

From: [Snyder, Caitlin](#)
To: [Shoemaker, Justin](#)
Subject: Re: Peer review process for wolverine
Date: Wednesday, January 25, 2017 8:51:20 AM

Thanks, Justin. When I spoke to Contracting, I was told that when we request the IDIQ contract we need to submit a Statement of Work, a purchase requisition form, and a draft of the document for peer review. The contractor needs to see the draft document in order to estimate a cost for the peer review. We can say in our Statement of Work that an updated draft document will be provided within X weeks of the contract being awarded -- that way we can get the ball rolling on getting a contract in place, but also continue to work on the SSA and have a more complete document prepared for the actual peer review.

I know we aren't ready to send anything over to contracting right now, but we could get started on the SOW. If you want me to take a stab at drafting that, let me know.

Thanks,
Caitlin

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On Tue, Jan 24, 2017 at 2:04 PM, Shoemaker, Justin <justin_shoemaker@fws.gov> wrote:
Thanks Caitlin. Maybe we should get this ball rolling. I think we'll need to stay tight to our schedule (attached) and make sure that reviewers understand the time they have well in advance of sending them the report. We won't be ready for peer review until end of April.

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On Tue, Jan 24, 2017 at 11:12 AM, Snyder, Caitlin <caitlin_snyder@fws.gov> wrote:
Hi Justin,

How are you? Have we started working on the IDIQ peer review process for wolverine?

I ask because I was just talking to Steve Gess (Contracting Officer) about the IDIQ process for another species. The current contract expires at the end of April. In order to be on this contract, we will need to initiate our contract action

before the contract expires. That is, our statement of work, purchase requisition, and draft science document for review will need to be provided to contracting so that they can issue a request for proposal. As long as this request is sent out before the contract expires, we should be good and able to be on the existing contract. (FYI -- It takes about 3 weeks after a request for proposal is issued before we get a cost estimate back from the contractor.)

Given our current schedule in the project plan, we should be okay, but it's something to be aware of as we continue to work on the SSA. If we fall behind on our schedule, we'll need to keep in mind that it could affect our ability to get the peer review done in a timely manner.

Let me know if you have any questions. Also, I got a better sense from Steve what we need to do for the IDIQ process, so he's a good resource if you have specific questions.

Thanks,
Caitlin

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