



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

May 4, 2009

IOWA INSTRUCTION 120-385 – LEAST FORMAL CONTRACTING METHOD FOR CONSTRUCTION CONTRACT

Part 385.0 PURPOSE

This Iowa Instruction provides a quick reference to help determine the least formal contracting method possible for a construction project.

Part 385.1 SCOPE

These instructions will be followed by all engineers, planning staff, and the Leadership Team.

Part 385.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

/s/Richard Sims
State Conservationist

Attachment

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(IA Instruction 120-385 First Edition – May 2009)

Helping People Help the Land

An Equal Opportunity Provider and Employer

**IOWA INSTRUCTION 120-385 – LEAST FORMAL CONTRACTING METHOD FOR
CONSTRUCTION CONTRACT**

1. PURPOSE:

This Iowa Instruction provides a quick reference to help determine the least formal contracting method possible for a construction project.

2. BACKGROUND:

One of the issues during the Area 5 Quality Review was “Watershed Plan Adequacy.” One of the action items for this issue was to “Develop a quick reference to help determine the least formal contracting method possible for a given project.” The table below was put together to help identify the most efficient contracting method, based on the cost of the project.

3. PROCESS:

Least Formal Contracting Method for Construction Contract Recommendations

Type of Work	< \$2,000	\$2,000 - \$25,000	> \$25,000
Cost share conservation practice	LTC	LTC	LTC
Wetland Restoration 100% Federal	LTC	LTC	LTC
Set asides 8A, SDVOSB, etc.	Purchase Card	SAP	Federal Contract
PL566/534 Sponsor contribution	NA	PA + Local Contract	PA + Local Contract
PL566 100% Federal	Purchase Card	SAP	PA + Local Contract
PL566/534 Road Structure	NA	NA	PA + Sponsor Contract

Definitions

- LTC - Long Term Contract
- SAP - Simplified Acquisition Procedures
- PA - Project Agreement
- NA - Not applicable

If there are any questions regarding this information or if you need any assistance, please contact Michelle Bales, in the State Office, at (515) 284-4506.

Approved By:

Date:

/s/Richard Sims
State Conservationist
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