

## Federal Non-Engineering Technical Assistance Formal Contracts Process Step Table

**PURPOSE:** Utilize federal contracts to secure additional resources for providing technical assistance (TA) for non-engineering services for conservation work.

**SCOPE:** This applies to all types of non-engineering services where technical assistance is procured through a formal federal contract.

<b>Step</b> Action – a verb sentence	<b>Responsibility</b> Any position that is accountable for the completion of this step.	<b>Inputs</b> Items needed to complete the step (forms, tools, people, etc)	<b>Control</b> Practice Standard, Policy, Regulations, etc.	<b>Output</b> Completed object, form, reviewable product, or demonstrated knowledge.
1. Identify acquisition method (i.e., Technical Service Provider (TSP), federal contract, etc.).	<ul style="list-style-type: none"> <li>• District Conservationist (DC)</li> <li>• Contracting Officer (CO)</li> <li>• State Conservation Engineer (SCE)</li> <li>• State Resource Conservationist (SRC)</li> <li>• Easement Programs Coordinator</li> <li>• Program Managers</li> <li>• State Conservationist(STC)</li> </ul>	<ul style="list-style-type: none"> <li>• Producer or sponsor requests NRCS assistance</li> <li>• Budget</li> <li>• Priorities</li> <li>• Required timeframes</li> <li>• Availability of staff</li> <li>• AD-700, Procurement Request</li> </ul>	<ul style="list-style-type: none"> <li>• Program Rules</li> <li>• Federal Acquisition Regulations (FAR)</li> </ul>	<ul style="list-style-type: none"> <li>• Decision to use a formal contract documented on an AD-700</li> <li>• Note: If the decision is to not use a formal contract, this process is complete</li> </ul>
2. Prepare description of work, specifications, and evaluation factors.	<ul style="list-style-type: none"> <li>• State Office (SO) appropriate staff person</li> </ul>	<ul style="list-style-type: none"> <li>• Project Plan</li> </ul>	<ul style="list-style-type: none"> <li>• General Manual (GM)</li> <li>• Electronic Field Office Technical Guide (eFOTG)</li> <li>• Statements of Work (SOW's)</li> <li>• Program Manuals</li> </ul>	<ul style="list-style-type: none"> <li>• Description of work and specifications for the proposed work</li> <li>• List and weight of evaluation factors</li> </ul>
3. Prepare solicitation documents.	<ul style="list-style-type: none"> <li>• CO</li> </ul>	<ul style="list-style-type: none"> <li>• Description of work</li> <li>• List of evaluation factors</li> <li>• Contracting computer software</li> </ul>	<ul style="list-style-type: none"> <li>• FAR</li> <li>• Program Manuals</li> </ul>	<ul style="list-style-type: none"> <li>• Document ready to advertise in FedBizOpps (Federal Business Opportunities) located on the web at <a href="http://www.fedbizopps.gov">http://www.fedbizopps.gov</a></li> </ul>
4. Advertise in FedBizOpps.	<ul style="list-style-type: none"> <li>• CO</li> <li>• Consultant</li> </ul>	<ul style="list-style-type: none"> <li>• Solicitation documents</li> </ul>	<ul style="list-style-type: none"> <li>• FAR</li> </ul>	<ul style="list-style-type: none"> <li>• Solicitation is posted on FedBizOpps</li> <li>• Proposals from firms are received</li> </ul>
5. Appoint Technical Evaluation Committee.	<ul style="list-style-type: none"> <li>• CO</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendation from appropriate SO staff</li> </ul>	<ul style="list-style-type: none"> <li>• FAR</li> </ul>	<ul style="list-style-type: none"> <li>• Letters appointing the Technical Evaluation Committee</li> </ul>
6. Determine most qualified consultant.	<ul style="list-style-type: none"> <li>• CO</li> <li>• Technical Evaluation Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Proposals from firms</li> <li>• Cost estimate</li> <li>• Solicitation documents</li> </ul>	<ul style="list-style-type: none"> <li>• FAR</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal which is most beneficial to the government is selected</li> </ul>

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<p align="center"><b>Step</b> Action – a verb sentence</p>	<p align="center"><b>Responsibility</b> Any position that is accountable for the completion of this step.</p>	<p align="center"><b>Inputs</b> Items needed to complete the step (forms, tools, people, etc)</p>	<p align="center"><b>Control</b> Practice Standard, Policy, Regulations, etc.</p>	<p align="center"><b>Output</b> Completed object, form, reviewable product, or demonstrated knowledge.</p>
7. Award contract.	<ul style="list-style-type: none"> <li>• CO</li> <li>• Consultant</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of selected firm</li> <li>• Contract documents</li> </ul>	<ul style="list-style-type: none"> <li>• FAR</li> </ul>	<ul style="list-style-type: none"> <li>• Contract is executed (signed by NRCS and the consultant)</li> </ul>
8. Complete work.	<ul style="list-style-type: none"> <li>• Consultant</li> </ul>	<ul style="list-style-type: none"> <li>• Contract documents</li> <li>• Description of work</li> <li>• Specialized equipment and/or software</li> </ul>	<ul style="list-style-type: none"> <li>• Contract documents</li> <li>• Appropriate technical references and standards</li> <li>• FAR</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of completed work</li> </ul>
9. Provide quality assurance for contracted work.	<ul style="list-style-type: none"> <li>• SO appropriate staff person</li> <li>• Area Office (AO) appropriate staff person</li> <li>• Contracting Officer Representative (COR)</li> </ul>	<ul style="list-style-type: none"> <li>• Consultant’s documentation</li> <li>• Contract documents</li> <li>• Description of work</li> </ul>	<ul style="list-style-type: none"> <li>• GM</li> <li>• Program Manuals</li> <li>• FAR</li> <li>• Contract documents</li> <li>• Appropriate technical references and standards</li> </ul>	<ul style="list-style-type: none"> <li>• Documented reviews of the quality of the consultant’s work</li> <li>• Recommendation to approve or not approve the consultant’s work</li> </ul> <p><i>If the recommendation is to approve the work, go to <b>Step 10</b></i>  <i>If the recommendation is to not approve the work, then go back to <b>Step 8</b></i></p>
10. Provide Final Approval of Consultants Work.	<ul style="list-style-type: none"> <li>• CO</li> <li>• COR</li> <li>• Consultant</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendation to approve the work</li> <li>• Documentation of the quality of the Consultant’s work</li> </ul>	<ul style="list-style-type: none"> <li>• FAR</li> <li>• GM</li> </ul>	<ul style="list-style-type: none"> <li>• COR provides written documentation to the CO that work meets contract requirements</li> <li>• Consultant provides certification of work</li> <li>• Consultant provides invoices for completed work</li> </ul>

