

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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To: Field Managers, Nevada
Deputy State Directors and Staff Chiefs, NSO

From: Deputy State Director, Natural Resources, Lands, and Planning, Nevada

Subject: Using the Indefinite Delivery/Indefinite Quantity Contract for Cultural Resource Management Services

Background

In September 2001, BLM National Business Center awarded Indefinite Delivery Indefinite Quantity (IDIQ) contracts for Cultural Resource management services to three firms – Far Western Anthropological Research Group, Inc., in Davis, California (Contract Number NAC010045); Summit Envirosolutions, Inc., in Carson City, Nevada (Contract Number NAC010127); and PIII Associates, Inc., in Salt Lake City, Utah (Contract Number NAC010126). Each contract contains a base year of performance and four one-year options that can be renewed annually for a total life of five years. We are in the second year or Option Year One of this cycle.

The minimum government obligation of \$2,500 for the life of the contract has been met for each of the firms. Therefore, the Nevada IDIQ contracts are not exclusive and there is no requirement to use them rather than other contracting mechanisms, such as GSA contracts, CCS projects, in-house projects, individual project contracts, etc.

However, if properly used, IDIQ contracts can expedite the contracting process by allowing funds to be obligated and work done through issuing task orders instead of taking the time and effort to negotiate and award new individual contracts for each project. They also allow better cost estimates in the budget process because each contract contains negotiated maximum costs for numerous cultural resource management services.

Contract Structure

Except for prices in Section B, the contracts are identical. Prices are quoted in two schedules. Schedule I quotes a maximum price per acre for Emergency Fire Rehabilitation (EFR) Inventory, Reconnaissance Inventory (non-EFR), Class II Inventory, and Class III Inventory. Schedule II quotes unit prices for various specialists time and a wide range of supplies and laboratory samples, equipment and materials and transportation costs. All work requested in a Task Order has to be priced according to these schedules or lower pricing offered by the Contractors when competing for individual orders and, for Schedule I Inventories, the negotiated definitions of what they mean.

Schedule I Inventories

In the RFP for the Nevada IDIQ contracts, offerors were asked to provide prices per acre for several types of field inventory. In the contracts, inventories were defined as follows:

Class III Inventory: A Class III intensive field inventory is a continuous, intensive survey of an entire target area, aimed at locating and recording all archaeological properties that have surface indications, by walking close-interval parallel transects until the area has been thoroughly examined.

This task includes a review of current records concerning known sites, evaluation of current research issues for the purpose of determining data collection priorities, development of data collection formats for field recording and computer entry, completion of inventory, evaluation of known and located sites according to criteria contained in the solicitation and preparation of Interim and Final Reports. Data collection methodology options may include a program of "detailed recording" of sites, emphasizing analysis of site-specific artifactual variability to enhance evaluation of surficial archaeological evidence (historic and prehistoric) and to limit post-inventory mitigation of these site types.

The Area of Potential Effect (APE) to be inventoried to Class III standards shall be covered on foot, using adjacent transects spaced no more than 30 meters apart. Coverage shall be thorough with continuity between transects maintained. Deviations from transect lines to inventory likely site contexts will be required. Class III inventory will not generally require an inventory plan prior to initiating fieldwork.

Class II Inventory: A Class II sampling field inventory is a statistically based sample survey designed to help characterize the probable density, diversity, and distribution of archaeological properties in a large area by interpreting the results of surveying limited and discontinuous portions of the target area. Each sample unit inventoried in a Class II inventory will be examined to Class III standards. A Class II inventory requires an inventory plan prior to initiating field work.

Emergency Fire Rehabilitation (EFR) Inventory: In an EFR inventory, the Area of Potential Effect will be surveyed based on the records search to identify areas that are likely to contain historic and prehistoric archaeological resources in primary context. In general, 100 meter

transect surveys, with deviations to inspect high probability areas will be used. All archaeological resources, discovered or relocated, will be plotted on maps and recorded on the BLM Nevada IMACS short form. Resources, except those previously determined not eligible, by BLM and the SHPO, or that has been previously mitigated, will be flagged for avoidance and avoided during rehabilitation activities. EFR inventory will generally not require an inventory plan prior to initiating field work.

Reconnaissance Inventory (non-EFR): A reconnaissance inventory is a field survey that is less systematic, less intensive, or otherwise does not fully meet Class II and Class III standards. Other terms sometimes applied to similar kinds of survey include "judgmental," "intuitive," "opportunistic," and "purposive." Under the IDIQ contracts, reconnaissance inventories include all inventories, except EFR inventory, with intervals greater than 30 meters or that are based on an intuitive assessment of the APE. Reconnaissance inventory will generally require the preparation of an Inventory Plan.

All Inventories: There are sections in the IDIQ contracts that apply to all types of inventory. These may include, but are not limited to: C.1 Background; C.3.d Estimated Minimum Amounts per Task Order; F.2 Reports; F.6 Performance – Task Orders; H.3 Government Furnished Material/Services; and H.9 Conformance with Definitions, Policy, and Procedures.

Performance

Minimum Amounts per Task Order

Field Inventory - 500 acres
 Class I Inventory - one hydrologic basin
 Historic Structures Report - one structure
 Treatment/Mitigation Plan - one site
 Treatment/Mitigation/Data Recovery Project - one site
 Office Support - one week

Performance Time

The performance time on the task orders shall begin either on the day after the prework conference (see Section H, Special Contract Requirements, clause H.2) if any, or when the task order executed, and completed within the following schedule:

Less than 1,000 acres,	12 calendar days
1,001 acres to 3,000 acres,	24 calendar days
3,001 acres to 5,000 acres,	36 calendar days
More than 5,000 acres,	as specified in task orders

Reports

The draft final inventory report, shall be done in conformance with Secretary of the Interior's Standards and Guidelines for Archeological Documentation (48 Fed. Reg. 44734-37). The

report, with completed IMACS forms, GPS/GIS data, and maps, shall be submitted to the COR sixty (60) calendar days after the last day of field work and shall minimally include: 1) Project description - environmental, geographical, and legal description; 2) Personnel involved; 3) Background literature search results or historic context; 4) Inventory expectations and methods; 5) Site descriptions; 6) National Register determinations; 7) Interpretations, findings, and recommendations; 8) Testing plan, if applicable; 9) Project location map; 10) Archaeological site overview map(s) with all site plots on USGS 7.5' topographic maps; 11) IMACS forms with all attachments (e.g., sketches, photos, maps) and 12) GPS/GIS data.

Task Orders: Work under the IDIQ contracts is solicited by issuing task orders through the COR and the Contracting Officer (CO) at the Denver Business Center.

The following format shall be used when preparing task orders under the IDIQ Contracts:

STATEMENT OF WORK

TASK ORDER NO. _____

A. Type of Task:

Schedule I: Simple statement of the type of inventory requested.

Schedule II: Detailed description of what is needed so that Contractor can provide a reasonable quote for each task.

B. Target Area:

Schedule I: Description; appropriate scale map; legal description of the target area boundaries; and the acreage to be inventoried required.

Schedule II: Description, appropriate scale map, legal description of the target area boundaries, and the acreage to be inventoried required.

C. Background:

Schedule I: Include a very short paragraph informing the contractor of the nature of the undertaking requiring inventory. Basically, the Who, What, Where and Why, of the task order. Since Schedule I is based on a per-acre quote, independent of the nature and distribution of the cultural resources in the target area, it is inappropriate to discuss these factors in the background statement.

Schedule II: Required in sufficient detail so that the Contractor can provide a reasonable quote for each task.

D. Project/Work Description:

Schedule I: Not required.

Schedule II: Required in sufficient detail so that the Contractor can provide a reasonable quote for each task.

E. Tasks:

Schedule I: Not required.

Schedule II: Required in sufficient detail so that the Contractor can provide a reasonable quote for each task.

F. Deliverables:

Schedule I: Required in sufficient detail so that the Contractor can provide a reasonable quote for each task.

Schedule II: Required in sufficient detail so that the Contractor can provide a reasonable quote for each task.

G. Performance Schedule:

Schedule I: Required in sufficient detail so that the Contractor can provide a reasonable quote for each task.

Schedule II: Required in sufficient detail so that the Contractor can provide a reasonable quote for each task.

H. Payment Schedule:

Schedule I: Required.

Schedule II: Required.

In accordance with clause H.20 PAYMENT in the contract, the following payment schedule shall be used for all task orders, unless otherwise agreed to by the BLM and the Contractor.

- (1) Completion of Fieldwork – 50%
- (2) Submission of Acceptable Draft Report (If required 30%)
- (3) Submission of Acceptable Final Report (20% if draft is required, if not 50%)

I. Task Manager and Submittal of Deliverables/Invoices:

Schedule I: Name, address, phone number(s), fax number, and e-mail address required.

Schedule II: Name, address, phone number(s), fax number, and e-mail address required.

J. Processing Task Orders:

Once the CO receives the information for the task order, in the format as stated above, and receives a requisition with funding, through IDEAS, a Request for Quotes (RFQ) will be issued to the three Contractors. Task Order information may be transmitted to the CO either by e-mail or as an attachment to the requisition in IDEAS. Normally one week is given for the Contractors to respond to the RFQ. Their responses include an executed SF18 (Request for Quotation), a listing of personnel proposed to provide the services, including resumes if not previously provided, a short technical summary, and a breakout of costs if services are for work to be performed under Schedule II. Once the quotes are received, the CO enters the cost information on a spreadsheet and faxes this along with the responses to the Task Manager. The Task Manager reviews the information and cost and provides the CO with a short memo through the e-mail with a recommendation for award. Once this recommendation is received, the COR will proceed with the issuance of the task order.

Signed by:
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