

This and other templates can be found on the GSA Acquisition Gateway:

<https://hallways.cap.gsa.gov/app/#/>

SECTION A – SUPPLEMENTAL TERMS AND CONDITIONS

I. INTRODUCTION

This agreement will be used by the Bureau of Land Management for social and economic analytical support. The Scope of Work includes a detailed description of the services that may be procured.

II. VOLUME OF PURCHASES. The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \$600,000 per year.

III. EXTENT OF OBLIGATION. The resulting Blanket Purchase Agreements (BPAs) awarded under this Request for Quotation (RFQ) will not obligate the government to award any calls. Obligation of funds will occur through individual BPA Calls¹ placed against the BPAs. The Contractor may invoice for costs under these BPAs only in the performance of tasks outlined in the resultant calls. No other costs are authorized without the express written consent of the Contracting Officer (CO).

IV. STATEMENT OF WORK

See Section C – Descriptions/Specifications/Scope of Work

V. MULTIPLE AWARD BPA. The Government contemplates the award of up to 3 BPAs resulting from this solicitation. All BPA Calls issued against the BPAs will be Firm-Fixed Price.

VI. CEILING PRICE. The ceiling price for awarded BPA's combined is \$10,000,000.00 for the five year period.

VII. ORDERING PROCEDURE.

All orders (BPA Call) will be placed in writing. As a minimum, each order will contain the following information: (1) BPA and call number; (2) date of order; (3) Performance Work Statements (PWS); (4) list of required deliverables; (5) delivery schedule; (6) place of delivery; (6) evaluation criteria; and (7) signature of an authorizing ordering official.

Fair Opportunity Ordering Procedures:

BPA Calls:

¹ The terms "BPA Call" and "Task Order (TO)" are interchangeable for this solicitation.

All BPA Calls will be competed. Each individual call will include evaluation factors (technical and price) that will be used to determine award. The Contracting Officer will issue a solicitation to each contractor awarded a BPA requesting a technical and price proposal based on the PWS.

The Government will evaluate proposals and award will be made to the contractor whose proposal is determined to be the best value to the Government.

Exceptions to the above procedures: The Contracting Officer reserves the right to award without fair opportunity when the following apply:

- (a) The agency need for supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays.
- (b) The order must be issued on a sole source basis in the interest of the economy and efficiency because it is a logical follow-on to an order already issued under the BPA, provided that all awardees were given a fair opportunity to be considered for the original order.

BPA Call Proposal:

- (a) The proposal shall be structured by deliverable so that the price for each deliverable can be calculated for purposes of evaluation and invoicing and to allow for partial deliveries and payments.
- (b) The solicitation will indicate if any technical or other information is needed and will provide sufficient Government furnished materials/data for the Contractor to price the project.
- (c) If travel is required for performance of a BPA Call, it will be included in the Contractor's proposal for that task order and be proposed at tourist or economy class air fares and per diem amounts, and reimbursable at costs in accordance with FAR 31.205-46.

VIII. PERIOD OF PERFORMANCE

The BPAs shall be valid for a period of five years starting from the effective date of the BPA. The period of performance shall be contingent upon the Contractor maintaining a valid GSA schedule contract under 899-1, Environmental Consulting Services. In no event shall the performance period extend beyond the period of performance of the identified GSA schedule contract. In addition, an annual review of the BPA will be conducted to ensure that continuation of the BPA award represents the best value to the Government, price and other factors considered.

IX. PRICING

- A. Pricing under the BPA will be in accordance with the Contractor's most current GSA schedule prices. These prices may be further discounted to include discounts offered by the Contractor to its most favored customers.

- B. Labor categories and rates, including those reflecting a discount from GSA prices for each labor category, shall be incorporated as Section B of the BPA. The rates are offered in accordance with the full terms and conditions specified in the Contractor's GSA Schedule 899-1 Contract.

X. PRICE REDUCTIONS

- A. The Contractor shall provide the CO with a copy of all modifications to their GSA Schedule price list. If the modification results in a price reduction to any or all labor categories, the new rate shall be discounted by the same percentage applied to the initial pricing for this BPA.
- B. The Contractor may, at any time during the life of the BPA, reduce the price of a particular labor category due to market conditions or other factors. Any price reduction for the remainder of the life of the BPA shall be incorporated into the BPA by modification.

XI. MAXIMUM ORDER THRESHOLD

The maximum order threshold will be defined by the terms and conditions of the Contractor's underlying GSA schedule contract. The Contractor shall grant the BLM additional discounts for any order over the GSA maximum order threshold.

XII. DELIVERABLES

A detailed description of all deliverables under this BPA will be included in each individual BPA Call.

XIII. INVOICES

Electronic Invoicing and Payment Requirements – Internet Payment Platform (IPP) (August 2009)

All payment requests must be submitted by Suppliers electronically through the U.S. Department of the Treasury's Internet Payment Platform System (IPP) beginning May 1, 2011. The U.S. Department of the Treasury Financial Management Service (FMS), in partnership with the Federal Reserve Bank of Boston (FRBB), a fiscal agent of the U.S. Treasury, is offering the IPP service for use by Federal Government and their suppliers at no charge. The IPP facilitates the conversion of paper-based processes to electronic interactions by providing a Web-based portal for easy data access at no charge to Agencies and their suppliers. NOTE: The Internet Payment Platform (IPP) is the Department of Interior (DOI) preferred method of submitting invoices for payment.

“Payment request” means any request for contract financing payment of invoice payment by the Supplier. To constitute a proper invoice, the payment request must comply with the requirements identified in FAR 32.905(b), “Payment documentation and Process” and FAR 52.232-25.

Suppliers can enroll to access and use IPP for submitting requests for payment by going to

the website at <https://www.ipp.gov/>. Supplier assistance with enrollment can be obtained by contacting the FBMS Customer Support Desk at 703-793-5575 or email FBMS_IPP@FBMS.doi.gov.

If your firm is unable to comply with using IPP for submitting invoices for payment due to lack of an account with a financial institution; a physical or mental disability; a geographic, language, or literacy barrier; or a financial hardship, then you must inform the Contracting Officer orally or in writing.

Additional Invoicing Information:

- A. The Contractor shall submit invoices with supporting data for the BPA call. The Contractor shall be reimbursed upon receipt of a proper invoice at the address specified in the BPA. Invoices shall be submitted monthly.
- B. Invoices shall contain, at a minimum, the following information:
 - Name & address of the Contractor
 - Invoice Date
 - GSA contract number
 - BPA Call number
 - Labor category, hours billed, unit price (hourly rate), and extension thereto
 - Total amount to be paid
 - Cumulative hours billed by labor category
 - Cumulative amount billed to date

XIV. GOVERNMENT HOLIDAYS

- A. If onsite support is required, the Contractor agrees to observe the following Government holidays for those onsite personnel:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
- B. The Contractor shall observe any other day designated by Federal statute, Executive Order or the Presidential proclamation.
- C. When any such day falls on a Saturday, the preceding Friday is observed; when any such day falls on a Sunday, the following Monday is observed.

XV. NEWS RELEASES

The Contractor shall not issue news releases pertaining to the program or BPA without prior written approval by the Contracting Officer.

XVI. AUTHORITY

Notwithstanding any of the other provisions of this BPA, the CO shall be the only individual authorized to:

- (a) waive any requirement of this BPA;
- (b) modify any term or condition of this BPA; or
- (c) delegate authority to other contracting officers within DOI to issue BPA Calls against this BPA.

XVII. CONTRACTING OFFICER'S REPRESENTATIVE

The Contracting Officer's Representative (COR) will be appointed by the CO upon award of a BPA Call. The COR(s) will serve as the primary technical contact between the BLM and the Contractor. In this role the COR(s) will provide any specialized instructions to the Contractor regarding the PWS, arrange pre-work conferences as necessary, and coordinate the review and acceptance of all tasks/services under the BPA Call. The COR(s) do not have the authority to modify, or in any way amend the prices, terms, or conditions of the BPA, or the underlying GSA schedule.

XVIII. TECHNICAL DIRECTION

(a) Technical direction must be within the scope of work stated in the BPA and the resultant calls. The COR does not have the authority to, and may not, issue any technical direction which:

- (1) Constitutes an assignment of additional work outside the PWS;
- (2) Constitutes a change as defined in the FAR clause 52.243-3, entitled "Changes";
- (3) Causes an increase or decrease in the total price or the time required for BPA performance; or
- (4) Changes any of the express terms, conditions, or specifications of the BPA or GSA Schedule.

(b) The term "technical direction" is defined to include:

- (1) Directions to the Contractor which redirect the BPA effort, shifts work emphasis between work areas or tasks, requires pursuit of certain lines of inquiry, fills in details or otherwise serves to accomplish the tasks outlined in the PWS.
- (2) Providing written information to the Contractor which assists in the interpretation of technical portions of the work description.
- (3) Review, and where required by the BPA, approval of technical reports and technical

information to be delivered by the Contractor to the Government.

(c) Technical directions can be issued in writing or verbally by the COR.

(d) The Contractor shall proceed promptly with the performance of technical directions duly issued by the COR in the manner prescribed by this article and within his authority under the provisions of this clause. If, in the opinion of the Contractor, any instruction or direction by the COR falls within one of the categories defined in (a)(1) through (4) of this clause, the Contractor shall not proceed but shall notify the CO in writing within five (5) working days after receipt of any such instruction or direction and shall request the CO to modify the BPA and subsequent call accordingly. Upon receiving the notification from the Contractor, the CO shall:

(1) Advise the Contractor in writing within thirty (30) days after receipt of the Contractor's letter that the technical direction is within the scope of the BPA and subsequent call effort and does not constitute a change under the "Changes" clause;

(2) Advise the Contractor within a reasonable time that the Government shall issue a written change order; or

(3) Rescind the technical direction.

(e) A failure of the Contractor and Contracting Officer to agree that the technical direction is within the scope of the BPA, or a failure to agree upon the action to be taken with respect thereto shall be subject to the provisions of the FAR "Disputes" clause 52.233-1.

XIX. EXERCISE OF OPTION PERIODS

With respect to FAR 52.217-9, the Government may extend the term of this BPA and by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the BPA expires. The preliminary notice does not commit the Government to an extension. If the Government exercises this option, the extended BPA shall be considered to include this option clause. The total duration of this BPA, including the exercise of any options under this clause, shall not exceed five (5) years.

XX. PLACE OF PERFORMANCE

The primary place of performance will be the Contractor's facility. However, on-site support may be needed at any of the BLM offices. Additionally, the tasks may require Contractor personnel to spend time in the field. Additional detail will be provided in the PWS.

XXI. TRAVEL

All travel required in support of the tasks will be pre-approved by the COR and CO. Travel

costs shall be in accordance with FAR 31.205-46. The Contractor shall include receipts with invoices when travel is authorized.

XXII. CONTRACTOR PERSONNEL SECURITY AND SUITABILITY REQUIREMENTS

This BPA may require contractor personnel to provide onsite support to the BLM. In instances where onsite support is required, contractor personnel will be required to have a Federal government-issued personal identification card before being allowed unsupervised access to a DOI facility and/or information system. The Contracting Officer's Representative (COR) will be the sponsoring official, and will make the arrangements for personal identifying verification and card issuance.

At least two weeks before start of performance of a BPA call, the Contractor will identify all contractor and subcontractor personnel who will require physical and/or logical access for performance of work under this BPA. The Contractor must make their personnel available at the place and time specified by the COR in order to initiate screening and background investigations. The following forms, or their equivalent, will be used to initiate the credentialing process:

- OPM Standard Form 85 or 85P
- OF 306
- Fingerprint card (local procedures may require the fingerprinting to be done at a police station; in this case, any charges are to be borne by the Contractor)
- Release to Obtain Credit Information
- PIV card application (web-based)

Contractor employees are required to give, and to authorize others to give, full, frank, and truthful answers to relevant and material questions needed to reach a suitability determination. Refusal or failure to furnish or authorize provision of information may constitute grounds for denial or revocation of credentials. Government personnel may contact the contractor personnel being screened or investigated in person, by telephone or in writing, and the Contractor agrees to make them available for such contact.

Alternatively, if an individual has already been credentialed by another agency through OPM, and that credential has not yet expired, further investigation may not be necessary. Provide the COR with documentation that supports the individual's status.

During performance of the BPA and any subsequent calls, the Contractor will keep the COR apprised of changes in personnel to ensure that performance is not delayed by compliance with credentialing processes. Cards that have been lost, damaged, or stolen must be reported to the COR and Issuing Office within 24 hours. Replacement will be at the Contractor's expense. If reissuance of expired credentials is needed, it will be coordinated through the COR.

At the end of the call's performance period, or when a contractor employee is no longer working under this BPA, the Contractor will ensure that all identification cards are returned to the COR.

Each contractor personnel must follow Agency exiting process when their position related to this BPA is terminated.

Before starting work under this BPA, a National Agency Check (NAC) will be conducted to verify the identity of the individual applying for clearance. Upon successful completion of the NAC process, an identification card will be issued and access granted.

Simultaneously, a NAC with Inquiries (NACI) will be initiated to determine the individual's suitability for the position. If the NACI adjudication is favorable, nothing more needs to be done. If the adjudication is unfavorable, the credentials will be revoked. In the event of a disagreement between the Contractor and the Government concerning the suitability of an individual to perform work under this BPA, DOI shall have the right of final determination.

This requirement must be incorporated into any subcontracts that require subcontractor personnel to have regular and routine unsupervised access to a Federally controlled facility for more than 180 calendar days or any unsupervised access to a Federally controlled Level 3 or 4 information system.

XXIII. CONTRACT CLAUSES

The Contractor shall comply with all contract clauses included in their GSA Schedule Contract.

XXIV. GOVERNMENT FURNISHED PROPERTY

The Government may furnish to the Contractor for use in the performance of this BPA, the property set forth in the individual BPA Calls in accordance with the requirements of FAR 52.245-1 entitled, "Government Property". The full text of this clause can be found at https://www.acquisition.gov/far/html/52_245.html.

XXV. CONTRACTING OFFICER (CO)

For general information about this BPA, contact the BLM Contracting Officer. The Officer responsible for this BPA is:

William Paterson
Bureau of Land Management
Building 50, DFC, P.O. Box 25047
Denver, Colorado 80225-0047

Telephone: 303/236-1783
Fax Number: 303/236-9470
E-Mail: wpaterson@blm.gov

XXVI. ACRONYMS

Acronyms commonly found in this document are:

BLM	United States Department of Interior, Bureau of Land Management
BPA	Blanket Purchase Agreement
CO	Contracting Officer
COR	Contracting Officer's Representative
DO	BLM District Office
EA	Environmental Assessment
EIS	Environmental Impact Statement
FLPMA	Federal Land Policy & Management Act
FO	BLM Field Office
NOC	BLM National Operations Center
NEPA	National Environmental Policy Act
PRA	Paperwork Reduction Act
RMP	Resource Management Plan
SO	BLM State Office
SOP	Standard Operating Procedure
PWS	Performance Work Statement
TAC	Technical Assistance Contractor
TO	Task Order
WO	BLM Washington Office

(End of Section A)

SECTION B – PRICING

The following information needs to be included with your quotation:

- Please provide a GSA labor category price list and the discount offered (if any) for each labor category applicable to this procurement. Include rates for the base and all option years.
- Please also include price quotations for the hypothetical BPA Calls (Attachments 1, 2 & 3). This should include a breakdown of labor categories used, labor rate, hours, and any other anticipated costs.
- The Bureau of Land Management's (BLM) National Operations Center (NOC), the "Requesting Additional instruction and information is included in Section D – Instructions to Offerors.

SECTION C – DESCRIPTIONS/SPECIFICATIONS/SCOPE OF WORK

INTRODUCTION

The Bureau of Land Management's (BLM) National Operations Center (NOC), the “Requesting Agency,” seeks qualified Technical Assistance Contractors (TACs) with expertise in performing social and economic analyses including analyses related to environmental justice. The Requesting Agency provides technical support and contract management service to other administrative arms of the BLM including BLM’s Washington Office (WO) and all of BLM’s State Offices (SO), District Offices (DO), and Field Offices (FO). Currently, the demand for social and economic expertise within BLM cannot be met by existing resources. The Requesting Agency intends to use these BPAs to fill the unmet needs of the BLM with regards to social and economic expertise support.

The social and economic analytical support sought by BLM revolves primarily around National Environmental Policy Act (NEPA) compliance regarding both project-specific actions as well as broad land management planning efforts. In addition to NEPA compliance, BLM’s land management planning process is also guided by the Federal Land Policy and Management Act (FLPMA) and through the development of Resource Management Plans (RMPs). BLM seeks social and economic technical expertise familiar with both NEPA compliance and the development of RMPs. This section presents a general Statement of Work (SOW) for scientific and technical services to support the land management efforts of the BLM. Reference to a particular type of study, report, or investigation also refers to any portion of such a study, report or investigation.

Services requested under these BPAs will be related to agency social and economic responsibilities. While not all inclusive, the BLM anticipates that the majority of work will occur primarily in the states of Alaska, Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, and Wyoming.

a. Key Federal Statutes, Regulations, and Guidance Documents

Principal federal statutes, regulations, and guidance documents that may apply to These BPAs include the following and all appropriate amendments:

- The National Environmental Policy Act (NEPA);
- The Federal Land Policy and Management Act (FLPMA);
- Executive Order 12898;
- BLM National Environmental Policy Act (NEPA) Handbook H-1790-1
- BLM Land Use Planning Handbook H-1601-1 (emphasis on Appendix D);
- And others.

The TAC shall, at its own expense, stay current on state-level guidance related to the above federal statutes. Further, the TAC should be aware and familiar with applicable state-specific statutes such as, for example, the California Environmental Quality Act (CEQA). The citations in this SOW are for illustration purposes only. Given the complexities of analyzing

land management alternatives, any particular task order (TO)² may involve many different authorities (at the federal, state, and local levels) and guidance documents.

b. Quality Assurance and Control

TAC's work performance under each TO will be monitored by the BLM by requiring, for example, monthly progress reports and reviewing TO deliverables. The TAC shall maintain an internal quality assurance/control program to ensure the quality control of services performed under the BPA. At a minimum, the quality assurance program narrative shall address methods of ensuring:

- The most current social and economic data are being utilized for all analyses;
- Data entry, calculations, and modeling are accurate and free of errors; and
- All supporting documentation and data are maintained, transferable, and accurately referenced.

The TAC should make the quality assurance program narrative available to the CO and COR(s) associated with these BPAs upon request.

DESCRIPTION OF SERVICES PROVIDED BY THE TAC

The Requesting Agency seeks qualified TACs to assist in the service areas described below.

Service Area 1: Land Management Planning

The TAC will be qualified in conducting the social and economic analyses required and guided by NEPA and FLPMA. Projects requiring technical expertise primarily include:

- Project-specific Environmental Assessments (EA);
- Project-specific and programmatic Environmental Impact Statements (EIS); and
- BLM planning efforts – Resource Management Plans/Environmental Impact Statements (RMP/EIS) and Resource Management Plan Amendments/Environmental Impact Statements (RMP Amendment/EIS).

Each TO may require social and economic support for one or more specific components of the NEPA process. These components generally include:

- Participate in project kick-off and planning;
- Participate in public scoping;
- Prepare draft social, economic, and environmental justice affected environment (also referred to as existing conditions, baseline assessment, and analysis of management situation) sections;
- Respond and revise following administrative review of draft affected environment sections;

² The terms “BPA Call” and “Task Order (TO)” are interchangeable for this solicitation.

- Prepare draft social, economic, and environmental justice environmental consequences (impacts) sections including analysis of each alternative and cumulative effects and development of mitigation measures;
- Respond and revise following administrative review of draft environmental consequences sections;
- Respond and revise following public review of draft EA or EIS or RMP/EIS; and
- Attend and participate in inter-agency and/or public meetings as needed.

Qualified TACs must demonstrate expertise and past experience for each of these components. Specific skills identified as central to completing these components include:

- Experience conducting public scoping efforts (in the case of an EIS or EA) and Economic Strategies Workshops (in the case of a RMP – see Appendix D of BLM Land Use Planning Handbook H-1601-1).
- Ability to prepare a baseline assessment of social conditions using both quantitative and qualitative data (including demographic trends; regional history, social values, sense of place, and social organization; and housing and public services) of a study area.
- Ability to prepare a baseline assessment of the economic conditions and trends of a study area (including an analysis of key economic sectors and government tax revenues and royalties).
- Ability to prepare a baseline assessment of environmental justice issues by identifying populations of potential concern (in compliance with Executive Order 12898).
- Ability to prepare an analysis of the potential social impacts of a plan or project (including, for example, impacts to social values and organization, population, housing (displacement, availability, and value) and public services).
- Ability to estimate and interpret sector-level economic impacts of a plan or project using IMPLAN® or another recognized economic impact model.
- Ability to estimate tax revenue impacts of a plan or project.
- Ability to address non-market economic values applicable to areas potentially impacted by a plan or project (at a minimum through qualitative discussion and potentially through quantitative analysis).
- Ability to develop and describe measures to mitigate adverse social and economic impacts of a plan or project.
- Ability to conduct an environmental justice analysis by identifying whether potential impacts of a plan or project could have a disproportionately high and adverse effect on identified minority populations and low-income populations.
- Ability to identify, analyze, and discuss cumulative effects to the study area.

Demonstrated expertise using geographical information systems (GIS) software to enhance reports and/or analyses is a plus.

The TAC shall provide all labor, tools (including software and data for purchase), materials, equipment, and any other items and services necessary to effectively and efficiently complete any of these tasks.

Service Area 2: General Project Support

Qualified TACs, as described in Service Area 1, may be tasked with providing general project support in the form of:

- a) Reviewing work by others including, but not limited to, the review of the social, economic and environmental justice technical portions of work completed by the BLM, another contractor, or another agency and recommending revisions and improvements.
- b) General social and economic expertise to BLM by providing technical advice and guidance to BLM SOs, DOs, and FOs at various stages in the land planning/NEPA process, as needed.

These tasks will require the TAC to become familiar with applicable background materials related to the specific project. In addition, the TAC shall be knowledgeable in the areas of federal, state, tribal and local regulations and laws pertinent to the specific project.

Service Area 3: Technical Evaluations and Expert Witnesses

The TAC may serve in the capacity of an expert witness in matters connected to the project, as requested. This may include, but not limited to, reviewing and/or preparing timely oral and written technical evaluations of, and recommendations concerning, data used in social, economic, and environmental justice analyses; interim, draft and final reports; proposals; change orders; and amendments pertinent to the project.

Service Area 4: Other Activities

The TAC shall conduct various studies or tasks not included in the above-listed tasks and/or not triggered by NEPA and FLPMA, as requested. The subject areas that may require analyses include climate change, recreation, grazing, minerals, renewable energy, and benefit-cost analysis, among others. Some of these studies, tasks, and services may result from changes in statutes, regulations, guidance, or policy. In addition, requests from regulatory agencies or BLM management for information may require work not addressed above. The TAC may be requested to complete various types of studies, reports, oral/written presentations, training materials, classes and other activities, as requested.

QUALIFICATION OF PERSONNEL

The TAC shall employ or subcontract to all qualified personnel needed to accomplish the range of work requirements specified in this Scope of Work. Qualification of all personnel (including subcontractor personnel) is based on the degree of significant experience and education or practical equivalency.

The TAC shall identify the key personnel team to be associated with the BPA including those individuals assigned to the following roles:

- Project Manager

- Task Manager/Lead
- Technical support personnel
- Key staff support personnel

Any change in TAC personnel requires approval in writing from the CO prior to new personnel charging to and working on a TO. Proposed substitutions should have comparable qualifications to those of the persons being replaced. The TAC shall provide an explanation of the circumstances necessitating the proposed substitution, complete resumes for the proposed substitutes, and any additional information requested by the CO or COR(s).

No direct cost reimbursement will be made by the BLM for training TAC personnel, except as agreed to, in writing, by the CO.

When responding to a BPA Call, the TAC shall provide resumes (limited to two pages per individual) for the individuals from the key personnel team that the TAC anticipates will perform work under the BPA Call and a description of his/her given role.

If the COR questions the qualifications or competence of any person performing under a BPA Call, the burden of proof of sustaining that the person is qualified, as prescribed herein, shall be upon the TAC.

The CO may require the removal of an employee performing work under the BPA when the COR deems the employee to be unresponsive, careless or insubordinate and whose continued employment would be contrary to the public interest or inconsistent with the best interest of the BLM.

ADMINISTRATIVE ROLES AND REQUIREMENTS

Unless specified differently in an individual TO, the following will apply to all work performed under these BPAs:

- All reports, memorandums, and other products developed by the TAC shall be submitted to the COR on schedule. The TAC shall provide products to the BLM in useable electronic format (e.g., Microsoft Windows versions of MS-Office 2007 or 2010) and possibly other formats (such as PDF). The TAC may also be requested to provide all or parts of supporting documentation (i.e., all information referenced by the TAC in reports) including, but not limited to, data, personnel correspondences, studies, and information gathered via the Internet. Data may be requested in electronic format in specified spreadsheet or database form. All deliverables shall be distributed to the BLM as specified in each TO. All letters, reports and other TAC products shall specify the BPA and BPA Call number.
- All reports and work products completed by the TAC become the sole property of the BLM, and may be used in part or in their entirety, at the BLM's discretion.
- Deficient Documents. If submitted documentation does not conform to the above

criteria, the TAC shall be required to resubmit such documentation with the deficiency corrected, at no additional cost to the BLM.

SECTION D – INSTRUCTIONS TO OFFERORS

Proposal Format: Proposals shall be submitted in two volumes. Volume I shall include the technical quotation and volume II the price quotation. Proposals shall be labeled “Volume I-Technical Quotation” and “Volume II-Price Quotation”.

Proposal Submission: Offerors shall post 1 copy of each volume on eBuy **and also** mail 1 copy of each volume to the following address. Please do not use binders.

William Paterson
DFC, P.O. Box 25047, Bldg. 50
Denver, CO 80225-0047

VOLUME I – TECHNICAL QUOTATION

Tab 1 – Cover Letter

The Offeror shall provide a cover letter, on company letterhead, which identifies:

- RFQ Number
- Company Address
- Company Phone Number
- Company Fax Number
- Company Point of Contact/Title/E-mail Address for whom should be contacted concerning any questions about the offer

Tab 2 – Technical Response

Offerors shall provide a written response to each technical evaluation factor (Factors 1-3) listed in Section E. The Technical Proposal shall include a separate narrative for each factor. Company literature is not required or desired and cannot be submitted in lieu of providing a written narrative for each of the four evaluation factors

VOLUME II – PRICE QUOTATION

The price quotation will be used in evaluating "Price" to determine if the offeror's proposed price is realistic, complete, and reasonable to meet the requirements of the Scope of Work (Section C) and the proposed hypothetical tasks.

Tab 1 – Pricing Summary

The Offeror shall provide an Executive Summary of its price quotation, which should provide an overview of the quotation and is to be used as an aide in understanding the organization, content, and interrelationship of the proposed material.

Tab 2 – Price Quotation

The Offeror shall provide a completed Price Quotation Worksheet (Section B), which identifies their pricing for the Base Year, and all option Option Years, as well as its discounted GSA labor category price list. These documents from the selected vendor will be included as Section B of the BPA.

Tab 3 – Hypothetical Tasks

Please provide cost estimates for the hypothetical tasks (Attachments 1, 2 & 3). Include all labor hour categories, rates, total hours, travel, and Other Direct Costs (ODCs).

Tab 4 – Price Rationale/Substantiation

The Offeror shall provide a narrative explanation of what was used in deriving the calculated pricing and provide the computational details.

This narrative shall explain clearly the methodologies, calculations, elements, and assumptions that will be used in the developing the cost for each hypothetical task.

Other potential costs foreseen by the Offeror, if applicable, shall be clearly identified under this tab with a complete description of the amount and type of costs to be incurred.

The Government intends to evaluate proposals and award BPAs without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the contracting officer to be necessary.

QUESTIONS-Questions may be sent to the Contracting Officer via email at wpaterson@blm.gov no later than **October 24, 2011 at 4:30 PM, MST.**

SECTION E – EVALUATION CRITERIA

The Government intends to award a Blanket Purchase Agreement (BPA) to multiple Offerors whose proposals are responsive to the solicitation and are judged the best value to the Government. Selection of the best value to the Government will be achieved through a process of evaluating each proposal against the Evaluation Criteria described below.

The non-price criteria when combined are more important than the price. Price will be evaluated as to reasonableness and realism.

Factor 1: Technical Expertise & Experience

Offeror shall provide a written narrative on expertise and experience with respect to each of the four Service Areas described in the Scope of Work (Section C).

Evaluation will be based primarily on how well the Offeror's proposal demonstrates a thorough understanding of the key requirements.

Factor 2: Key Personnel Team – Qualifications, Experience & Stability

Offeror shall provide a list of key personnel (including subcontractors) who will be assigned to work under this agreement and provide brief position descriptions including major duties, authorities, education and relevant experience. For each key personnel, identify the length of time in his/her current position and length of employment with the organization. Resumes (limited to (2) pages) shall be included for all key personnel.

Discuss the adequacy of proposed staffing including appropriate skill levels to effectively and efficiently complete Task Orders related to all of the four Service Areas describe in the Scope of Work (Section C) within the reasonable time frame.

Provide a discussion of the stability of the proposed key personnel team including ability of Offeror to meet the needs of this agreement over its potential 5-year life, ability to replace key personnel with equivalent staff, and history of personnel in meeting the requirements of long-term contracts.

Factor 3: Past Performance of Key Personnel Team with BLM and/or Other Federal Agencies Related to Service Areas 1 & 2

Offeror shall describe and provide a narrative for 3 projects they have completed in the past 3 years that demonstrate expertise in Service Areas 1 & 2 described in the Scope of Work (Section C).

The narrative for each project shall include:

- Name of Agency
- Description of actual services provided
- Key Personnel (only list personnel also proposed for this agreement) involved with the project and specific role
- Contract Number
- Contract Value
- Period of Performance
- Point of Contact (POC) - name, title & email address

The Offeror is also encouraged to discuss timeliness and quality as well as demonstrated ability

to be flexible and adapt to meet schedules, control costs, and balance workloads in the context of the projects described.

FACTOR 4: Responses to Hypothetical Tasks:

Offerors shall provide a proposal for each hypothetical task (Attachments 1, 2 & 3). These tasks will be reviewed to evaluate the vendor's understanding of the requirements, and approach in completing the tasks. Only the technical portion of the hypothetical tasks will be evaluated for this factor. **Vendors do not need to actually complete the tasks; but should provide a response that gives the BLM a clear understanding of your approach to completing the tasks.** Responses to these hypothetical tasks do not commit the Government to reimbursing the vendor for any expenses incurred.

Price Evaluation Criteria

Price will be evaluated separately from the technical evaluation and will be evaluated for reasonableness and realism. Technical evaluation results are more important than price in making an award decision. Unlike the technical factors, price will not receive a score. The Government will evaluate proposed prices for the base and all option years. The information requested in the quote is required to enable the Government to perform price analysis and ultimately to enable the Government to award a contract/order at fair and reasonable prices. The proposed price will be evaluated to determine the Offeror's understanding of the scope of work potentially required under this BPA as evidenced by completeness, reasonableness, efficiency and proposed staffing and labor mix and resultant pricing of the hypothetical tasks. The quote must include a self-certification that all labor categories and supplies quoted are included on the GSA Schedule contract and SIN under which this RFQ was issued, except as expressly annotated. The Offeror's Price Quotation Worksheet (Section B) identifies pricing for offered labor categories for the Base Year, and all Option Years. The Government may determine that an offer is unacceptable if any pricing element is significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

Best Value Determination

BPAs will be awarded to Offerors who receive the highest technical scores and provides pricing that is determined to be realistic, complete and reasonable to meet the requirements of the Scope of Work (Section C). The Government's intent is to award up to three (3) BPA's for this solicitation.