow for innovation and initiative by the Contractor in the interest of the awarding agency.
 - Identifies the specific stages of the work, their sequence, their relationship to the overall work in general, and relationship to each other in particular.
 - The type, magnitude and complexity of the work will determine the degree of detail required.
 - Recycling, Energy Star, compliance and "Federal, State, and local codes", adherence to manufacturer's labels for installation, etc.
 - Preservation of facility such as keeping work site clean, no burning, hauling off their own refuse vs. using your dumpster, proper disposal of items that are in accordance to Federal, State, and local regulations.
 - Deliverables such as
- NOTE: This requirement does not apply to Grants & Cooperative Agreements.

4. PLACE/DELIVERY AND PERIOD OF PERFORMANCE: (location of work to be done including name, physical address, County, City, State, and Zip: a time schedule for the completion of each stage of the work and/or for the entire work, and a detailed description of deliverables under the contract, what are your normal operating days, hours, etc. and will variance from this be allowed and by whom?)

5. INSPECTION AND ACCEPTANCE: (clear statement on inspection factors for acceptance of deliverables. This may include stages of work in which the Manager wishes to approve before project progresses, inclusion of directions for operation, parts and service manuals, warranty, etc.).

6. GOVERNMENT FURNISHED EQUIPMENT OR MATERIALS/INFORMATION: (if applicable, a clear description of all government furnished equipment or information. This may include available power, water, public restroom facility, ability to provide a forklift and operator for loading/unloading, etc.)

7. AVAILABILITY: (specific statement regarding any availability issues of the work site, or location, i.e. hours, security requirements, weather issues, resource issues such as habitat restrictions, turning water on/off to fish, etc.)

8. TECHNICAL COORDINATOR: (contact at the requestor's location that can be contacted regarding technical questions – including phone number / contact name and phone number for administrative information.) Questions concerning this project can be directed to:

Hatchery Phone Number: 208-837-4896
Craig Eaton, Hatchery Manager; craig_eaton@fws.gov
Steve Money, Maintenance Mechanic and COR; steve_money@fws.gov
Anna Ray, Administrative Point of Contact; anna_ray@fws.gov



Distinguishing between Sole Source and Other than Full and Open Competition

- **Sole Source: Only solicit/negotiate with one source.**
- **Reasons for a Sole Source**
 - Only one responsible source and no other supplies or services will satisfy agency requirements.
 - Unusual and compelling urgency
 - Industrial mobilization; engineering-developmental, or research capability; or expert services
 - International agreement
 - Authorized or required by statute
 - National security
 - Public Interest



Distinguishing between Sole Source and Other than Full and Open Competition

**LACK OF ADVANCED PLANNING
AND/OR EXPIRING FUNDS ARE
NOT AN ACCEPTABLE REASON
FOR LIMITING COMPETITION!**



Distinguishing between Sole Source and Other than Full and Open Competition

- **Prepare Sole Source Justification form**
- Must clearly establish the need for a non-competitive procurement.
- Circumstances why only one source is reasonably available.



Distinguishing between Sole Source and Other than Full and Open Competition

JUSTIFICATION AND APPROVAL TO PROCURE USING OTHER THAN FULL AND OPEN COMPETITION Hagerman National Fish Hatchery DATE: January 6, 2014

The Hagerman National Fish Hatchery (Hatchery) seeks to purchase an autogenous vaccine, that is, made from the Hagerman Hatchery's *Aeromonas salmonicida* organism found to be infecting the steelhead. Annually, Fish and Wildlife Service Fish pathologists identify *A. salmonicida* in steelhead reared at the Hatchery. Once an epizootic is detected it requires at least one or two treatments of antibiotics. The treatment of this disease is expensive, but most concerning is the potential for the disease organism to develop resistance to the antibiotic. Eliminating, or at least reducing, the amount of antibiotics used is recommended by the Fish and Wildlife Service fish pathologists as a best management practice. In this regard, beginning with Brood Year 2011, the Hatchery began successful vaccination of fish for *A. salmonicida*.

The Hatchery intends to purchase this vaccine from AquaTactics Fish Health, LLC of Kirkland, Washington. AquaTactics has agreed to make an autogenous vaccine which will increase its efficacy.

AquaTactics Fish Health, LLC
12015 115th Ave NE, Suite 120
Kirkland, WA 98034
(425) 922-4208

Contact: Jerry Zinn
(208) 543-5369
Cell (208) 961-1302

Several factors lead to the conclusion that AquaTactics should receive this award with no further competition: 1) The delivered cost is \$145 per liter for 57 liters (\$8,265); 2) AquaTactics is the only vendor who will produce an autogenous vaccine for the Hatchery's steelhead. This vaccine is derived from the disease organism isolated onsite at the Hatchery and has increased efficacy over a generic stock isolate; 3) the only other vendor is Novartis Animal Health, located in Canada. Novartis, as well as any other vendor researched, does not manufacture autogenous vaccines; 4) AquaTactics will produce a 75% Hagerman Strain / 25% generic strain combination vaccine as requested by the Hatchery. This will produce a wider range of protection than either strain by itself.

The Hatchery has conducted market research for other distributors of autogenous vaccine and found none. Research was performed by use of the internet, telephone, and seeking references through other hatcheries and vendors. Novartis Animal Health, located in Canada, is the only other company selling an *A. salmonicida* vaccine; however, they only market a generic stock *A. salmonicida* vaccine.

It is the opinion of this Hatchery that there are no other reasonable sources available at this time and that the price quoted by AquaTactics LLC is a fair market value of similar product.

TECHNICAL AND REQUIREMENTS CERTIFICATION (FAR 6.303-1(b))

I certify that the facts and representations under my cognizance which are included in this justification and which form a basis for this justification are complete and accurate.

Technical Cognizance/Requirement Cognizance:

Signature: _____ Date: _____
Craig Eaton, Project Leader #F01FHAG00
Hagerman National Fish Hatchery (208) 837-4896

CONTRACTING OFFICER CERTIFICATION (FAR 6.303-1(a) 6.303-2(a)(12))

I certify that this justification is accurate and complete to the best of my knowledge and belief.

Signature: _____ Date: _____
Contracting Officer/ Portland, OR - Contracting and General Services (503) 2872-2832

SOLE SOURCE JUSTIFICATION To Procure Using Other Than Full and Open Competition _____ Fish Hatchery Date: _____

DESCRIPTION OF THE REQUIREMENT

Provide a brief description of the requirement and, if applicable, any special circumstances pertaining to this acquisition. Include the estimated value of the contract, including all options.

SUPPORTING INFORMATION

Describe the circumstances that deem only one source reasonably available (e.g., urgency, exclusive licensing agreements, brand name or industrial mobilization). FAR 6.302 is not directly applicable to Sole Source Justifications under the SAT, but contracting officers may find it helpful when writing this section.

EFFORTS TO LOCATE OTHER SOURCES

Describe actions taken to locate other capable sources, including market research performed.

TECHNICAL AND REQUIREMENTS CERTIFICATION (FAR 6.303-1(b))

I certify that the facts and representations under my cognizance which are included in this justification and which form a basis for this justification are complete and accurate.

Technical Cognizance/Requirement Cognizance:

Signature: _____ Date: _____
xxxxx, Project Leader
xxxxxx Fish Hatchery (208) 378-5231

CONTRACTING OFFICER CERTIFICATION (FAR 6.303-1(a) 6.303-2(a)(12))

I certify that this justification is accurate and complete to the best of my knowledge and belief.

Signature: _____ Date: _____
Contracting Officer/ Portland, OR - Contracting and General Services (503) 2872-2832



Miscellaneous Information

Procurement Administrative Lead Time

Procurement Administrative Lead Time (PALT) by Type of Acquisition
 PALT is defined as the estimated amount of time required to effectively award a contract action once an acquisition request (PR or PPR) is complete and has been accepted by contracting. PALT for contract actions reflects the amount of time generally required to process procurements in accordance with Federal Acquisition Regulations (FAR).

Milestone	PALT in days
Review PR/SOW	15
Conduct market research	15
Solicitation synopsis	20
Create solicitation	16
Pre-solicitation review/approvals	3
Solicitation released	30
Receive proposals/quotes/bids	45
Award determination	16
Pre-award review and BPC/legal approval	5
Award released	5
Total days required	180

Milestone	PALT in days
Review PR/SOW	2
Conduct market research	7
Create solicitation	5
Pre-solicitation review/approvals	1
Solicitation released	15
Receive proposals/quotes/bids	6
Award determination	3
Pre-award review and BPC/legal approval	3
Award released	3
Total days required	45

Milestone	PALT in days
Review PR/SOW	4
Conduct market research	5
Solicitation synopsis	2
Create solicitation	15
Pre-solicitation review/approvals	5
Solicitation released	1
Receive proposals/quotes/bids	30
Award determination	20
Pre-award review and BPC/legal approval	5
Award released	3
Total days required	90

Milestone	PALT in days
Review PR/SOW	5
Conduct market research	7
Solicitation synopsis	5
Create solicitation	30
Pre-solicitation review/approvals	15
Solicitation released	3
Receive proposals/quotes/bids	35
Award determination	60
Pre-award review and BPC/legal approval	15
Award released	5
Total days required	180

Milestone	PALT in days
Review PR/SOW	1
Conduct market research	2
Create RFP/RFQ/IFB	3
Supervisor/internal review of RFP/RFQ/IFB	3
Issue GSA eBuy proposal/quote/bid to IDIQ holders	1
Receive proposals/quotes/bids	14
Evaluation and award determination	4
Award released	2
Total days required	30

Milestone	PALT in days
Review PR/SOW	2
Conduct market research	2
Solicitation synopsis	1
Pre-solicitation review/approvals	1
Solicitation released	14
Receive proposals/quotes/bids	5
Evaluation and award determination	5
Award released	2
Total days required	30

Milestone	PALT in days
Review PR/SOW	5
Conduct market research	5
Solicitation synopsis	2
Create solicitation	8
Pre-solicitation review/approvals	7
Solicitation released	1
Receive proposals/quotes/bids	20
Award determination	10
Award released	2
Total days required	60

Milestone	PALT in days
Review PR/SOW	2
Conduct market research	3
Solicitation synopsis	1
Pre-solicitation review/approvals	3
Solicitation released	3
Receive proposals/quotes/bids	10
Evaluation and award determination	3
Award released	2
Total days required	25

Milestone	PALT in days
Review PR/SOW	5
Conduct market research	3
Solicitation synopsis	3
Pre-solicitation review/approvals	5
Solicitation released	5
Receive proposals/quotes/bids	1
Award determination	20
Award released	4
Total days required	45

Milestone	PALT in days
Review PR/SOW	5
Conduct market research	3
Review and approvals	15
Servicing Agency approval	15
Award released	7
Total days required	30

Milestone	PALT in days
Review PR/SOW	2
Conduct market research	5
Negotiate modification	10
Evaluation and award determination	5
Create modification document	3
Award released	5
Total days required	30

Milestone	PALT in days
Review PR/SOW	3
Review contract and craft approach	5
Negotiate modification	13
Evaluation and award determination	14
Create modification document	5
Award released	5
Total days required	45



Miscellaneous Information

Submission Deadlines

Apr 4

Construction above \$500,000
Service above \$500,000

May 16

Goods above \$500,000
Construction \$150,000 - \$500,000

Jun 27

Goods and/or Services \$150,000 - \$50,000
Construction \$25,000 - \$150,000

Jul 18

Goods and/or Services \$25,000 - \$150,000
Construction \$2,000 - \$25,000

Aug 8

Goods \$3,000 - \$25,000
Services \$2,500 - \$25,000



Questions?