PERFORMANCE WORK STATEMENT
for
Soil Conservation Technical Services

Logical Business Unit # 2

U.S. Department of Agriculture
Natural Resources Conservation Service
Des Moines, Iowa

April 4, 2003

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C.1 GENERAL INFORMATION

C.1.1 INTRODUCTION AND BACKGROUND

C.1.1.1 General Information

C.1.1.1.1 Work Responsibility. Contractor shall plan, program, administer, manage, and execute the work necessary to provide the specified services. The Contractor shall comply with applicable Federal, State, and local laws, regulations, and directives to include applicable publications in Section C.6. The Contractor shall perform all work in accordance with the professional licensing and certification laws of the State of Iowa.

C.1.1.1.2 Services Required. The Contractor shall provide Soil Conservation Technical Services to the US Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) located in the State of Iowa. The Contractor shall provide for all services, supervision, labor, tools, materials, equipment, and management necessary, unless otherwise specified (see Section C.3 and C.4), to administer and perform the specified Soil Conservation Technical Services in accordance with the requirements specified in this PWS.

C.1.1.1.3 Contractor Direction. The Contractor shall perform services under the direction of the Contracting Officer (CO). The Contracting Officer will designate specific technical representatives referred to as Contracting Officer's Technical Representatives – COTR for specific locations where services are to be performed. Responsibility for Contract oversight at an individual location may be delegated to specific Government personnel as approved by the Contracting Officer.

C.1.1.1.4 Contractor Authority. Except in those instances where approval authority has been withheld or limits defined, the Contractor shall take action (i.e., approve or recommend approval) on conservation work task and practice and recommendations. Actions that do not meet both of these conditions shall be forwarded to the Contracting Officer Technical Representative (COTR) for final approval. Although the Contractor is not an employee of the Federal Government, Contractor personnel will on occasion represent the NRCS during the performance of the assigned tasks.

C.1.1.2 Work Purpose

The Contractor shall provide Soil Conservation Technical Services to support the Natural Resources Conservation Service (NRCS) to meet its mission statement: "The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment."

C.1.1.3 Location of Contract Services

The Contractor shall provide services for the NRCS within the NRCS Administrative Area or State as specified in this Contract. Individual work task assignments will generally be performed within a given NRCS Service Center identified in Technical Exhibit 1.2-001, unless otherwise specified. The Contractor may perform office work co-located with NRCS and/or other contractor personnel. The Contractor shall perform services in both the field and office environment based upon the specific task(s) assigned.

C.1.1.4 Work by the Government.

The Government reserves the right to utilize Government personnel or other contractors to accomplish the same type or similar work as stated in this Contract.

C.1.1.5 Layout of Section C

C.1.1.5.1 Section C Contents

The following areas contained in Section C of this PWS are structured as follows:

- C-1: General Information
- C-2: Acronyms and Definitions
- C-3: Government-Furnished Property (GFP) and Services
- C-4: Contractor-Furnished Property and Services
- C-5: Specific Tasks
- C-6: Publications and Forms
- C-7: Technical Exhibits
- C-8: Reports and Deliverables

C.1.1.5.2 Functional Areas

Functional Areas contain all of the output related work tasks and are found in Section C-5, Specific Tasks. The Functional Areas are organized into the following broad work categories:

- 5.1 Manage Work Requirements
- 5.2 Conservation Planning Process/Resource Inventory & Evaluation
- 5.3 Program Marketing and Management
- 5.4 Conservation Practice Implementation and Application Assistance
- 5.5 Facilitation and Coordination With Other Groups
- 5.6 General Public Education

For example: The technical description of the functional area "Conservation Practice Implementation and Application Assistance" is found in Functional Area C.5.4. All administrative and contract management requirements are contained in Sections C.1, C.3, and C.4.

C.1.1.5.3 Other Document Information

C.1.1.5.3.1 Technical Exhibits. Technical Exhibits are used to provide supplementary information and can be in forms of text, tables, graphs, or maps. Technical Exhibits may be referenced from any part of the PWS. Technical Exhibits for Section C have a 5-digit number that links them to a designated PWS Section; e.g., Technical Exhibit 5.4-002 is the second Technical Exhibit referenced from Sub-Functional Area 5.4. All Technical Exhibits are contained in Section C.7.

C.1.1.5.3.2 Pagination. Pagination for all parts of Section C begins with the letter "C-" Examples are C.1.12 at the Section C level or C.5.6 at the Functional Area Level. Technical Exhibits will have a page number such as TE 5.2-002-3, which would designate the third page of Technical Exhibit 5.2-002 referenced from Functional Area 5.2.

C.1.1.5.3.3 Reports and Deliverables. The Contractor shall compile historical data, prepare required reports, and submit information as specified by the Reports and Deliverables (RD) requirements. RDs in this Contract may be referenced from any part of the Contract. RDs for Section C have a 3-digit number which links them to a designated Contract Section, e.g., RD 503R001, is the first RD referenced in Section C.5.3. A listing of all RDs is located in Section C.8 of this Contract.

C.1.1.5.3.4 Other Document Information. As a general rule the word Contractor or Contract stated within this PWS with a capital "C" refers the Service Contractor of this Contract versus a contractor or contract (lower case "c") not covered under this specific Contract.

C.1.2 CONTRACTOR MANAGEMENT AND ADMINISTRATION

C.1.2.1 Organization Chart.

The Contractor shall submit an Organization Chart by Contract start date and within five duty days after changes occur, showing the Contractor's organizational structure and functional alignment. (RD 102R001)

C.1.2.2 Management Plan.

C.1.2.2.1 The Contractor shall submit a Management Plan to the Contracting Officer at least 15 calendar days prior to Contract start. The Management Plan shall reflect an understanding of all tasks specified in the Performance Work Statement (PWS) and describe an approach to satisfy these requirements. If any portion of the Plan is found to be inadequate, the Plan will be returned to the Contractor with the inadequacies listed. The Contractor shall submit a revised plan to the Contracting Officer within five working days following receipt of the notification of rejection. The Plan shall be implemented on the first day of the Contract start. Any follow-on revisions to the Management Plan shall be submitted to the Contracting Officer at least five duty days prior to implementation. The Management Plan shall address, as a minimum: (RD 102R002)

- Employee relations and personnel management.
- Management, utilization, maintenance, and accountability of Government-furnished property (GFP).
- Overall project management and administration.
- Data collection and other documentation, including document flow and control of associated files.

- Contractor's project office autonomy, i.e., show how the Contractor plans to provide on-site decision authority and independence from the Contractor's corporate headquarters commensurate with project office responsibility.
- Plans as specified in this Contract.

C.1.2.3 Contractor Responsiveness

The Project Manager or designated representative shall return all calls from the COTR within four hours during operational hours unless otherwise specified herein. During non-operational hours, the Project Manager or alternate shall return all calls from the COTR within one hour of the next working day unless during an emergency or otherwise specified herein.

C.1.2.4 Operation Time Requirements

C.1.2.4.1 The Project Manager or his designated representative shall be available during all hours of operation Monday through Friday, excluding Federal holidays, unless otherwise directed by the COTR.

C.1.2.4.2 Operating Hours. The Contractor shall conduct business and respond to all requirements from the NRCS, from 0730 until 1630 hours, Monday through Friday, excluding Federal holidays, unless otherwise directed by the COTR. The Contractor shall respond to emergencies at direction of COTR. It is expected that if contracted employees are not in the field carrying out conservation activities, they shall be available at the appropriate NRCS field office carrying out assigned duties.

C.1.2.4.3 Exceptions to Normal Operating Hours. During this Contract, the Government may direct a change in the normal operating hours. Typically, these changes are related to attendance at activities and meetings that are conducted outside the normal operating hours of the Government.

C.1.2.4.4 Changes to Operating Hours. Any change to normal operating hours, other than those specified in this PWS, must be approved at least five working days in advance by the COTR.

C.1.2.5 Meetings, Conferences, and Briefings

C.1.2.5.1 The Contractor shall attend, participate in, and furnish input to scheduled and unscheduled meetings, conferences, and briefings that relate to the Contracted functions and services, as required by the Government, to provide effective communication and necessary information.

C.1.2.5.2 The Contractor shall participate in meetings with NRCS customers: Federal, State, and local agencies and their representatives; civic groups; land owners; tribal members; and other contractors as required by the Government. These meetings include both on-site and off-site meetings, and the frequency may be weekly, monthly, or as otherwise required.

C.1.3 PERSONNEL

C.1.3.1 Key Personnel

C.1.3.1.1 Personnel Qualifications and Certifications. The Contractor shall employ and maintain personnel in the management and key staff positions who have knowledge of Governmental NRCS requirements, forms, publications, policies, and regulations. Any changes to the working status of these key personnel shall be provided to and concurred by the COTR. In addition, the Contractor shall provide personnel with clearances and background requirements specified in Section H of this Contract and additional for individual states where performance is being conducted.

C.1.3.1.2 Supervision of Work. The Contractor shall supervise work performed by Contractor personnel to ensure that all Contract requirements are met. The Project Manager or designated alternate shall ensure that required supervision of Contractor personnel is provided whenever work is being performed.

C.1.3.2 Personnel Qualifications and Certifications

C.1.3.2.1 All Contractor personnel shall be fully qualified to perform the work to which they are assigned under this Contract prior to Contract start date or specialized task assignment. Current skill requirements are listed at TE 1.3-001.

C.1.3.2.2 Professional Licensing. The Contractor shall maintain personnel in a supervisory position to oversee and approve work performed under this Contract at the limitations specified and in accordance with the professional Engineering licensing laws of the State of Iowa.

C.1.3.2.3 Professional Certifications. The Contractor shall provide personnel with specific certifications as required in this Contract. Specific required Certifications are identified in Technical Exhibit 1.3-001. Specified certification shall be obtained within 120 days of Contract start date or replacement of personnel.

C.1.3.2.4 Conditional Certification. The Contractor shall provide personnel with certifications similar to those specified and applicable for the work performed and as approved by the COTR by Contract Start date pending receipt of the specified certification.

C.1.3.2.5 Non-Disclosure. Execution of the NRCS work required by this PWS will involve access to potentially sensitive information about governmental and landowner issues. The potential personal and sensitive nature of NRCS work requires that all Contractor personnel execute the non-disclosure statement provided in TE 1.3-002. The Contractor shall retain all completed non-disclosure statements on file for immediate review by the COTR upon request.

C.1.3.3 Subcontractors.

Subcontractors to be used in the performance of this Contract shall be submitted to the Contracting Officer for concurrence prior to performance of work or any change. Subcontractor personnel shall be subject to the same personnel requirements as specified

herein. Subcontractor information shall include company names, contact names, addresses, and telephone numbers. (RD 103R001)

C.1.3.4 Employment Limitations.

C.1.3.4.1 Employment of Aliens. The Contractor shall not employ any alien who is not lawfully employable in the United States.

C.1.3.4.2 Language Requirement. The Contractor shall employ only persons able to speak, read, write, and understand English fluently for those positions interacting with Government personnel and customers in the performance of this Contract, and where English is necessary to provide a service under this Contract.

C.1.3.4.3 Physical Fitness. The Contractor shall ensure that all Contractor personnel meet the physical requirements to perform the function(s) and task(s) to which they are assigned.

C.1.3.5 Employee Roster.

C.1.3.5.1 The Contractor shall provide the COTR with a roster listing, by location, of all employees, their job titles, and required clearances at least ten calendar days prior to the Contract start date. The Contractor shall update the roster at least one working day after a change. (RD 103R002)

C.1.3.5.2 Identification of Employees. The Contractor shall provide each employee an identification (ID) badge no later than the Contract start or on the employment start date. The purpose of Contractor identification badges is to clearly distinguish Contractor employees as non-government employees. The Contractor ID badge format must be approved by the COTR prior to Contract start and include, at a minimum, the badge number, date issued, the expiration date (not to exceed the end of the final option year), employee's name, Contractor's name, and color photograph. The identification badges for key personnel shall also indicate their job titles.

C.1.3.5.3 Display of ID Badge. Contractor personnel shall wear the ID badge at all times when performing work under this Contract. Unless otherwise specified in the Contract, each Contractor employee shall wear the ID badge in a conspicuous place on the front of exterior clothing and above the waist except when safety or health reasons prohibit.

C.1.3.5.4 Contractor Accountability. Upon expiration or termination of this Contract or the employment of any individual, the Contractor shall collect and dispose of the affected employee’s ID badges. If they are not collected, the Contractor shall notify the COTR within 24-hours upon expiration or termination of this Contract or the employment of any individual, whichever occurs first.

C.1.3.6 Conduct of Personnel

The Contractor shall be responsible for the performance and conduct of Contractor and subcontractor employees at all times. Personnel employed by the Contractor in the performance of this Contract or any representative of the Contractor entering a Government

facility, shall abide by the local security regulations and shall be subject to such checks by the Government as may be deemed necessary.

C.1.3.6.1 Personnel Removal. Government rules, regulations, laws, directives, and requirements which are in place or issued during the Contract term relating to law and order, NRCS administration, and security within Government facilities shall be applicable to all Contractor employees or representatives. Violation of such rules, regulations, laws, directives, or requirements shall be grounds for removal (permanently or temporarily as the Government determines) from the work site. Such removal of employees does not relieve the Contractor from the requirement to timely perform Contract tasks.

C.1.3.6.1.1 Removal by Contracting Officer. The Contracting Officer may require the Contractor to remove from the work site any employee, working under this Contract, for reason of misconduct or security. Contractor employees shall be subject to removal from the premises upon determination by the Contracting Officer that such action is necessary in the interest of the Government.

C.1.3.6.1.2 Removal by Security Personnel. Contractor employees may be denied entry to Government facilities by local security personnel if it is determined that such entry may be contrary to good order, discipline, or Government security.

C.1.3.6.2 Appearance. Contractor employees shall be well groomed, neat in appearance, and appropriately dressed for the work to be done.

C.1.3.6.3 Alcohol and Drug Use. The use of alcoholic beverages or illegal drugs by Contractor personnel is forbidden while in the performance of this Contract. The Contractor shall not allow any employee who has possession of or who is under the influence of alcohol or controlled substances to perform work under this contract.

C.1.3.6.4 Fraud, Waste and Abuse. Contractor personnel shall be alert to and report to the COTR suspected allegations of fraud, waste, and abuse, or other intentionally dishonest conduct observed during or in the performance of this Contract.

C.1.3.7 Personnel Training and Recruiting.

C.1.3.7.1 Training and Recruiting. The Contractor shall establish and maintain a recruiting and training process. The process shall be documented in writing and available to the COTR immediately upon request.

C.1.3.7.2 Formal Training During Contract Period.

C.1.3.7.2.1 The Contractor shall provide employees with the training, skills, knowledge, certifications, and licenses to perform the services in this Contract.

C.1.3.7.2.2 If the Government adds new services, which require new skills and abilities that the Contractor does not have, the Contractor can request training or compensation. The Contractor shall obtain approval from the COTR in writing prior to any such training.

C.1.3.7.2.3 If the Contractor desires to use Government Schools, requests for school quotas to attend Government Courses of Instruction shall be prepared

and submitted to the COTR. The Government reserves the right to accept or reject such requests.

C.1.3.7.3 Strike Contingency Plan. The Contractor shall plan for labor strikes that impact upon either Government operations or the Contractor's ability to perform work associated with this Contract. These services shall be provided continuously without interruption pending recruitment actions.

C.1.4 TRANSITION AND PHASE-IN

C.1.4.1 Phase In

The Contractor shall develop comprehensive procedures for phasing in Contractor performance to the level prescribed and within the time allowed under the terms of this Contract. The Contractor shall submit a completed Transition Plan to the COTR within 15 calendar days after Contract award (RD 104R001).

C.1.4.1.1 Phase-in Period. The period between Contract award and Contract start will constitute the phase-in period. During the phase-in period, the Contractor shall prepare to assume full responsibility for assigned service areas in accordance with the terms and conditions of this Contract. The Contractor shall take all actions necessary for a smooth transition of the Contracted operations. This period will be approximately 30 calendar days in duration. During the phase-in period, the Contractor shall:

- Establish the Project Management Office. Government-furnished Facilities (GFF) available for the Contractor during the Phase-in period are listed in TE 3.2-001.
- Recruit and hire necessary personnel and issue identification badges.
- Obtain all required certifications and necessary Government-access identification.
- Participate in joint inventories and sign for Government-Furnished Property (GFP).
- Develop and submit any required deliverables.
- Attend post-award meetings.
- Accomplish any necessary training to support the services listed in Section C.5.

C.1.4.1.2 The Contractor's management personnel will be permitted to observe the NRCS operations covered by this Contract, as approved by the Contracting Officer's Technical Representative (COTR). The Government will make any facilities and equipment that will be turned over to the Contractor available for observation.

C.1.4.2 Phase Out

The Contractor shall cooperate fully with the Contract turnover to a successor contractor or the Government prior to and at Contract expiration or termination. The Contractor shall account for and return all Government property as described in Paragraph C.3.1.4.3 and files as described in Paragraph C.1.8.1.4

C.1.5 CONTRACTOR INTERFACES

C.1.5.1.1 Other Contractors. Other Government contractors may be performing required services in areas associated with this Contract. These services will be awarded independently from this Contract. Some contractors will be providing services associated with, and in support of, work identified in this Contract. Some examples are contractors who provide specialized services to the NRCS or individual land owners such as engineering design, testing and construction. Initial coordination required between contractors performing other contracts and this Contract will be made by the Government. The Contractor shall provide all further required coordination between contractors for any task specified in this Contract that relates to or impacts on any other contractors performing their work.

C.1.5.1.2 Support to Other Contractors. The Contractor shall provide support services to other contractors as required by the Government and when specified in the respective contract and directed by the COTR.

C.1.5.1.3 Disputes with or Between Customers or Other Government Contractors. The Contractor shall verbally notify the COTR of unresolved disputes in receiving support from or providing support to customers or other contractors within two hours from the time the dispute occurs and follow-up in writing within two duty days.

C.1.5.1.4 Inter-Service Support Agreements (ISA). The Contractor shall participate in current and future ISAs affecting performance under this Contract. These ISAs may require the Contractor to provide services or the Contractor may receive services on behalf of the Government.

C.1.5.2 Government Supervision of Contract Personnel

The Contractor is responsible for the supervision of all Contractor personnel. The Government will, however, provide limited guidance and technical clarification regarding unique soil conservation issues.

C.1.5.3 Inspection by Government Agencies

The Contractor shall be subject to inspections, audits, and work interruptions by other Government agencies. The Contractor shall provide access to Government-furnished facilities and Government-owned property and cooperate with visiting Government personnel conducting such activities. Inspections, audits, and similar activities may be made by agencies including, but not limited to: Occupational Safety and Health Administration (OSHA), General Accounting Office (GAO), and Inspector General (IG), and investigative agencies such as the Federal Bureau of Investigation (FBI). Such inspections, audits and work interruptions will not unreasonably delay the work.

C.1.5.3.1 Planned Visits. The Contractor shall notify the COTR of planned visits, investigations, or corrective actions required by Federal, State, local or any Government safety agencies.

C.1.5.3.2 Unplanned Visits. The Contractor shall notify the COTR by phone within 15 minutes of unannounced arrival of any agents of any regulatory agency at Government facilities operated by the Contractor. The Contractor shall receive and cooperate with such agents unless otherwise instructed by the COTR.

C.1.5.3.3 Inspection/Visit Report. The Contractor shall submit a written report to the COTR, by close of business (COB) on the next duty day following completion of an inspection or visit, to include the name(s), identification number(s), agency(s) of the inspector(s), reason for visit, and any remarks made during the visit. (RD 105R001)

C.1.6 COMPLIANCE

The Contractor and Contractor employees shall comply with all applicable Federal, State, and local laws while engaged in the performance of this Contract.

C.1.6.1 Safety

C.1.6.1.1 Safety Plan and Program. The Contractor shall develop and submit a Safety Plan prior to the Contract start date. The Safety Plan (RD 106R001) shall delineate the processes and procedures that the Contractor shall use to prevent accidents and preserve the life and health of Contractor and Government personnel and the public, and that protects work and property. The Contractor shall implement a Safety Program based on the Safety Plan at the Contract start. The Contractor's Safety Program shall fully comply with the provisions of the regulations and directives to include, but not be limited to, Occupational Safety and Health Administration (OSHA), NRCS safety regulations. In cases where standards conflict, the stricter requirement shall apply. The Contractor shall update the plan as changes occur and shall submit a copy of the proposed plan to the COTR no later than 30 calendar days prior to the proposed effective date of the change.

C.1.6.1.2 Safety Procedures and Equipment. The Contractor shall develop procedures and practices that minimize accident risk, including internal safety directives and standard operating procedures. The Contractor shall provide all necessary personal safety equipment, gear, and training necessary to meet regulatory requirements for the work being performed, including, but not limited to bio-security standards and procedures. The Contractor shall perform periodic inspections of safety equipment as required by Federal Occupational Safety and Health Administration (OSHA) and local safety standards. In addition, the Contractor shall inspect and survey Contractor work areas for potential safety hazards.

C.1.6.1.3 Safety Inspections. The Contractor shall perform periodic inspections of safety equipment as required by Federal Occupational Safety and Health Administration (OSHA) and local safety standards. In addition, the Contractor shall inspect and survey Contractor work areas for potential safety hazards.

C.1.6.1.4 Reporting Requirements. The Contractor shall prepare and submit or maintain the following reports and records:

C.1.6.1.4.1 Accident Reporting. The Contractor shall comply with OSHA and other regulatory agency requirements for record keeping and reporting of all accidents in the course of Contractor work that result in death, trauma, occupational disease, property damage, or environmental damage. The Contractor shall provide a brief written report to the COTR within four hours of occurrence and a detailed written follow-up report within three operating days whenever an accident involving personal injury occurs. The Contractor shall report serious accidents as defined by OSHA as soon as possible to the COTR. (RD 106R002)

C.1.6.1.4.2 Third Party Accident Claims. If any claims are made by a third party against the Contractor as a result of an accident which occurs in connection with the Contractor's performance, the Contractor shall submit, by close of business on the first working day after the initiation of the claim, a full written report to the Contracting Officer and the COTR. (RD 106R003)

C.1.6.2 Physical Security Access Compliance

C.1.6.2.1 Government Facilities. Personnel entering Government facilities shall comply with the security requirements for the respective facilities that they are assigned to work in. All vehicles and personnel are subject to search and seizure of contraband or unauthorized Government property. Contractor vehicles (Contractor-owned and personal), Contractor employee vehicles, and their personal property shall be subject to searches upon entering and leaving and while on the Federal property.

C.1.6.2.2 Private Property. Personnel entering private property shall comply with the landowner's rights for the respective areas that they are assigned to work in. The Contractor shall obtain permission from the landowner prior to work being performed. The Contractor shall secure all gates on private property, including the closure of gates to preclude the release or entry of livestock. The Contractor shall perform all work in a manner that protects the rights of the landowner.

C.1.6.2.3 Noxious Weed and Disease Prevention. The Contractor shall wash vehicles following entry into lands that contain noxious weeds or potentially infectious animal or plant diseases before transiting into non-affected areas or lands. The Contractor shall ensure all contract personnel follow NRCS bio-security standards and procedures.

C.1.6.2.4 Access Control. Personnel entering Government facilities shall comply with the security requirements for the respective facilities that they are assigned to work in. All vehicles and personnel are subject to search and seizure of contraband or unauthorized Government property. Contractor vehicles (Contractor-owned and personal), Contractor employee vehicles, and their personal property shall be subject to searches upon entering and leaving and while on the Federal property.

C.1.6.2.5 Facility and Property Security. The Contractor shall ensure all facilities under the direct control of the Contractor are properly locked and secured during non-operating hours and when not occupied by the Contractor. The Contractor shall ensure lockable areas, to include lockable containers under the direct control of the Contractor that are located within joint use areas are properly secured.

C.1.6.3 Key Control.

C.1.6.3.1 Key Accountability. The Contractor shall be accountable for all keys provided by the COTR and access obtained from the keys. The Contractor shall provide two copies of the key inventories to the COTR for review within five duty days after the date of the request (RD 106R004).

C.1.6.3.2 Key Duplication. Government keys shall not be duplicated by the Contractor unless authorized by the COTR.

C.1.6.3.3 Unauthorized Users. Use of Government keys issued to the Contractor by any person other than authorized Contractor employees is prohibited. The Contractor shall not permit entrance to locked areas by any person other than Contractor personnel engaged in performance of work in those areas without written authorization by the COTR. The Contracting Officer or his designated representative(s) shall have access to any Government-owned property under the control of the Contractor.

C.1.6.3.4 Lost Keys. The Contractor shall provide notification of any occurrence of lost keys to the COTR within 30 minutes of discovery of loss. The Contractor shall provide the COTR a written report by close of business the next duty day, providing all details of lost key occurrences. The report shall contain the key number, location(s) accessed by the key, date the key was discovered missing, and the name of the person signed for the key (RD 106R005).

C.1.6.3.5 Reimbursement for Lock Replacement. The Contractor shall reimburse the Government for replacement of locks and rekeying as a result of loss of keys due to negligence by Contractor personnel (as determined by the Contracting Officer). In the event that a key is lost or duplicated, all locks and keys for the system that the key unlocks shall be replaced and the total cost charged to the Contractor. Such amounts may be deducted or set off from any monies due the Contractor.

C.1.6.4 Government Facility Compliance

C.1.6.4.1 Smoking. The Contractor shall comply with NRCS and local policies for controlling smoking in Government buildings, facilities and vehicles in accordance with DR 4400-6.

C.1.6.4.2 Fire Prevention. The Contractor shall comply with all Fire Prevention rules and regulations in accordance with state and federal laws.

C.1.6.4.3 Energy Conservation. The Contractor shall comply with NRCS and local policies for energy conservation in Government buildings and facilities.

C.1.7 PERFORMANCE

C.1.7.1 Quality Control

The Contractor shall be responsible for the quality of products and services provided under the terms of this Contract, to include those products and services provided by subcontractors. The Contractor shall re-perform work that does not meet Contract requirements, unless it is of a nature that re-performance is not possible or otherwise directed by the COTR. To ensure that the requirements of this Contract are met, the Contractor shall implement an effective Quality Control Program (QCP).

C.1.7.1.1 Contractor Quality Control Program. The Contractor shall develop a proactive QCP for measuring and attaining quality of performance under this Contract. The Contractor's QCP shall explain the manner in which the Contractor shall ensure all Contract requirements are being accomplished in accordance with this Contract. A sustaining focus throughout the QCP shall be the attainment of continuous quality

improvement. The Contractor's QCP shall emphasize deficiency prevention over deficiency detection.

C.1.7.1.2 Quality Control Plan. The Contractor shall maintain a Quality Control Plan and submit any changes in the Plan to the Contracting Officer at least ten duty days prior to implementation. (RD 107R001).

C.1.7.1.2.1 Program Content. The program shall address, at a minimum, all items listed in the Performance Requirements Summary (PRS), TE C.1.7-001, and the tasks below.

C.1.7.1.2.2 Inspection Program. Included shall be a quality control inspection program covering all general and specific tasks included in the Contract scope of work. The inspection program shall specify tasks or areas to be inspected on both a scheduled or unscheduled basis. In developing this inspection program, the Contractor shall identify the key activities and associated characteristics in each process that have a significant influence on specific services and provide for methods for evaluation of the selected characteristics.

C.1.7.1.2.3 Deficiency Identification. The Quality Control Plan (QCP) shall include a method of identifying deficiencies in the quality of services performed before the level of performance becomes unacceptable as defined in the PRS. The QCP shall contain processes for corrective action without dependence upon Government direction.

C.1.7.1.2.4 Deficiency Correction. The program shall contain process control and process performance measurement procedures including how the Contractor will prevent deficiencies and make corrective actions, so as not to rely on Government or customer identification of deficiencies.

C.1.7.1.2.5 Documentation and Enforcement. The QCP shall include a method of documenting and enforcing quality control operations of both Contractor and subcontractor work, including inspection and testing.

C.1.7.1.2.6 Trend Analyses. The Quality Control Plan shall include a method of performing trend analyses and assessments.

C.1.7.1.2.7 Surveillance Methods. The QCP shall contain specific surveillance techniques for all Contract services. The surveillance methods shall be comprehensive and adaptable to the reporting system of the plan.

C.1.7.1.2.8 Customer Complaint Program. The QCP shall include a customer comments and complaint program and processing system. The program shall allow identification and correction of validated customer complaints and provide feedback to the Government and customers on corrective action(s) taken. The term “customer” refers to customers internal and external to the organizations identified by this Contract.

C.1.7.1.3 Quality Control Files. The Contractor shall maintain a file of all inspections or tests conducted by the Contractor, to include any corrective actions taken. Quality Control files shall be subject to COTR review immediately upon request.

C.1.7.1.4 Quality Control Reports. The Contractor shall submit, as required, a Quality Control Report for each service area identified in the Contract. The report shall be

submitted to the Government upon request as part of the Contractor's quality control program. (RD 107R002)

C.1.7.1.5 Quality Deficiency Correction. The Contractor shall re-perform work determined to be deficient as identified by either the Contractor's Quality Control or the Government's Quality Assurance. Re-performance of work shall not constitute an excusable cause to miss any timeliness standards (e.g., if a report is due the first working day of the month, then the report shall be submitted in final form no later than the first working day of the month).

C.1.7.2 Performance Evaluation

C.1.7.2.1 Performance Evaluation Meetings. The Project Manager shall meet with the COTR and the Government Quality Assurance Evaluator (QAE) to review Contract performance. Meetings shall include review and analyses of key process indicators, analyses of process deficiencies, and problem resolution. At these meetings, the COTR and the Contractor will discuss Contractor's performance as viewed by the Government and any problems being experienced. The COTR will take appropriate action to resolve outstanding issues. A mutual effort shall be made by the Contractor and COTR to resolve any and all problems identified.

C.1.7.2.1.1 Meeting Frequency. These meetings will be held monthly during the first 60 calendar days of the Contract and thereafter as directed by the COTR. The Contractor may also request performance evaluation meetings.

C.1.7.2.1.2 Meeting Minutes. The Government may keep an electronic recording or written report of these meetings.

C.1.7.2.2 Government Quality Assurance. The Government will inspect for compliance with Contract terms throughout the Contract period.

C.1.7.2.3 Performance Requirement Summary. Evaluation will be based on the Contractor's compliance with the requirements set forth in the Performance Requirement Summary (PRS). The Government intends to monitor the Contractor's performance under this Contract by performing checks as contained in Contract administration surveillance plans. Typical procedures include random sampling, planned sampling, scheduled inspections, observations, and validated customer complaints.

C.1.7.2.4 Inspection Reports. When the Contractor's performance is unsatisfactory, a Contract Discrepancy Report (CDR) may be issued. The Contractor shall reply in writing within ten calendar days from the date of the CDR, giving the reasons for the unsatisfactory performance, corrective action taken, and procedures to preclude recurrence (RD 107R003).

C.1.7.2.5 Participation in Government Quality Programs. In addition to performing Contractor quality control, the Contractor shall, as directed by the COTR, participate in Government quality programs, e.g., Process Action Teams (PAT), partnering, and other team building activities, intended to achieve continuous quality improvement.

C.1.7.3 Changes to Processes

C.1.7.3.1 Throughout the period of this Contract the Contractor can expect to receive Government directed changes to the manner in which processes are being performed. Directives may be received in the form of, but not limited to, electronically hardcopy, verbally and other informal means of communication. These directives may include, but are not limited to, Program Manuals, Technical Guides, Handbooks, Technical References, Technical Notes, and Field Manuals, etc. The Contractor shall analyze NRCS requirements for new work or changes to current processes at the direction of the COTR. The Contractor shall provide an assessment of the changes as they impact on the current processes and customers NLT one duty day prior to the suspense date established by the COTR. (RD 107R004)

C.1.7.3.2 The Contractor shall immediately implement changes to processes approved by the COTR that result in a decrease to or no change in the Contract price. Prior to implementing any process change that may result in an increase in Contract price the Contractor shall submit a price change proposal to the Contracting Officer and obtain approval by Contract modification. Said price proposal shall be submitted within 30 calendar days from the date the Contractor receives notice of the process change giving rise to the increase in cost of performance. Changes in the Contract price due to process change shall be considered under the “Changes” clause. Failure of the Contractor to submit a price proposal within 30 calendar days from the date of receipt of any such change shall entitle the Government to performance in accordance with such change at no increase in Contract price.

C.1.8 INFORMATION

The Contractor shall generate, maintain, and provide the programmed, unprogrammed, and other data and information requirements contained below.

C.1.8.1 Data Criteria.

C.1.8.1.1 The Contractor shall submit programmed and unprogrammed information, or analysis, subject to Government review for adequacy, utilizing the following criteria:

- Complete: To include all required information.
- Accurate: Factual and correctly tabulated data.
- Preparation: In accordance with applicable publication, RD, or other specified format.
- Name and signature of Government or Contractor certifying official.
- Timely: Provided within the specified time frames.
- Distribution: Provided to the specified distributees.

C.1.8.1.2 Programmed Requirements. The Contractor shall furnish all recurring Contract data and information as specified in the RDL (See Section C.8).

C.1.8.1.3 Unprogrammed Requirements. Upon notification by the COTR, the Contractor shall provide information to include, but not limited to, the following:

- Technical evaluation of suggestions.
- Staff studies.

- Fact sheets and information papers.
- Audits and inspections.
- One-time reports.
- Material, equipment, facilities, and other property inventories, such as equipment density listings.
- Equipment maintenance records.
- Recommendations for amending, revising, or originating Government regulations or policies within the scope of this Contract.

C.1.8.1.4 Files. Government-furnished classified and unclassified files in existence at the Contract start, and those generated under this Contract, shall be maintained and retired in accordance with NRCS directives and as directed by the COTR. All official files shall be maintained in the respective NRCS office and be available for use by NRCS and/or other contractor personnel as specified by the COTR. All such records and files shall immediately be made available for review by any agency or individual authorized access by the COTR. All files maintained by the Contractor under the provisions of this Contract are the property of the Government and shall be returned to the Government upon expiration or termination of this Contract.

C.1.8.1.5 Regulations, Manuals, Technical Documents and Procedural Information. Regulations, manuals, and technical documents applicable to this Contract are listed in Section C.6. Publications listed in Section C.6 that are on hand will be provided to the Contractor at the Contract start for the respective location as assigned.

C.1.8.1.6 Response for Information. The Contractor shall provide information requested by Government personnel performing official duties, to include but not limited to, monitoring Contract compliance, responses to Government and other Contractor personnel conducting information and communication systems site surveys, information systems fielding, and other communication as required by the Government.

C.1.8.1.7 Access to Data and Information. The Contractor shall ensure that all Contractor generated technical records, reports, files, and other documentation are made available to the COTR and other authorized NRCS representatives during the performance of this Contract.

C.1.8.1.8 Case File Confidentiality. The Contractor shall maintain confidentiality of case files of clients and not release information without the approval of the COTR.

C.1.8.2 Government Provided Workload Data

C.1.8.2.1 Government Provided Workload Data. It is anticipated that during the course of this Contract there will be workload increases and decreases.

C.1.8.2.2 The projected workload information displayed in the text is based on annual historical data, where available, or extrapolated to represent estimated annual workload where less than one year's data were available. Summary workload tasks

and accomplishments are included in the PWS and within the referenced Technical Exhibit 5.2-001.

C.1.8.2.3 This workload is provided to assist offerors in proposal preparation. The workload data shall not be a limiting factor on the Contractor's obligation to perform all services described in this Contract to the required level of effort.

C.1.8.2.4 The workload included herein is representative of the type and quantity of workload that the Contractor can expect to encounter during performance of this Contract, except where otherwise noted.

C.2 DEFINITIONS

C.2.1 GENERAL

C.2.2 ACRONYMS

ADPE Automated Data Processing Equipment

ALP Acceptable Level of Performance

AO Accountable Officer

CPESC Certified Professional in Erosion and Sediment Control

CDR Contract Discrepancy Report

DC District Conservationist

CAP Contractor Acquired Property

CAPR Capability Request

COB Close of Business

CFE Contractor-Furnished Equipment

CFR Code of Federal Regulations

CID Criminal Investigation Division

CLIN Contract Line Item Number

CO Contracting Officer

COTR Contracting Officer's Technical Representative

CP Contract Performance

CRP Conservation Reserve Program

DNR Iowa Department of Natural Resources

EAP Environmental Protection Agency

EFH Engineering Field Handbook

eFOTG Electronic Field Office Technical Guide

EJA Engineering Job Approval

EQIP Environmental Quality Incentives Program

EWP Emergency Watershed Program

EWRP Emergency Wetland Restoration Program

FAR Federal Acquisition Regulation

FSA Farm Service Agency

FOTG Field Office Technical Guide

FWS U.S. D.I. Fish and Wildlife Service

FY Fiscal Year

GAO Government Accountable Officer

GFE Government Furnished Equipment

GFF Government Furnished Facilities

GFP Government Furnished Property

GIS Geographical Information System

GPS Global Positioning System

IAW In Accordance With

ISP Internet Service Provider

JTR Joint Travel Regulations

LAN Local Area Network

MADR Maximum Allowable Defect Rate

Memo Memorandum

N/A Not Applicable

NEM National Engineering Manual

NICET National Institute for Certification in Engineering Technologies

NLT Not Later Than

NPPH National Planning and Procedures Handbook

NRCS Natural Resources Conservation Service

NSN National Stock Number

O&M Operation and Maintenance

PCS Property Control System

PMCS Preventive Maintenance Checks and Services

POV Privately Owned Vehicle

PRS Performance Requirements Summary

PRMS Performance Results Management System

PWS Performance Work Statement

QAE Quality Assurance Evaluator

QASP Quality Assurance Surveillance Plan

QCP Quality Control Plan or Program

RD Reports and Deliverables

RDL Reports and Deliverables List

RMS Resource Management System

RUSLE Revised Universal Soil Loss Equation

SOP Standard Operating Procedure

SWAPA+H Soil, Water, Air, Plants, Animals + Humans

SWCS Soil and Water Conservation Society

TB Technical Bulletin

TE Technical Exhibit

TR Technical Release

USDA United States Department of Agriculture

WHIP Wildlife Habitat Incentives Program

WRP Wetland Reserve Program

C.2.3 DEFINITIONS

DEFINITIONS.

The definitions set forth below are those unique to this Contract. Definitions for technical terms or words that are included in this Contract can be found in the technical documents referenced in the individual functional areas of the Performance Work Statement (PWS). The definitions provided below are oriented to the NRCS Contract services environment. In addition to the list of general definitions that apply to all services, additional definitions are provided for most services. In many cases definitions are situation specific. The total listing of definitions is not all-inclusive, but it has been derived from official publications, e.g., regulations, technical manuals, when available.

Acceptable Level of Performance (ALP): Maximum percent defective (or maximum number of defects per hundred units) that can be considered as a satisfactory performance average. The Government will normally accept the services provided the percent defective (or defects per 100 units) does not exceed the ALP. However, the Contractor shall not intentionally perform in a defective manner and shall re-perform any service found to be defective whenever possible. Decisions as to the necessity for re-performance shall be made by the COTR.

Accountability: Accountability is the obligation to keep accurate and complete records of property, documents, or funds. Important data elements may include, but not limited to, identification data, gains, losses, due-ins, due-outs, and balances on hand or in use.

Accountable Officer (AO): Person officially appointed in writing to maintain a formal set of accounting records of property or funds. This person may or may not have physical possession of the property or funds. Person also serves as the primary point of contact for technical guidance. (Person sometimes referred to as the Government Accountable Officer (GAO).)

Accurate. Precise and factual information. Includes information concerning Government Policy. The term applies to information maintained in databases, entered on forms, recorded in other mediums of communication for official purposes, and to the information provided directly to customers.

Alien: Any person not a citizen or national of the United States of America.

Annually: Each year.

As Directed, As Required, As Permitted, Approved, Acceptance: Where these words or words of similar import are used, it shall be understood that the direction, requirements, permission, approval, or acceptance of the Contracting Officer is intended unless stated otherwise.

As Shown: Where these words or words of similar import are used, it shall be understood that reference is made to the drawings, tables, or narrative comprising this PWS, unless stated otherwise.

Certification: The process to receive a certificate or license stating he or she has met the minimum requirements for performing the services required in this Contract in accordance with the State of issue.

Check: To inspect or test the performance, condition, or safety of something.

Client: Any person or organization that requests services of the NRCS.

Contingency Plan: A document describing actions to be implemented or taken in the event of future occurrences.

Contract: A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instructions, contracts include, but are not limited to, awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications (See FAR 2.101).

Contract Award: The time at which the Contracting Officer signs the Contract.

Contract Discrepancy: A failure of the Contractor to perform in accordance with contract requirements and specifications. A contract discrepancy may result from a failure of the Contractor to provide, or provide on time, the required contract products or services; or it may result because delivered products or services do not meet specific contract standards.

Contract Discrepancy Report (CDR): A report used to document unsatisfactory Contractor performance. The CDR requires the Contractor to explain, in writing, why performance is unsatisfactory; how performance shall be returned to satisfactory levels; and how recurrence of the problem shall be prevented in the future.

Contracting Officer (CO): A person with the authority to enter into, administer, modify, and/or terminate contracts, and make related determinations and findings. The term includes certain authorized representatives of the CO acting within the limits of their authority as delegated by the CO.

Contracting Office: The office that is responsible for awarding, executing, and administering a contract for supplies or services and performing post-award functions.

Contracting Officer's Technical Representative (COTR): An individual designated in writing by the Contracting Officer to act as an authorized representative of the Contracting Officer to perform specific contract administrative functions within the scope and limitations as defined by the Contracting Officer. The COTR does not have the authority to modify the contract. See Section H, entitled Contracting Officer's Authority.

Contract Start: The calendar date at which the Contractor takes over the service and begins work performance.

Contractor: The Contractor, its subsidiaries and affiliates, joint ventures involving the Contractor, or any entity with which the Contractor may have merged or any individual or entity that assisted or advised the Contractor in the preparation of its proposal under the solicitation resulting in this contract. This term also refers to all employees hired to carry out the work products in the PWS.

Contractor Acquired Property (CAP): Property acquired or otherwise provided by the Contractor with funding provided in the contract and to which the Government has or is given title.

Contractor-Furnished Equipment (CFE): That equipment the Contractor is required to furnish in order to perform the requirements of the contract.

Controlled Inventory Items: Items with characteristics requiring special identification accounting, security, or handling to ensure their safeguard. These items, in order of degree of control normally exercised, are as follows.

a. **Classified Material.** Material requiring protection in the interest of national security.

b. **Sensitive Items.** Material requiring a high degree of protection and control because of statutory requirements; items of high value, highly technical, or hazardous; and small arms, ammunition, explosives, and demolition Material.

c. **Pilferable Items.** Material having ready resale value or civilian application to personal possession and, therefore, especially subject to theft (e.g., binoculars, survey equipment, projectors, pagers, cameras).

Coordinate: To communicate with others, both internally and externally, to accomplish a required task.

Correct: In accordance with the governing publication. The term applies to the manner in which actions are completed and to information provided directly to customers.

Corrective Action: Consists of those efforts required to correct deficiencies, determine that other products are not similarly defective; and ensure deficiencies do not re-occur.

Current: Information obtained from the most recent Government authoritative document, e.g., eFTOG, etc.

Customer: Any person or organization that requests services of the NRCS.

Customer Service: Services provided directly to individual customers in response to problems and requests for information and assistance presented by individual customers to the Contractor.

Damage: Ineffective technical assistance that has an adverse effect on resources or product delivery.

Dispose: To settle affairs, to give away, sell, or get rid of.

Disposition: The final status of materials. The last state they will remain in, e.g. destroyed or archived.

Documentation: Providing a record of an event or transaction (e.g. written, computerized or video recorded) for retrieval at a later date.

Working Day: Monday through Friday, excluding Federal Holidays.

Operating hours: Those routine hours designated by the assigned Local NRCS office for organizations and activities to coordinate and conduct business with Government activities of the NRCS.

Electronic Field Office Technical Guides (eFOTG): Field Office Technical Guides that are automated as data bases, computer programs, and other electronic-based materials to include many that are web-based pages at http://www.nrcs.usda.gov/technical/efotg/

Emergency: The sudden, urgent, usually unforeseen occurrence where life or property are in immediate danger and requires immediate action.

Environmental Protection: Formalized responsibilities, policies, and procedures established to preserve, protect, and restore the quality of natural resources.

Equipment: All non-expendable items needed to outfit/equip an individual or organization. Clothing, tools, utensils, vehicles, and similar items are articles of equipment. Equipment is mobile, and considered personal property, as opposed to real property which is attached.

Equipment (As Used in Government-Furnished Property): An item of equipment owned or leased by the Government that is furnished to a Contractor for performance of contract requirements.

Expendable Items or Supplies: Items which are consumed during normal use (e.g., paint, field supplies, office supplies) or are merged into another entity when used for their intended purpose (e.g., nuts, bolts, construction materials, repair parts).

Facilities: Buildings or structures, in whole or in part, furnished by the Government and assigned to the Contractor for contract performance. All items of Real Property other than land.

Fair Wear and Tear: The loss or impairment of the appearance, effectiveness, worth, or utility of an item that has occurred solely because of the normal and customary use of the item for its intended purpose.

Federal Acquisition Regulation (FAR): A Federal regulation establishing uniform policies for acquisition by executive agencies.

Federal Holidays: The following days in each calendar year are identified as Federal holidays:

- New Year's Day, 1 January (see note)
- Martin Luther King's Birthday, the third Monday in January
- President's Day, the third Monday in February
- Memorial Day, the last Monday in May
- Independence Day, July 4 (see note)
- Labor Day, the first Monday in September
- Columbus Day, the second Monday in October
- Veteran's Day, November 11 (see note)
- Thanksgiving Day, the fourth Thursday in November
- Christmas Day, December 25 (see note)

Note: When holidays occur on a Saturday, Federal employees are normally given the previous Friday off from work. When holidays occur on a Sunday, Federal employees are normally given the following Monday off from work. This situation may impact on seven-day work week operations.

Field Office Technical Guide (FOTG). Technical guides are the primary scientific references for NRCS. FOTGs contain technical information about the conservation of soil, water, air, and related plant and animal resources.

Fiscal Year (FY): The Government fiscal year begins every October 1st and ends the following September 30th. The fiscal year is designated by the calendar year in which it ends. For example, Fiscal Year 2003, abbreviated FY03, begins 1 Oct 2002 and ends 30 Sep 2003.

Functional Expert. An individual who has studied and digested the content of the governing publications associated with a specific NRCS function and is fully qualified to advise Landowners, producers, and community leaders.

Governing Publications. The complete range of Governmental guiding documents required to manage and perform functional work. Examples are public laws, regulations, pamphlets, circulars, messages, and memoranda.

Government: The term Government as used herein includes the Contracting Officer, the COTR and other designated representatives.

Government-Furnished Equipment (GFE): A term used in this Contract to mean equipment in the possession of, or directly acquired by, the Government and subsequently made available to the Contractor.

Government-Furnished Facilities (GFF): A term used in this Contract to mean facilities, buildings or structures, in whole or in part, furnished by the Government and assigned to the Contractor for contract performance. All items of Real Property other than land.

Government-Furnished Property (GFP): A term used in this Contract to mean property in the possession of, or directly acquired by, the Government and subsequently made available to the Contractor.

Government or NRCS-Unique Training: Training deemed necessary for performance of a Government or NRCS contract that is available only through Government or USDA schools, seminars, or conferences.

Government-Owned Property: A term used in this contract to mean property owned by or leased to the Government or acquired under the terms of the contract, and subsequently delivered to the Contractor for use by supported customers or on equipment of supported customers.

Government Publications: Publications adopted or published by the agencies of the United States Government.

Government Representative: The Contracting Officer (CO), Contracting Officer's Technical Representative (COTR), Property Administrator, and Quality Assurance Evaluators (QAE) or as appointed by the Contracting Officer.

Hazardous Material (HAZMAT): Any material which has been determined by the Occupational Safety and Health Administration, Department of Transportation or military regulations under conditions incident to transportation or supply as capable of posing an unreasonable risk to health, safety, and property. Includes material classified as explosive, flammable, corrosive, combustible, porous, poisonous, compressed gas, toxic, radioactive, or unduly magnetic. When referred to in requirements throughout this PWS, HAZMAT includes hazardous waste (HAZWASTE).

Hazardous Waste (HAZWASTE): Waste materials that are toxic or poisonous, corrosive, irritating or sensitizing, radioactive, biologically infectious, explosive, or flammable and that present a hazard to human health and the environment. Special procedures are required for handling hazardous waste and to ensure proper collection and disposal.

Herein: The word "herein" as used in this Contract shall mean "in the Contract".

His: The word "his", as used in this Contract, is intended to mean his or her in a generic sense. It is not intended to denote gender.

Independent Contract: A Government contract that provides support or services related to but separate from another contract with the same Government customer.

Input: Information transferred into the internal storage of data processing system, representing data to be processed.

Inspect: Determination and identification of the condition, defects, or malfunctions of equipment, facilities, and systems with reference to established standards.

Instruct: To teach, inform, order, or direct.

Internet: A network connecting other networks, a large network of this type that covers the United States and extends to Canada, Europe and Asia, providing connectivity to databases at Governments, Universities, Corporate networks and hosts.

Invalid: Not having legal force, evidence or sound reasoning.

Inventory: A count of items located within an area or within a system.

Landowner: The legal holder of the property deed whether single or multiple persons.

Maintenance: The recurring day-to-day, periodic, or work to repair or maintain equipment, structures, and systems in a specified condition, or to restore systems or components to initial or usable condition by overcoming the effects of deterioration, wear and tear, damage or deterioration.

Material: Property that may be incorporated into or attached to an end item that may be consumed or expended in performance of work. It includes, but not limited to, clothing, raw and processed material parts, components, and installed equipment, and assemblies. The term includes small tools and supplies that may be consumed in normal use in performance of work.

May: Is permissive. However, the words “no person may…” mean that no person is required, authorized, or permitted to do the act described.

Non-Standard Item: Look alike items that are procured locally through commercial source.

Offer: A response to a solicitation that, if accepted, would bind the offeror to perform the resultant contract. Responses to invitations for bids (sealed bidding) are offers called “bids” or “sealed bids;” responses to requests for proposals (negotiation) are offers called “proposals;” responses to requests for quotations (negotiation) are not offers and are called “quotes.” (See FAR 2.101.)

On-Site: Services, investigation, analysis, and inspection performed at a customer’s location.

Operating Hours: The hours specified in the Contract during which the Contractor shall conduct business and be fully responsive to all requirements from the NRCS Area within this Contract.

Organization Chart: Diagram showing the organization of units, offices, or activities.

Reports and Deliverable (RD): Data required to be submitted by the Contractor to the Government. A proper and correct submission of a RD is evidenced by the following criteria: completeness, accuracy of data, preparation in accordance with applicable mandatory publication or other prescribing document, signature or initials by the certifying official or area supervisor, and correct and timely turn-in or distribution.

Performance Results Management System: An NRCS specific automated database system that collects and compiles information about natural resource conservation that is being accomplished at a local level by NRCS and partners.

Performance Requirements Summary (PRS): The PRS shows some contract requirements, the component requirements related to each contract requirement, the price of each work requirement as a percentage of the associated contract requirement, the standard of performance, and the maximum allowable defect rate (MADR) for each work requirement.

Performance Work Statement (PWS): The PWS consists of the definitive or descriptive words identifying the subject matter of the contract referred to as the specifications or work statement.

Phase-in-Period: The period specified in the Contract for preparation and transitioning to the new full Contractor performance on Contract start date.

Physical Inventory: Manually counting items located within an area, usually in a stockroom or warehouse.

Pilferable Items: See Controlled Inventory Items.

Policy: A rule that governs the manner of performance.

Practice: An NRCS conservation practice as described in the Field Office Technical Guides.

Privately Owned Vehicle (POV): A vehicle owned by a person or business and not the Government.

Procedure: The step-by-step method or way that the policy or plan is to be carried out.

Process: A series of actions or operations that achieve an end or result.

Producer: Person(s) operating the land and making day-to-day decisions on the use of the land. May be operating multiple land parcels belonging to different landowners. Person(s) may be a land user or operator operating the land under a lease from the landowner. Based upon location may be referred to as a farmer, rancher, or producer. May or may not be operating the land for profit.

Project Manager: The single person responsible for the execution of the Contract responding to the Contracting Officer. The Project Manager may or may not be co-located with immediate project work site and may manage the Contract from a remote location i.e., corporate headquarters or regional office depending upon the scope of the Contract work.

Property: Terms “Real Property”, “Government Property”, and “Property” include all property under control of the USDA. Property includes, but not limited to, land, facilities, equipment, supplies, parts and accessories thereto, and alteration or installation of any of the foregoing. Not included is property accounted for and owned by a non-appropriated fund activity.

Property Administrator: An authorized representative of the Contracting Officer assigned to administer the contract requirements and obligations relating to Government property.

Property Book: Record establishing formal accountability for certain classes of non-expendable and expendable property and detailing all property transactions (authorizations, gains and losses) on each line item.

Property Responsibility: Property responsibility arises from possession of property or from the obligation of command or supervision of others who are in possession of property.

Provide: As related to a specified Contractor responsibility, this word means that the Contractor shall furnish and install the item or furnish the service.

Qualified Person: One having adequate knowledge, and thoroughly conversant in the installation, construction or operation of apparatus or equipment and hazards involved. One who possesses knowledge, skill, and ability to competently, effectively, and safely accomplish a task.

Quality: The composite of attributes or characteristics, including performance of an item or product.

Quality Assurance Evaluator (QAE): Government person responsible for inspecting Contractor performance for the Government.

Quality Control Program (QCP): Contractor's system to control the equipment, systems or services so that they meet the requirements of the contract.

Quality Management: A planned and systematic pattern of actions necessary to provide confidence that material, data, supplies, services, and products conform to established technical requirements and achieve satisfactory performance.

Rancher: See producer and Landowner.

Receiving: The process of planning for the arrival and the handling of inbound supplies.

Recyclable Material: Waste material that can be transformed into new products in such a manner that the original product may have lost its identity.

Recycling: The process by which recoverable materials are transformed into new or usable products.

Region: A collection of NRCS States consolidated for administrative purposes.

Reject: A unit of product that is determined by quality control inspection to be unacceptable for its intended use. Service that is not accepted by the customer or Government and that payment may be withheld or for which services may be required to be performed.

Responsible Individual: A person entrusted with possession of, or supervision over Government property.

Responsibility: The obligation of an individual to ensure Government property and funds entrusted to his or her possession, command, or supervision are properly used and cared for and that proper custody and safekeeping are provided.

Roster: A list, or series of names and numbers.

Shall: Denotes the imperative.

Standard Operating Procedure (SOP):

a. External SOP. Standardized set of procedures, developed by the Government, which must be adhered to by Government organizations and units to ensure compliance with regulatory requirements and the Performance Work Statement. The Contractor utilizes these SOPs for information and awareness of customer responsibilities.

b. Internal SOP. Standardized set of procedures, developed by the Contractor, which provide details on how work is to be accomplished by Contractor's employees. The Contractor's internal SOPs are utilized by the Government for information and contractual compliance purposes.

Suspense Date: The date established by the originator of a document or requirement by which completed action or a reply is expected.

Technical Bulletins (TB): Publications containing information, procedures, and techniques of a technical or professional nature relating to equipment and general subjects.

Test: Procedure of obtaining, examining, analyzing and evaluating data to determine conditions or verify performance capability.

Transition: The actions taken by a contractor preceding a resultant contract start work date. Transition includes actions taken during the contract Phase-in Period prior to the contract start and ends at 2400 hours on the day preceding the resultant contract start.

Transmission: To pass or transfer from one place to another.

Troubleshoot: To act or be employed in resolving, diagnosing, discovering, and eliminating trouble in any flow of work or equipment.

Turn-In: The return of items to clear hand receipt.

Validated Complaint: A validated complaint is one in which the COTR or QAE has verified that the facts of the complaint are correct. Otherwise, if there is no merit to the complaint, it is just an allegation.

Vendor: One person or entity who offers services or goods for money.

Will: The word "Will", when used in connection with a Government action, is used to express a declaration of purpose on the part of the Government.

C.3 GOVERNMENT-FURNISHED PROPERTY AND SERVICES

C.3.1 GENERAL.

C.3.1.1 Property Applicable.

This section of the Performance Work Statement refers to that property entrusted to the Contractor to use during the performance of the work described in Section C.5.

C.3.1.2 Property Provided by the Government.

The Government will provide the facilities, utilities, and equipment described herein as Government-Furnished Property (GFP) for use solely to perform the requirements of this Contract. GFP consists of Government supplies and Material, Government-Furnished Equipment (GFE) and Government-Furnished Facilities (GFF) placed in the Contractor's custody. The Government will also provide certain services to the Contractor. The Contractor shall not use GFP or services for any purpose other than the performance of this Contract.

C.3.1.2.1 The GFP offered shall not be construed as being sufficient to meet the requirements of this Contract. All GFP is furnished in an “as is” condition.

C.3.1.2.2 The Contractor shall not remove GFP from the supported Government facilities without prior written approval of the Contracting Officer’s Technical Representative (COTR) or when in direct support of the field activities in the area of operation.

C.3.1.2.3 All property furnished under this Contract shall remain the property of the Government.

C.3.1.3 Contractor Accountability.

C.3.1.3.1 Transfer of Accountability. The Contractor shall become accountable for GFP when the Government Accountable Officer transfers it to the Contractor using the applicable USDA documents.

C.3.1.3.2 Property Control System (PCS). At least ten calendar days before Contract start, the Contractor shall provide a PCS Plan to the COTR. The Contractor shall ensure that the PCS Plan includes the requirements of this section and describes property requirements contained in Federal Acquisition Regulation (FAR) 45.5, Management of Government Property in the Possession of Contractors. The Contractor shall update the plan annually or as required based on changes to property regulations and requirements. (RD 301R001)

C.3.1.4 Inventory Management.

C.3.1.4.1 Initial Inventory Procedures.

C.3.1.4.1.1 The Contractor shall attend phase-in GFE transfer and inventory meetings with the COTR. Meetings will be scheduled by the Government prior to the Contract start date.

C.3.1.4.1.2 At least ten calendar days before the Contract start date; the Contractor shall conduct a phase-in 100% joint inventory. This inventory shall include, but not limited to, facilities, to include keys; property on hand received from the NRCS; and items of work in process. On-hand supplies and stockage shall be inventoried. This provision does not preclude prior inspection of GFP by the Contractor. The operational or conditional status of all GFF and GFE shall be determined. The COTR and the Contractor shall certify as accurate the joint inventory. The Contractor shall keep the inventory listing current.

C.3.1.4.1.3 Hand receipts. The Contractor shall submit to the COTR within 15 calendar days after Contract start, a detailed final Government Property Inventory Report, jointly approved by the Government and the Contractor. The Contractor shall maintain the records in a current status. (RD 301R002)

C.3.1.4.2 Inventory.

C.3.1.4.2.1 The Contractor shall establish and maintain records of GFP in use by the Contractor. The records shall be maintained in accordance with the functional guidance for the automated system in use or manually in accordance with the instructions contained in USDA Policy and FAR Part 45. The records system will be reviewed by the COTR and shall become the Contractor's official GFP control system which shall be in effect thereafter until expiration or termination of the Contract.

C.3.1.4.2.2 The Contractor shall conduct an annual physical inventory of all GFP with a value in excess of $300 per inventory item or those items considered accountable. The Contractor shall submit a report of results to the COTR within ten duty days of inventory completion (RD 301R003).

C.3.1.4.2.3 The Contractor shall conduct special inventories as directed by the COTR. Special inventories may be required to resolve issues of GFP accountability, availability, condition, or usage.

C.3.1.4.2.4 The Contractor shall prepare administrative adjustment documents in accordance with USDA Policy and provide them to the COTR within 30 calendar days after inventory completion (RD 301R004).

C.3.1.4.3 Contract Expiration and Termination Inventory Procedures.

C.3.1.4.3.1 One month prior to expiration or termination of the Contract, an inventory of all GFP shall be conducted by the Contractor and observed by the COTR. The Contractor shall prepare, certify, and submit a detailed final inventory report (jointly approved by the COTR and the Contractor). The inventory shall include the same data as required for the initial inventory.

C.3.1.4.3.2 At the expiration or termination of the Contract, the Contractor shall return the same property or property equal in type, kind, quality, and quantity of items as originally furnished by the Government and accepted by the Contractor. Government equipment shall be in the same or better condition as when originally furnished, less reasonable wear and tear.

C.3.1.5 Property Shortages and Damages.

C.3.1.5.1 The Contractor shall notify the COTR in writing within two duty days after the discovery of lost, damaged or destroyed GFP (RD 301R005).

C.3.1.5.2 The Contractor shall investigate and submit a formal report of shortage, loss, damage, or destruction of GFP to the COTR within five calendar days after the discovery. The Contractor shall report the specific property affected, including specific National Stock Number (NSN), property number, serial number and/or other identifying codes and property nomenclature; the circumstances surrounding the loss, damage, or destruction; the estimated cost of alleviating the problem, if required; and the expected impact on provision of Contractor services. (RD 301R006)

C.3.1.5.3 The Contractor may be held financially liable for any shortage, loss, damage, or destruction of GFP as determined by the Contracting Officer.

C.3.1.6 Security.

The Contractor shall be responsible for the physical security of GFP and installed equipment in accordance with USDA Policy. The Contractor shall secure all GFF when not occupied by Contractor personnel.

C.3.1.7 Change of Status for GFP.

When GFP is no longer required or suitable for intended use, or has reached the end of its economic life, the Contractor shall prepare and provide required transfer documentation to the COTR for approval and disposition directions within 30 calendar days after determination. (RD 301R007)

C.3.2 EQUIPMENT.

C.3.2.1 General.

GFE is equipment furnished to the Contractor for performance of work in this Contract. The Contractor shall not use this equipment for any other work unless prior authorization is received from the Contracting Officer. The Government is offering the equipment identified in TE 3.2-001. Contractor shall replace items listed in TE 3.2-001 if required to maintain performance standards. The Contractor shall retain title to items replaced by the Contractor. Replacement of equipment in TE 3.2-002 will be the responsibility of the Government.

C.3.2.2 GFE Listings and Records.

The Contractor shall maintain and furnish to the COTR, upon request, a listing of all GFE in the format of the GFE listing attached to the Contract. If required to maintain performance standards, the items shall be replaced by Contractor-furnished property to which the Contractor will retain title. (RD 302R001)

C.3.2.3 Receipt of GFE.

The Contractor shall coordinate the receipt of GFE with the COTR and schedule the physical acceptance of GFE within three duty days after receipt of notification.

C.3.2.4 Turn-in of GFE.

The Contractor shall coordinate the turn-in of equipment with the COTR. The Contractor shall physically deliver equipment being turned in to the USDA location designated by the COTR within three duty days after receipt of notification.

C.3.2.5 Operation, Use, and Care.

The Contractor shall be responsible for the proper operation, use, maintenance, repair, and Preventive Maintenance Checks and Services (PMCS) of the GFE. Equipment shall be maintained to preclude deterioration whether in use or stored. The Contractor shall not cannibalize or modify any GFE without prior written approval of the COTR. The Contractor shall provide trained and licensed personnel to operate GFE as required by Federal, State, and local laws and regulations.

C.3.3 FACILITIES.

C.3.3.1 General.

The Government will provide or make available to the Contractor facilities as specified in TE C.3.3-001. The Contractor may, but is not required to, consolidate and relocate functions required by the solicitation within the boundaries of assigned space. The Contractor shall not relocate activities or operational units within assigned facilities unless prior written approval is obtained from the COTR.

C.3.3.2 Final Condition.

The Government reserves the right to reallocate and relocate assigned facilities during the term of the Contract. Upon completion or termination of this Contract, or during such reallocations or relocations, GFF shall be surrendered to the Government in the same condition as at initial issue to the Contractor, reasonable wear and tear excepted.

C.3.4 UTILITIES.

The Government will furnish utilities as currently installed in GFF. All facilities do not receive the same utility services. The Contractor shall not change or modify any utility system or component without prior COTR review and written approval. The Contractor shall not connect any CFE or system without prior COTR review and written approval.

C.3.5 SERVICES.

C.3.5.1 Communications.

The Government will install, maintain, and remove, as necessary, all Government-furnished telephones for local services. The installation, maintenance, repair, and removal of all Government-furnished telephone instruments and telephone distribution systems will be the responsibility of the Government.

C.3.5.1.1 Telephone Equipment. Contractor personnel shall not relocate Government-furnished telephone communications equipment, nor in any way tamper with the telephone distribution system. Whenever changes to the communications services are required, to include adding and deleting phone lines, the Contractor shall prepare and submit a Capability Request (CAPR) to the COTR for submission to appropriate local approval authority. The Contractor shall obtain prior Government review and written approval before connecting or disconnecting CFE to Government-furnished communications systems, lines, or equipment.

C.3.5.1.2 Telephone Service. The following provision pertains to telephone service:

C.3.5.1.2.1 The Government will provide telephone service for one telephone line. Telephone access shall be for official use only and provided for those telephones whose users are required to dial other federal and Governmental offices plus Landowner/Producers on a regular basis for official business associated with the performance of this Contract. The Contractor shall not use telephone lines for accessing Internet Service Providers (ISP). Telephone line(s) will be monitored for time duration; any connectivity greater than 60 minutes will be automatically disconnected. The Contractor should understand that use of the telephone system is consent to monitoring for misuse.

C.3.5.2 Local Area Network (LAN).

The Government will provide limited access to the existing Local Area Network (LAN) to include electronic-mail capability. The Contractor shall not use the LAN for purposes other than for work required under this Contract.

C.4 CONTRACTOR-FURNISHED PROPERTY AND SERVICES.

C.4.1 GENERAL.

The Contractor shall furnish all property necessary to perform this Contract that is not specifically identified as Government-Furnished in Section C.3 of this Contract. Such property includes, but not limited to, furnishings, supplies, tools, vehicles, identification badges, and office automation equipment.

C.4.1.1 Removal Of Contractor Property

Within five duty days after expiration or termination of this Contract, the Contractor shall remove all Contractor-owned vehicles, equipment, tools, furnishings, supplies, materials and other items from the facilities. The Government shall not be responsible for any Contractor owned property left after Contract expiration or termination. If the Contractor does not remove said property from the facility within the stated time, the Government will dispose of the property at the Contractor's expense.

C.4.2 EQUIPMENT

The Contractor shall furnish all equipment and material, including motor vehicles, , Automated Data Processing Equipment (ADPE), and administrative equipment, not furnished by the Government but required for performance of work required under this Contract at Contract start date. Equipment condition shall not relieve the Contractor of any responsibility to provide services as required in this Contract. Tools and equipment acquired by the Contractor at Contractor cost to supplement those provided as Government-furnished shall remain the property of the Contractor upon expiration or termination of the Contract, except as otherwise specified herein.

C.4.2.1 Maintenance and Repair.

The Contractor shall maintain all Contractor-furnished Equipment (CFE) in a safe and serviceable condition suitable for its intended use. The Contractor shall not use any Government owned tools, materials, or parts to maintain CFE without prior written approval of the COTR. The Contractor shall repair inoperable and unserviceable Contractor-furnished equipment or items. The Contractor shall remove from the facility equipment that is not repaired within 30 calendar days. The Contractor may request an extension when the delay is due to long lead-time for a replacement part that the Contractor has on order.

C.4.3 SUPPLIES AND MATERIALS.

The Contractor shall furnish all supplies and materials necessary to meet the requirements of the Contract. Supplies and materials provided by the Contractor shall be of equal or better quality than those commonly used by the Government. All supplies and material shall meet applicable codes or manufacturers' specifications.

C.4.3.1 Stock Levels.

The Contractor shall maintain a sufficient quantity of on-hand materials and supplies to perform all work required under this Contract. Any failure on the part of the Contractor to provide sufficient quantities and quality of supplies and materials shall not be cause for reduction in any service or performance.

C.4.3.2 Forms and Documents.

The Contractor shall generate or furnish all electronic forms, those forms designated as reproducible in the governing publications, and all local forms. The Contractor shall reproduce the forms in sufficient quantity to satisfy the requirements established by this PWS.

C.4.3.3 Quality of Materials.

Contractor-furnished, Contractor-replaced, or Contractor-acquired materials, supplies, and replacement parts shall conform to the following quality priorities:

- The Contractor shall meet specifications or standards listed in this Contract.
- The Contractor shall ensure the same or better kind, grade, and quality as the item being replaced.

C.4.4 SERVICES.

C.4.4.1 Communication Services.

The Contractor shall obtain those communication services required to perform work specified in this Contract that are not Government-furnished. Contractor communication services shall be subject to standard monitoring requirements of the Government communication networks.

C.4.4.2 Facility Area Maintenance.

The Government-furnished facility operated by the Contractor shall be maintained to include, but not limited to, routine police for debris.

C.4.4.3 Personal Equipment.

The Contractor shall provide all badges and personal safety equipment required for use under this Contract. Protective work clothing, i.e. boots, gloves, appropriate winter clothing, etc. are all the responsibility of the contractor and/or their employees.

C.5 SPECIFIC WORK REQUIREMENTS

C.5.1 MANAGE WORK REQUIREMENTS

C.5.1.1 General Information

The Contractor shall manage Soil Conservation Technical Services work product/project requirements that are identified in this Contract and as tasked by the COTR to support the Natural Resources Conservation Service. The Contractor's work may be tasked in support at various locations for the respective NRCS Local office(s) The Contractor's employees shall serve as either a technical member of interdisciplinary natural resources teams that are compiled for specific projects or perform individual projects as assigned. Individual tasks may be small in scope such that a single individual performs them or larger where group performance is required. As such, the Contractor is still responsible for the management of the work, technical supervision, and quality control of the work. Assigned tasks will be consistent with the designated complexity of work as identified in the qualifications of personnel described in Technical Exhibit 1.3-001.

C.5.1.2 Work Project Receipt and Documentation

The Contractor shall receive individual project assignments from the COTR or designated Government Representative for the assigned area. Each project shall be documented in a Contractor log with the project description, date assigned, and required project completion date. The Contractor log shall be available to the COTR for review upon request.

C.5.1.3 Work Project Approval & Authorities

Receipt of the project will constitute the notice to proceed with the individual project assignment. The COTR will identify to the Contractor the expected engineering job class for the respective projects where applicable. NRCS policy for engineering authorizations is specified in NEM 210-V Part 501 Subpart A and supplemented by Iowa policy. The State Conservation Engineer will set the limits of the Engineering Job Class or Classes I–V according to Iowa State laws, statutes, and licensing requirements. Engineering work for conservation practices that may require oversight and approval for Engineering Job Approval Classes III, IV and V shall be signed and sealed by a Professional Engineer licensed in Iowa.

C.5.1.4 Coordination and Scheduling

The Contractor shall coordinate and schedule all work assigned by the COTR to ensure completion times are met and the Contractor shall schedule field work and visit with Landowners/Clients as necessary to complete all work with minimal inconvenience to the customers. The Contractor shall maintain a log of all coordination and scheduling and have the log available to the COTR for review.

C.5.1.5 Work Project Reporting

The Contractor shall maintain a record of the progress of each project for review by the COTR. The contractor shall provide a monthly project update to the COTR that identifies the current status of each project to include the dates received and completed or percentage completed. The report shall identify problems encountered, recommended resolutions, and actions taken. (RD 501R001)

C.5.1.6 Personnel Experience and Training

The Contractor shall maintain the basic skill requirements and experience for the work requested as identified in Technical Exhibit 1.3-001 to perform the tasks assigned.

C.5.1.7 Standards of Performance

The Contractor shall perform all work described in this Contract in a timely and quality manner. The Contractor shall perform quality control on all work performed per C.1.7.1 and work will be monitored for Quality Assurance by the Government based upon the following criteria:

C.5.1.7.1 Timeliness of Work.
The Contractor shall perform work described in this Contract within the time specified for the respective classification of work. The Contractor shall manage and schedule the work described to meet the NRCS requirements and time schedules. The Contractor shall complete work based upon the priorities and the completion times of tasks assigned identified in Paragraph C.5.1.2

C.5.1.7.2 Work Quality.
The Contractor shall perform all work in a manner meeting or exceeding standards specified in the Field Office Technical guide (FOTG), industry standards or as specified in this PWS. The Contractor shall inspect work based upon the Contractor Quality Control Program as described in Paragraph C.1.7 of this PWS.

C.5.1.7.3 Work Efficiencies.
The Contractor is expected to work in an efficient manner for all items of work specified. Contractor efforts and lack of efforts to manage work efficiencies will be part of the Governments Quality Assurance Program.

C.5.1.7.4 Work Coordination.
The contractor shall coordinate work scheduled and in-progress with the designated local NRCS Government Representative. Coordination shall include contact information during periods of field work performance.

C.5.1.7.5 Customer Approach.
The Contractor shall coordinate, schedule, and complete all work with minimal disruption and inconvenience to the NRCS customer.

C.5.1.7.6 Workload and Work Capability.
The Contractor shall have the capability and technical expertise to perform the quantity and quality of services in the capabilities described in this PWS and listed in Paragraphs C.5.2 through C.5.6 and Technical Exhibit 5.2-001 based upon the projections identified in Section B of the Contract and the historical information presented in each of the Functional Areas.

C.5.1.8 Conservation Practice Administration Services

C.5.1.8.1 Administrative Assistance.
The Contractor shall perform administrative services for the COTR that are associated with the Soil Conservation Technical Services. These services shall

include, but are not limited to, general planning, assisting other engineering and technical personnel on associated conservation projects or practices.

C.5.1.8.2 Administrative Documentation.
The Contractor shall assist with the administration of conservation project or practice applications received from Landowner/Producers. Assistance shall include, but not be limited to, development of cost-share rate, recommending priorities of conservation practices to be funded along with ranking of applications at the end of signup periods. The Contractor shall also assist with the notification of approval/disapproval to the applicant.

C.5.1.8.3 General Reporting Assistance.
The Contractor shall complete annual status reviews and other reporting documents to include the Performance Results Management system (PRMS) reporting bi-weekly or as requested by the COTR.

C.5.2 CONSERVATION PLANNING PROCESS/RESOURCE INVENTORY & EVALUATION

The Contractor shall promote conservation practices of resources through all areas described in this Contract as developed and promulgated by the U S Department of Agriculture Natural Resources Conservation Service. These resources referred to as SWAPA+H include Soil, Water, Air, Plants, Animals plus Humans (SWAPA+H). Promotion of special practices is identified in this Functional Area and shall also be practiced in the course of each of the following Functional Areas.

C.5.2.1 Conservation Planning Process on Working Agricultural Land

The Contractor shall prepare or assist with the preparation of formal Conservation Plans in accordance with the National Planning Procedures Handbook (NPPH) and the Field Office Technical Guide (FOTG) that promote best conservation practices for local Landowner/Clients.

Tasks:

1. Determine Landowner's Objectives and Needs.
The contractor shall identify the objectives and needs of the landowner/client related to natural resource issues on their agricultural land.

2. Determine Landowner's Natural Resource Concerns/Problems.
The contractor shall identify the basic problem along with the potential conservation practice opportunities to solve the problem in order to guide remaining data collection and analysis.

3. Inventory Natural Resources.
The contractor shall inventory resources within the area being planned. The inventory shall be documented and contains, but is not limited to, Soils, Drainage, Topography, Past Management Practices, Fertility, Land uses, Plant health, Water Quality, Soil Loss (RUSLE2), Utilities present, Cultural Resources, pipelines and overhead lines, Safety concerns, Wildlife, and Historical Artifacts. Completion of CPA-15 and CPA-52 will be required.

4. Analysis/Evaluation of Natural Resource Data.
The Contractor shall analyze the resources inventoried above. Based upon the individual resource and its relationship to another resource, the resources shall be analyzed separately or in conjunction with one another. The resource analysis shall be documented with the specific conditions for each, with their impact to the entire, area and future desires.

5. Formulate Alternatives to Meet Landowner Objectives and Solve Natural Resource Concerns.
The Contractor shall formulate at least two alternatives based upon the resources analyzed. Generation of alternatives should be unconstrained to ensure that subsequent decisions may be made through the evaluation of the alternatives that may have varying weights and priorities by the customer.

6. Evaluate Alternatives To Meet Landowner Objectives and Solve Natural Resource Concerns.
The Contractor shall evaluate alternatives based upon criteria that includes, but are not limited to, cost benefits, environmental benefits, production benefits, tillage operations, availability of C/S programs, ability of client to apply practice (dollars and labor), and esthetics benefits.

7. Present Alternatives to Landowners. Record Decisions.
The Contractor shall prepare and present the alternatives to the Landowner/Client. Accepted alternatives of the Landowner/Client will be recorded on CPA-15 or in the case file assistance notes.

8. Prepare Conservation Plan and Present to Landowner.
The Contractor shall prepare the Conservation Plan in final NRCS format and submit to the COTR for review and final signature by the District Conservationist. Upon final approval by the District Conservationist, the conservation plan is provided to the landowner/client.

9. Record Progress/Accomplishments.
The Contractor will report the appropriate progress/accomplishment items in PRMS.

C.5.2.2 Reserved

C.5.2.3 Conservation Planning Process Assistance To General Customers/Walkins.

This work product is providing assistance to direct requests for natural resource information, data or technical products received through office visits, phone calls and/or written electronic communication. Products may include maps, resource materials, and analytical data. Products may be delivered to the customer directly, over the phone, through the mail or electronically.

Tasks

1. Determine Customer Needs.
The Contractor shall identify the needs of the client related to natural resources issues they are concerned about.

2. Gather/Prepare Material.
Based on the Customer's needs, the Contractor will prepare all resource materials such as maps, soils information, and program information, etc. that are applicable.

3. Deliver, Review, and Interpret Material With Customer.
The Contractor reviews resource information with the client so that they can fully understand the data and can apply it to meet their needs.

4. Record Accomplishments.
The Contractor reports the appropriate accomplishments items in PRMS.

C.5.2.4 Resource Inventory/Evaluation Assessments

This work product involves the gathering of current resource data, needs, issues, and concerns in the logical business unit. The area involved in the assessment is larger than one landowner and may be a watershed or even a county in size. The assessment/evaluation may include general recommendations to address concerns and improve conditions.

Tasks:

1. Characterize Current Resource Concerns/Issues.
The Contractor will document the current issues of the clients in the area being planned along with the current natural resource conditions.

2. Research Historical Conditions (may include in-field review).
The Contractor will research and gather resource data from the area being planned. This may include inventories of landowners, crops grown, land uses, types of livestock raised, etc. Gathering this data will many times include field visits but can also be accomplished through GIS/Remote Sensing methods.

3. Identify Problems and Trends.
The Contractor analyses the resource data gathered, identifying concerns and problems, and documenting trends.

4. Develop Recommendations.
The Contractor shall formulate alternatives based upon resources analyzed and their trends. These alternatives may be many and diverse to address the complex issues present in the area being planned.

5. Prepare and Present Data/Documentation for Customer.
The Contractor will prepare maps and other documentation to provide the resource data gathered to the customer. Recommendations are documented. All data and documentation is present to the District Conservationist for review and approval.

6. Record Accomplishments.
The Contractor reports the appropriate accomplishments in PRMS.

C.5.3 PROGRAM MARKETING AND MANAGEMENT

This core work product consists of promoting various resource management programs which could include financial assistance programs, helping customers complete applications,

completing program documentation/contracts, modifying documentation/contracts, and completing payment documentation.

C.5.3.1 Program Marketing/Program Applications

This work product consists of providing information to customers related to various financial assistance programs and assisting customers with completing application packages, generally Step 8 of the Conservation Planning Process. Completion and submission of these application packages may need to be completed electronically.

Tasks:

1. Attend Public Meetings/Direct Customer Contacts/Mass Media Public Information Pieces.
The Contactor will meet with customers one-on-one and in meetings along with preparing media releases that market various conservation programs, of both NRCS and other Conservation Agencies and Organizations.

2. Discuss Program/Contract Requirements.
The Contractor shall be knowledgeable of all the programs available such that they can discuss one-on-one with clients, program features, requirements, etc.

3. Prepare Cost Estimates.
After the customer expresses interest in a program, 1) the Contractor will review the conservation plan for the land involved, 2) discuss the practices that could be implemented through the particular program, 3) prepare extents of practices needed, including cost estimates for the landowner. Many times this task will require a conservation plan in-the-field review.

4. Complete Contract Application Documents.
Contractor will assist the landowner/client in completing all necessary contract application documents.

5. Complete Program Ranking Documents.
The Contractor will assist in completing draft program ranking documents when necessary. These documents are presented to the District Conservationist for review.

C.5.3.2 Program Development/Administration

This work product consists of developing and administering all or portions of contracts for financial assistance programs.

Tasks

1. Develop Contract/Support Documents.
The Contractor will assist in completing draft contract and support documents. These draft documents are presented to the District Conservationist.

2. Review Contract/Support Documents with Participants.
The Contractor will assist the District Conservationist in reviewing the contract and other appropriate paperwork with the landowner/client.

3. Prepare Draft Revisions/Modifications.
The Contractor will assist the District Conservationist in preparing draft contract revisions

and modifications as needed and directed. These revisions and modifications are presented to the District Conservationist for review.

4. Conduct In-Field Status Reviews.
The Contractor will assist the District Conservationist, as directed, to complete in-the–field reviews of a landowners/clients progress in implementing their program contracts. The results of these reviews are documented and submitted to the District Conservationist for review.

5. Process and Prepare Draft Payment Documents.
The Contractor will assist in completion of draft payment documents after contract practices are implemented. The draft documents are provided to the District Conservationist for review and approval.

C.5.4 CONSERVATION PRACTICE IMPLEMENTATION AND APPLICATION ASSISTANCE

The Contractor shall provide technical application guidance to Landowner/Clients based upon the documented NRCS guidelines and technical experience to ensure final conservation practices meet the goals and responsibilities of the NRCS in the promotion of natural resource conservation that includes, but is not limited to, soil conservation, erosion prevention/protection, flood control, streambank stabilization, wetland development, and agricultural waste issues.

The Contractor shall be proficient in knowledge of and ability to research, perform design functions, and explain the conservation practices identified in the National Handbook of Conservation Practices and the respective Field Office Technical Guide i.e., terraces, waterways, grade stabilization structures, and ponds and as listed in Technical Exhibit 5.4-001. The Contractor shall perform the tasks specific to the conservation practices assigned.

The Contractor shall provide varying degrees of technical application guidance based upon the size of the project and practice(s) along with the authorities granted by the COTR for the individual project or task assigned.

C.5.4.1 Conservation Practice Application on Working Agricultural Lands.

This work product is assisting agricultural landowners in implementing conservation practices on cropland, pastureland, forestlands, and wildlife land.

Tasks

1. Field Investigation/Evaluation.
The Contractor shall obtain existing resources for field verification and perform field investigations, surface and subsurface soils investigation, drainage pattern identification, vegetation identification, and existing land use documentation. The field investigation shall be documented in Field Notes along with all observations and initial analysis.

2. Provide Alternatives/Recommendations Including Costs.
The Contractor, based on the field investigation will provide the landowner/client with alternatives and/or recommendations that will address the landowner's objectives and

the natural resource issues. The Contractor will also evaluate the cost/benefits of the alternatives and present these materials to the landowner/client.

3. Ensure Practice(s) Fit into the Overall Planned System.
The Contractor shall review the conservation plan for the land being worked on and ensure the alternatives and recommendations fit within the overall conservation plan and Conservation Management System for the area.

4. Complete Necessary Surveys.
The Contractor shall conduct topographic surveying of conservation practices for planning, material or area quantification, and design. Surveying shall include, but not be limited to, establishment of field contours, water level boundaries, drainage structure location, determination of channel characteristics, and determination of material quantities. Surveying and notes shall conform to the guidelines in the USDA Engineering Field Handbook, chapter 1, Engineering Surveys; Technical Release 62, Engineering Layout, Notes, Staking and Calculations; or other procedures approved by the State Conservation Engineer of Iowa and other local guidelines.

5. Design/Draft Conservation Practices.
The Contractor shall design the applicable conservation practice(s). All design work will ensure that the completed conservation practice will meet NRCS practice standards. Guidance for design may be found in NRCS Engineering Field Handbooks, National Engineering Handbooks, Field Office Technical Guide, etc. Many times the design will involve the use of computer aided design programs. The Contractor shall document all calculations and have them available for review. Designs shall be checked and approved by the Contractor. All designs shall meet the engineering job class approval authority and certification requirements of Iowa. The designed practice(s) are drafted manually or with computer aided drafting to provide an adequate set of plans to ensure the practice can be built according to the design and thus meet NRCS Standards and Specifications.

6. Complete Reviews to Meet Agency Policies Regarding Cultural Resources, Utilities, etc.
The Contractor will ensure all reviews related to cultural resources are completed in accordance with NRCS guidelines. The Contractor will review available utility resources for gas and water pipelines, buried electrical and telephone cables, etc., that may be present in the work area. The Contractor also will inform the landowner to make the appropriate inquires related to utilities. The Contractor will ensure the landowner/client obtains the necessary permit required by Federal, State and Local laws prior to the practice being installed.

7. Layout Conservation Practices.
The Contractor shall layout the designed practices at the construction site. Many times this layout will require the Contractor to survey and measure to locate features and elevations.

8. Pre-Construction Meetings.
The Contractor will conduct a pre-construction meeting with the landowner/client. The construction contractor will be present and this meeting will occur in the field at the construction site. Final designs and drawings are provided to the landowner/client.

9. Construction Inspection.
The Contractor shall inspect conservation practice application constructed or being constructed directly for the individual Landowner/Client. Inspection shall insure that work

is performed in accordance with the approved design, the contract and appropriate construction specifications. Inspection shall include, but not be limited to, the inspection of materials delivered on site prior to placement, workmanship, and proper installation procedures. The Contractor shall verify elevations and soil placement during the construction process for construction accuracy in accordance with the contract specifications and technical standards. Monitoring shall include, but not be limited to, soil type, moisture content, rate of placement, and compaction. The Contractor shall assess the progress of construction, analyze difficulties encountered during construction, and prepare redesign recommendations as needed and submit for approval when outside the approval authority of the Contractor. The Contractor shall identify cultural resources that are excavated during construction. When necessary, the Contractor shall secure the site for preservation; notify the landowner, other appropriate agencies, and COTR prior to resumption of work.

10. Checkout Installed Practices.
The Contractor shall conduct a final checkout of the installed practice and record the data. This checkout will require a field visit and many times a survey. The Contractor will complete the needed measurements to determine the extent of the practices applied, i.e. feet of terraces, acres of contour buffer strips, etc.

11. Construction Contractor Checkout/Quality Review.
If the construction contractor completes their own checkout of installed practice(s), the Contractor will perform a quality review checkout on 5 percent of the contractor's work as directed by the District Conservationist.

12. Certify Installed Practices.
The Contractor will use data they collected or that the construction contractor collected to ensure that each completed practice(s) meets NRCS Standards and Specifications. The Contractor will sign and date appropriate forms and document as required in the case file.

13. Provide Maintenance Information.
The Contractor shall explain the need for and the benefits of proper operation and maintenance of the applied conservation practice. The Contractor will explain to the landowner/client that periodic inspections are needed to ensure that the structured practice(s) are functioning properly and do not need repair. Landowner/Client is provided maintenance brochures and handouts as available.

14. Report Accomplishments.
The Contractor shall report accomplishments in PRMS or by other methods as directed by the COTR.

C.5.4.2 Reserved

C.5.4.3 Conservation Practice Application Related to Implementation of Waste Management Systems.

This work product is assisting agricultural landowners in implementing conservation practices on cropland, pastureland, forestlands, and wildlife land.

Tasks

1. Field Investigation/Evaluation.
The Contractor shall obtain existing resources for field verification and perform field

investigations, surface and subsurface soils investigation, drainage pattern identification, vegetation identification, and existing land use documentation. The field investigation shall be documented in Field Notes along with all observations and initial analysis.

2. Provide Alternatives/Recommendations Including Costs.
The Contractor, based on the field investigation will provide the landowner/client with alternatives and/or recommendations that will address the landowner's objectives and the natural resource issues. The Contractor will also evaluate the cost/benefits of the alternatives and present these materials to the landowner/client.

3. Ensure Practice(s) Fit into the Overall Planned System.
The Contractor shall review the conservation plan for the land being worked on and ensure the alternatives and recommendations fit within the overall conservation plan and Conservation Management System for the area.

4. Complete Necessary Surveys.
The Contractor shall conduct topographic surveying of conservation practices for planning, material or area quantification, and design. Surveying shall include, but not be limited to, establishment of field contours, water level boundaries, drainage structure location, determination of channel characteristics, and determination of material quantities. Surveying and notes shall conform to the guidelines in the USDA Engineering Field Handbook, chapter 1, Engineering Surveys; Technical Release 62, Engineering Layout, Notes, Staking and Calculations; or other procedures approved by the State Conservation Engineer of Iowa and other local guidelines.

5. Design/Draft Conservation Practices.
The Contractor shall design the applicable conservation practice(s). All design work will ensure that the completed conservation practice will meet NRCS practice standards. Guidance for design may be found in NRCS Engineering Field Handbooks, National Engineering Handbooks, Field Office Technical Guide, etc. Many times the design will involve the use of computer aided design programs. The Contractor shall document all calculations and have them available for review. Designs shall be checked and approved by the Contractor. All designs shall meet the engineering job class approval authority and certification requirements of Iowa. The designed practice(s) are drafted manually or with computer aided drafting to provide an adequate set of plans to ensure the practice can be built according to the design and thus meet NRCS Standards and Specifications.

6. Complete Reviews to Meet Agency Policies Regarding Cultural Resources, Utilities, etc.
The Contractor will ensure all reviews related to cultural resources are completed in accordance with NRCS guidelines. The Contractor will review available utility resources for gas and water pipelines, buried electrical and telephone cables, etc., that may be present in the work area. The Contractor also will inform the landowner to make the appropriate inquires related to utilities. The Contractor will ensure the landowner/client obtains the necessary permit required by Federal, State and Local laws prior to the practice being installed.

7. Layout Conservation Practices.
The Contractor shall layout the designed practices at the construction site. Many times this layout will require the Contractor to survey and measure to locate features and elevations.

8. Pre-Construction Meetings.
The Contractor will conduct a pre-construction meeting with the landowner/client. The construction contractor will be present and this meeting will occur in the field at the construction site. Final designs and drawings are provided to the landowner/client.

9. Construction Inspection.
The Contractor shall inspect conservation practice application constructed or being constructed directly for the individual Landowner/Client. Inspection shall insure that work is performed in accordance with the approved design, the contract and appropriate construction specifications. Inspection shall include, but not be limited to, the inspection of materials delivered on site prior to placement, workmanship, and proper installation procedures. The Contractor shall verify elevations and soil placement during the construction process for construction accuracy in accordance with the contract specifications and technical standards. Monitoring shall include, but not be limited to, soil type, moisture content, rate of placement, and compaction. The Contractor shall assess the progress of construction, analyze difficulties encountered during construction, and prepare redesign recommendations as needed and submit for approval when outside the approval authority of the Contractor. The Contractor shall identify cultural resources that are excavated during construction. When necessary, the Contractor shall secure the site for preservation; notify the landowner, other appropriate agencies, and COTR prior to resumption of work.

10. Checkout Installed Practices.
The Contractor shall conduct a final checkout of the installed practice and record the data. This checkout will require a field visit and many times a survey. The Contractor will complete the needed measurements to determine the extent of the practices applied, i.e. feet of terraces, acres of contour buffer strips, etc.

11. Construction Contractor Checkout/Quality Review.
If the construction contractor completes their own checkout of installed practice(s), the Contractor will perform a quality review checkout on 5 percent of the contractor's work as directed by the District Conservationist.

12. Certify Installed Practices.
The Contractor will use data they collected or that the construction contractor collected to ensure that each completed practice(s) meets NRCS Standards and Specifications. The Contractor will sign and date appropriate forms and document as required in the case file.

13. Provide Maintenance Information.
The Contractor shall explain the need for and the benefits of proper operation and maintenance of the applied conservation practice. The Contractor will explain to the landowner/client that periodic inspections are needed to ensure that the structured practice(s) are functioning properly and do not need repair. Landowner/Client is provided maintenance brochures and handouts as available.

14. Report Accomplishments.
The Contractor shall report accomplishments in PRMS or by other methods as directed by the COTR.

C.5.4.4 Conservation Practice Application Related to Installation of Wetland Restoration, Enhancement or Creation Practices.

This work product is assisting agricultural landowners in implementing conservation practices on cropland, pastureland, forestlands, and wildlife land.

Tasks

1. Field Investigation/Evaluation.
The Contractor shall obtain existing resources for field verification and perform field investigations, surface and subsurface soils investigation, drainage pattern identification, vegetation identification, and existing land use documentation. The field investigation shall be documented in Field Notes along with all observations and initial analysis.

2. Provide Alternatives/Recommendations Including Costs.
The Contractor, based on the field investigation will provide the landowner/client with alternatives and/or recommendations that will address the landowner's objectives and the natural resource issues. The Contractor will also evaluate the cost/benefits of the alternatives and present these materials to the landowner/client.

3. Ensure Practice(s) Fit into the Overall Planned System.
The Contractor shall review the conservation plan for the land being worked on and ensure the alternatives and recommendations fit within the overall conservation plan and Conservation Management System for the area.

4. Complete Necessary Surveys.
The Contractor shall conduct topographic surveying of conservation practices for planning, material or area quantification, and design. Surveying shall include, but not be limited to, establishment of field contours, water level boundaries, drainage structure location, determination of channel characteristics, and determination of material quantities. Surveying and notes shall conform to the guidelines in the USDA Engineering Field Handbook, chapter 1, Engineering Surveys; Technical Release 62, Engineering Layout, Notes, Staking and Calculations; or other procedures approved by the State Conservation Engineer of Iowa and other local guidelines.

5. Design/Draft Conservation Practices.
The Contractor shall design the applicable conservation practice(s). All design work will ensure that the completed conservation practice will meet NRCS practice standards. Guidance for design may be found in NRCS Engineering Field Handbooks, National Engineering Handbooks, Field Office Technical Guide, etc. Many times the design will involve the use of computer aided design programs. The Contractor shall document all calculations and have them available for review. Designs shall be checked and approved by the Contractor. All designs shall meet the engineering job class approval authority and certification requirements of Iowa. The designed practice(s) are drafted manually or with computer aided drafting to provide an adequate set of plans to ensure the practice can be built according to the design and thus meet NRCS Standards and Specifications.

6. Complete Reviews to Meet Agency Policies Regarding Cultural Resources, Utilities, etc.
The Contractor will ensure all reviews related to cultural resources are completed in accordance with NRCS guidelines. The Contractor will review available utility resources for gas and water pipelines, buried electrical and telephone cables, etc., that may be

present in the work area. The Contractor also will inform the landowner to make the appropriate inquires related to utilities. The Contractor will ensure the landowner/client obtains the necessary permit required by Federal, State and Local laws prior to the practice being installed.

7. Layout Conservation Practices.
The Contractor shall layout the designed practices at the construction site. Many times this layout will require the Contractor to survey and measure to locate features and elevations.

8. Pre-Construction Meetings.
The Contractor will conduct a pre-construction meeting with the landowner/client. The construction contractor will be present and this meeting will occur in the field at the construction site. Final designs and drawings are provided to the landowner/client.

9. Construction Inspection.
The Contractor shall inspect conservation practice application constructed or being constructed directly for the individual Landowner/Client. Inspection shall insure that work is performed in accordance with the approved design, the contract and appropriate construction specifications. Inspection shall include, but not be limited to, the inspection of materials delivered on site prior to placement, workmanship, and proper installation procedures. The Contractor shall verify elevations and soil placement during the construction process for construction accuracy in accordance with the contract specifications and technical standards. Monitoring shall include, but not be limited to, soil type, moisture content, rate of placement, and compaction. The Contractor shall assess the progress of construction, analyze difficulties encountered during construction, and prepare redesign recommendations as needed and submit for approval when outside the approval authority of the Contractor. The Contractor shall identify cultural resources that are excavated during construction. When necessary, the Contractor shall secure the site for preservation; notify the landowner, other appropriate agencies, and COTR prior to resumption of work.

10. Checkout Installed Practices.
The Contractor shall conduct a final checkout of the installed practice and record the data. This checkout will require a field visit and many times a survey. The Contractor will complete the needed measurements to determine the extent of the practices applied, i.e. feet of terraces, acres of contour buffer strips, etc.

11. Construction Contractor Checkout/Quality Review.
If the construction contractor completes their own checkout of installed practice(s), the Contractor will perform a quality review checkout on 5 percent of the contractor's work as directed by the District Conservationist.

12. Certify Installed Practices.
The Contractor will use data they collected or that the construction contractor collected to ensure that each completed practice(s) meets NRCS Standards and Specifications. The Contractor will sign and date appropriate forms and document as required in the case file.

13. Provide Maintenance Information.
The Contractor shall explain the need for and the benefits of proper operation and maintenance of the applied conservation practice. The Contractor will explain to the landowner/client that periodic inspections are needed to ensure that the structured

practice(s) are functioning properly and do not need repair. Landowner/Client is provided maintenance brochures and handouts as available.

14. Report Accomplishments.
The Contractor shall report accomplishments in PRMS or by other methods as directed by the COTR.

C.5.4.5 Conservation Practice Follow-up, Operations and Maintenance.

This work product is to provide conservation practice follow-up conducted with the landowner/client and conduct operations and maintenance inspections of conservation practices.

Tasks:

1. Practice Follow-up Visits.
The Contractor will schedule and carry out field visits of practices applied on land with a conservation plan. The Contractor will review the planned sequence of practice application. The Contractor will review maintenance and condition of installed practices with the landowner/client.

2. O&M Inspections.
The Contractor, as directed, shall conduct O&M inspections of applied conservation practices. Many times these practices are part of larger projects, such as watersheds, where O&M is not the landowner's responsibility. The Contractor will complete the field visit, write an inspection report that includes noted deficiencies and recommend corrective action. This report is provided to the District Conservationist.

3. Present Maintenance Recommendations.
The Contractor shall explain the need for and the benefit of, proper operations and maintenance of all applied conservation practices. The Contactor will explain to the landowner/client that periodic inspections are needed to ensure that the structural practices are functioning properly and do not need repair. Landowner/client is provided maintenance brochures and handouts as available.

C.5.5 FACILITATION AND COORDINATION WITH OTHER GROUPS.

This core work product deals with assistance provided to other federal, state, county and local government agencies and assistance provided to non-governmental groups and organizations. This core work product also includes facilitation and coordination that must occur with other governmental and non-governmental organizations to carry out an effective conservation program.

C.5.5.1 Assistance to and Coordination with Other Federal/State/County/Local Government Agencies.

This work product deals with assistance provided to and coordination with other governmental agencies including, but not limited to:

Federal: FSA, FWS, CORPS of Engineers

State: DNR, SHPO (State Historic Preservation Officer)

County: County Engineer, County Board of Supervisors; County Conservation Boards

Local: City Officials.

Tasks:

1. Day to Day Communications and Meetings.
The Contractor shall conduct and participate in meetings with a variety of government agencies. The purpose of these communications focus around common conservation projects and to facilitate coordination between agencies. The goal of these communications is to minimize time and accomplish the highest level of natural resource protection.

2. Assess Resource Issues.
The Contractor will participate in field resource assessment work assignments as directed by the COTR. The purpose of these field visits are to gather data related to resource concerns and/or issues, their extent and severity.

3. Provide Technical Data.
The Contractor will provide technical data, as needed, to representatives of other governmental agencies. This data will be requested for projects involving common, interrelated activities, or to secure the cooperation of that agency, related to permits and/or required approvals.

4. Develop recommendations.
The Contractor will develop resource conservation recommendations/alternatives as directed by the COTR. These recommendations may relate to a single issue or concern for multiple issues/concerns in the case of a larger project area. The recommendations/alternatives are provided to the District Conservationist for review and approval prior to being provided to the governmental agency.

5. Draft Correspondence.
The Contractor shall draft correspondence as directed by the COTR. The purpose of this correspondence is related to providing resource assessment information, technical data, and/or recommendations/alternatives. The draft correspondence is provided to the District Conservationist for review and approval.

6. Follow-up activities.
The Contractor will participate in follow-up activities with governmental agencies as directed or scheduled by the COTR.

C.5.5.2 Assistance to and Coordination with Other Non-Government Conservation/Agricultural Organizations.

This work product deals with assistance provided to and coordination with non-governmental organizations including, but not limited to: Local Cattleman, Pork Producers, Corn Growers, Pheasants Forever, Ducks Unlimited.

Tasks:

1. Day to Day Communications and Meetings.
The Contractor shall conduct and participate in meetings with a variety of non-governmental agencies. The purpose of these communications focuses around common conservation projects and to facilitate coordination between agencies. The goal of these

communications is to minimize time and accomplish the highest level of natural resource protection.

2. Assess Resource Issues.
The Contractor will participate in field resource assessment work assignments as directed by the COTR. The purpose of these field visits are to gather data related to resource concerns and/or issues, their extent and severity.

3. Provide Technical Data.
The Contractor will provide technical data, as needed, to representatives of other non-governmental agencies. This data will be requested for projects involving common, interrelated activities, or to secure the cooperation of that agency, related to permits and/or required approvals.

5. Develop recommendations.
The Contractor will develop resource conservation recommendations/alternatives as directed by the COTR. These recommendations may relate to a single issue or concern for multiple issues/concerns in the case of a larger project area. The recommendations/alternatives are provided to the District Conservationist for review and approval prior to being provided to the non-governmental agency.

5. Draft Correspondence.
The Contractor shall draft correspondence as directed by the COTR. The purpose of this correspondence is related to providing resource assessment information, technical data, and/or recommendations/alternatives. The draft correspondence is provided to the District Conservationist for review and approval.

6. Follow-up activities.
The Contractor will participate in follow-up activities with non-governmental agencies as directed or scheduled by the COTR.

C.5.6 GENERAL PUBLIC EDUCATION

This core work product deals with organized, focused efforts to educate and inform the general public or specific audiences. The Contractor shall be knowledgeable of the general principles and practices of natural resource conservation along with the ability to research available source materials to present the NRCS goals, specific conservation practices and/or conservation programs to the general public.

C.5.6.1 Person To Person Education Efforts.

This work product includes efforts to provide information and education to specific customers or groups of customers through person to person methods. Examples include: public speaking, demonstrations, field days, tours, workshops, county fairs, outreach programs, and school programs.

Tasks:

1. Make Meeting Arrangements as Directed.
The Contractor shall make the necessary arrangements for demonstrations, field days, tours, workshops, etc., as directed by the COTR. These arrangements may include, but are not limited to, meeting location, date and time, transportation, speakers, tour route, etc.

2. Assist with Program Promotion.
As directed by the COTR, the Contractor shall assist with promotion of the educational activity. These activities include, but are not limited to, developing mailing lists, mailing invitation letters, developing and handing out brochures, developing and posting flyers, etc.

3. Deliver Program/Assist in Conducting Event.
The Contractor shall, as directed by the COTR, prepare and deliver presentations. In addition to making presentations, the Contractor may be requested to assist during the event in activities such as, but not limited to, tour guide, directing participants to the proper location, facilitates, etc.

4. Follow-up Activities.
The Contractor will perform follow-up activities after the educational event as directed by the COTR. The activities may include, but are not limited to, preparing attendee mailing lists, making follow-up visits or contacts, etc.

C.5.6.2 Mass Media Education Efforts.

This work product includes efforts to provide information and education to specific customers or groups of customers through mass media sources such as: web pages, newspaper articles, newsletters and radio programs.

Tasks:

1. Develop Article/Program.
As directed by the COTR, the Contractor shall develop newspaper, newsletters, etc., articles and/or radio programs to promote resource conservation, conservation practices and/or conservation programs. These articles or scripts are provided to the District Conservationist for review and approval prior to submission.

2. Deliver Piece to Media Source.
With approval of the District Conservationist, the Contractor will deliver in person, or by other means, the informational piece they have developed.

3. Follow-up Activities.
The Contractor will perform follow-up activities relating from the educational effort. These activities may include, but are not limited to, visiting with customers with inquires related to the informational piece in person, by telephone, e-mail, or providing additional follow-up materials as requested by the client(s).

C.6 TECHNICAL REFERENCE LIBRARY

C.6.1 MANDATORY AND ADVISORY CLASSIFICATION OF PUBLICATIONS AND FORMS

C.6.1.1 Mandatory Publications

The publications and forms listed in this Section have been coded as mandatory (M) or advisory (A). Publications coded as mandatory (M) contain guidance that is directly applicable to the services required by this contract. The Contractor is obligated to comply with the guidance contained in these publications in the establishment and operation of soil conservation technical services. Exceptions to the guidance may be made to improve the effectiveness and efficiency of the various Soil Conservation and conservation processes. Exceptions to the guidance shall be approved by the COTR prior to implementation. Contractor generated exceptions to the guidance contained in the mandatory publications shall not be cause for failure to comply with the standards and provide the services required by this PWS.

C.6.1.2 Advisory Publications

C.6.1.2.1 For advisory (A) publications where a PWS passage specifies mandatory compliance (e.g., “in accordance with”), the publication shall be considered mandatory (M) to the extent necessary to meet or perform the requirement(s) of the specific PWS passage.

C.6.1.2.2 For advisory (A) publications where no PWS passage specifies mandatory compliance, the procedures within the publication are not mandatory, but the contractor shall meet or exceed the specified or implied standard(s) therein in the performance of this Contract unless a higher standard is specified by the Contract.

C.6.1.3 Provisions.

C.6.1.3.1 The Contractor shall ensure that all publications are posted and up-to-date. Upon expiration or termination of the Contract, the Contractor shall return to the Government all issued publications. The Contractor shall accomplish the tasks set forth in this Contract in accordance with the references listed and the following guidelines:

C.6.1.3.2 If there is a conflict between Section C and the cited references, Section C shall control.

C.6.1.3.3 If there is a conflict between or among two or more such references, those coded as mandatory shall control over those coded advisory. For conflicts between or among those similarly coded, those issued by a higher authority shall control over those issued by a lower authority. For conflicts between or among those issued at the same level of authority, those with the later date of issue shall control over those with earlier dates of issue.

C.6.1.3.4 Any task set forth in any such reference that shall call for the exercise of discretionary Government authority that cannot be delegated shall be subject to the final approval of the Government official having such authority.

C.6.1.3.5 All publications and forms will be current issue.

C.6.1.3.6 The Contractor shall immediately implement changes to publications that result in a decrease to or no change in the Contract price. Prior to implementing any revision, supplement, or amendment that may result in an increase in Contract price, the Contractor shall submit a price proposal to the Contracting Officer and obtain approval. Said price proposal shall be submitted within 30 calendar days from the date the Contractor receives notice of the revision, supplement, or amendment giving rise to the increase in cost of performance. Changes in the Contract price due to supplements, revisions, and amendments shall be considered under the "Changes" clause. Failure of the Contractor to submit a price proposal within 30 calendar days from the date of receipt of any such change shall entitle the Government to performance in accordance with such change at no increase in Contract price.

C.6.2 PUBLICATIONS

PUBLICATIONS	
TITLE	**M/A**
Conservation Practice Standards	M
Economic and Watershed Technical Information	A
Engineering Field Handbook	A
Field Office Technical Guides	A
Field Performance Measures Business Definitions	A
National Engineering Manual	M
Iowa Standard Drawings	A
National Food Security Manual	M
National Forestry Manual	A
National Planning Procedures Handbook	A
National Range and Pasture Handbook	A
National Soil Survey Handbook	A
National Watershed Manual	A
Part 624 - Drainage: Chapter 10 - Water Table Control	A
Part 633, Chapter 26 - Gradation Design of Sand and Gravel Filters	A
Part 642 - Specifications for Construction Contracting	A
Part 651 - Agricultural Waste Management Field Handbook	A
Soil Survey Manual	A
Soil Taxonomy, A Basic System of Soil Classification for Making and Interpreting Soil Surveys, USDA-NRCS Agriculture Handbook No. 436	A
Soil Testing for Phosphorus: Environmental Uses and Implications	A
Stream Corridor Restoration: Principles, Processes, and Practices	A
Watershed Technology Electronic Catalog (WTEC)	A

C.7 TECHNICAL EXHIBITS

Technical Exhibit 1.1-001	Location of Contract Services
Technical Exhibit 1.3-001	Soil Conservation Technical Services Qualifications
Technical Exhibit 1.3-002	Non-Disclosure Statement
Technical Exhibit 1.7-001	Performance Requirements Summary
Technical Exhibit 3.2-001	Government-Furnished Facilities & Equipment
Technical Exhibit 3.2-002	Government-Furnished Facilities & Equipment
Technical Exhibit 5.2-001	Conservation Work Requirements
Technical Exhibit 5.4-001	Conservation Practices

C.8 REPORTS AND DELIVERABLES LIST

RD	PWS Paragraph	RD Title	Format	Required Date	Frequency	Distribution	Remarks
102R001	C.1.2.1	Organization Chart	Written	1st: Prior to Contract start date. Subsequent: Within five duty days after changes occur.	As Required	COTR	Contractor's format.
102R002	C.1.2.2.1	Management Plan	Written	1st: At least 15 calendar days prior to Contract start. Subsequent: If rejected, within five duty days of notification of rejection.	As Required	COTR	The Plan shall reflect an understanding of all tasks specified in the PWS and describe an approach to satisfy these requirements per C.1.6.2.1
103R001	C.1.3.3	Subcontractor List	Written	Contract start date and at least two duty days before any change.	Contract Start and As required	Contracting Officer	The list shall include company names, contact names, addresses, and telephone numbers.
103R002	C.1.3.5.1	Employee Roster	Written	1st: At least ten calendar days prior to the Contract start date. Subsequent: Within one duty day following a change.	As Required	COTR	The Roster shall list by service area, employees and their job titles, and required clearances.
104R001	C.1.4.1	Transition Plan	Written	Within 15 calendar days after Contract Award.	Initial	COTR	As specified in Section L of Solicitation.
105R001	C.1.5.3.3	Inspection/Visit Report	Written	By close of business on the next duty day following completion of an inspection or visit.	As Required	COTR	Contractor's format. This shall include the names, identification numbers, agency of the inspector, reason for visit, and any remarks made during the visit.

RD	PWS Paragraph	RD Title	Format	Required Date	Frequency	Distribution	Remarks
106R001	C.1.6.1.1	Safety Plan	Written	1st: At least 20 calendar days prior to Contract start. Subsequent: Update the plan as changes occur and submit no later than 30 calendar days prior to the proposed effective date of the plan.	As Required	COTR	The Plan shall delineate the process and procedures used to prevent accidents and preserve the life and health of Contractor and Government personnel, and the public, and that protects work and property.
106R002	C.1.6.1.4.1	Accident Reporting	Written	lst: Written report within four hours of occurrence. Subsequent: Written follow-up report within three duty days. Serious accidents reported as soon as possible.	As Required	COTR	Comply with OSHA, and other regulatory agency requirements for record keeping and reporting of all accidents.
106R003	C.1.6.1.4.2	Third Party Accident Claims	Written	Within one duty day after the initiation of the claim.	As Required	Contracting Officer, COTR	Contractor's format.
106R004	C.1.6.3.1	Key Inventories	Written	Within five duty days after the date of the inventory request	As Required	COTR	Contractor's Format
106R005	C.1.6.3.4	Lost Key Report	Written	Verbal report within 30 minutes of discovery of loss. Written report by close of business the next duty day.	As Required	COTR	The Report shall contain the key number, location accessed by the key, date the key was discovered missing, and the name of the person who signed for the key.

RD	PWS Paragraph	RD Title	Format	Required Date	Frequency	Distribution	Remarks
107R001	C.1.7.1.2	Quality Control Plan	Written	1st: With proposal implemented at Contract start. Subsequent: Submit any changes to the Contracting Officer at least ten duty days prior to implementation of changes.	As Required	Contracting Officer	As specified in Section L of Solicitation.
107R002	C.1.7.1.4	Quality Control Report	Written	Upon request by the Government	As Required	COTR, QAE	Contractor's format.
107R003	C.1.7.2.4	Contract Discrepancy Report (CDR) Response	Written	Within 10 calendar days from the date of the CDR.	As Required	COTR, QAE	Contractor's format. The CDR shall give the reasons for the unsatisfactory performance, corrective action taken, and procedures to preclude recurrence.
107R004	C.1.7.3.1	Changes to Processes	Written	NLT one duty day prior to the suspense date established by the COTR	As Required	COTR	Contractor's format
301R001	C.3.1.3.2	Property Control System Plan	Written	1st: At least 10 calendar days before Contract Start. Subsequent: Updated plans annually, or as required based on changes to property regulations and requirements.	Annually and As Required	COTR	The Plan shall include the requirements of C.3.1.3.2 of this Contract.
301R002	C.3.1.4.1.3	Government Property Inventory Report	Written	Within 15 calendar days after Contract Start.	As Required	COTR	Government format.
301R003	C.3.1.4.2.2	Annual Physical Inventory of GFP	Written	Within ten duty days of inventory completion.	Annually	COTR	Inventory of all GFP with a value in excess of $300 per inventory item.

RD	PWS Paragraph	RD Title	Format	Required Date	Frequency	Distribution	Remarks
301R004	C.3.1.4.2.4	Administrative Adjustment Report	Written	Within 30 calendar days after inventory completion.	As Required	COTR	Contractor's format.
301R005	C.3.1.5.1	Report of Discovery of Lost or Damaged GFP	Written	Within two duty days after the discovery.	As Required	COTR	Contractor's format.
301R006	C.3.1.5.2	Formal Report of Shortage, Loss, Damage, or Destruction of GFP	Written	Within five calendar days after the discovery.	As Required	COTR	The report shall include the specific property affected, NSN or other code or nomenclature; circumstances surrounding the loss, damage, or destruction; the estimated cost of alleviating the problem, and if required, the impact to Contractor services.
301R007	C.3.1.7	Disposition of GFP	Written	Within 30 calendar days after determination of GFP identified as no longer required or suitable for intended use, or has reached the end of its economic life.	As Required	COTR	Contractor's format.
302R001	C.3.2.2	List of GFE	Written	Upon request by the COTR.	As Required	COTR	Contractor's format.
501R001	C.5.1.5	Monthly Task Report	Written	NLT 5th working day of each month	Monthly	COTR	Contractor’s format

TECHNICAL EXHIBIT 1.1-001

TECHNICAL EXHIBIT 1.1-001

LOCATION OF CONTRACT SERVICES

Logical Business Unit 2

Anamosa Field Office
Jones County
300 Chamber Dr
Anamosa IA 52205-2109

Epworth Field Office
Dubuque County
210 Biermann RD
Epworth IA 52045-9530

Independence Field Office
Buchanan County
503 17th St SE
Independence IA 50644-9874

Manchester Field Office
Delaware County
200 S. 12th Street
Manchester IA 52057-2306

Maquoketa Field Office
Jackson County
603 ½ E Platt
Maquoketa IA 52060-2416

TECHNICAL EXHIBIT 1.3-001

SOIL CONSERVATION TECHNICIAL SERVICES

Contract Employee Qualifications

Contractor personnel shall maintain practical knowledge of specialized, intricate, and advanced natural resource conservation methods, techniques, practices and measures sufficient to advise land users of agricultural and community lands with diverse physical features and usage. They shall assist in the preliminary planning on installation and maintenance of conservation practices through a feasible system and develops conservation plans where established area practices provide sound planning precedence and are clearly applicable.

Contractor personnel assigned shall have a practical knowledge of agronomy and soil characteristics and skill in designing a wide variety of natural resource conservation practices and combining such practices to include terraces, waterways, ponds, diversions, erosion control structures, water and sediment control basins, seeding mixtures, tree planting in conservation systems and those identified in Technical Exhibit 5.1-003.

Contractor personnel assigned shall have knowledge of related engineering practices sufficient to prepare plans, surveys, specifications, and cost estimates for integrating into a conservation plan.

Contractor personnel shall be knowledgeable of financial assistance programs sufficient to advise Landowner/Clients on eligibility requirements and conditions that must be satisfied to qualify for program acceptance and consequent payments for conservation practices installed and maintained.

Contractor personnel shall be capable of presenting written and oral communications techniques sufficient to describe a wide variety of natural resources conservation practices and principal systems to Landowner/Clients, operators, contractors, students, and community association.

Contractor individual Soil Conservation Technicians shall have and maintain the following qualifications:

- Basic surveying principles to include use of levels, transits and total stations.
- Aerial photographic interpretation and remote sensing techniques.
- Drafting of conservation practices sufficient for interpretation by NRCS, the Landowner/Clients and minor construction contractors.
- Use Windows XP© and Microsoft© Office Products.
- PDA/GPS utilization
- Use of ARCVIEW and Toolkit
- Use of engineering programs such as EFM-2, TR-55, LI Contour, Hydro Yardage, Terrace, Missouri Waterway, Job sheets with certifications, and/or other similar programs
- Engineering forms completion
- Knowledge for completion of utility sheets and Iowa One-Call System

- Ability to interpret topographic maps
- Soil Survey interpretation
- Basic knowledge to compute volumes and area
- Ability to design conservation practices
- Skill in practice site selection
- Knowledge of the costs of conservation practices
- Knowledge of conservation planning
- Ability to layout conservation practices
- Knowledge to advise landowner/clients on the installation and maintenance of conservation systems
- Skill in completing checkout of completed conservation practices
- Ability to regularly walk over field terrain, bending, lifting and stretching
- Knowledge to determine need and feasibility of conservation practices
- Skill in developing and conducting field demonstrations, conservation tours, outdoor classrooms, contractor training meetings and in giving talks to groups
- Use of Internet Explorer

Personnel Certifications:

Contractor personnel shall be certified in the State of Iowa in the following when performing work in that area:

- Cultural Resource Identification
- Valid Drivers License

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TECHNICAL EXHIBIT 1.3-002

NON-DISCLOSURE STATEMENT

TECHNICAL EXHIBIT 1.7-001

PERFORMANCE REQUIREMENTS SUMMARY

PERFORMANCE REQUIREMENTS SUMMARY (PRS). The rights of the Government and remedies described in this PRS, which is a part of the contract, are in addition to other rights and remedies set forth in the contract. Specifically, the Government reserves their contractual rights under the Inspection of Services Clause and Default Clause. For services not included in the PRS, government quality assurance actions and remedies applied against deficiencies found during surveillance will be IAW the provisions of the Inspection of Services Clause. The purpose of this TE is to define performance evaluation and payment procedures. The absence from this PRS of any contract requirement, however, shall not detract from its enforceability or limit the rights or remedies of the Government under any other provision of the contract, including the Inspection of Services Clause and the Default Clause. This PRS:

- Lists (see column 1) those PWS required services, which are key performance indicators of the functions in this PWS. This column contains a brief summary of each required service to be provided by the SP and monitored by the Government.
- Lists (see column 2) the paragraph number(s) of the PWS that specify each required service.
- Lists (see column 3 and 4) the standard of performance by which the Government will measure contract performance. These standards are measurable and described in terms of quality and timeliness, so that distinction can be made between satisfactory and unsatisfactory performance.
- Shows (see column 5) the maximum allowable degree of Acceptable Level of Performance (ALP), from perfect performance, for each listed service that will be allowed by the Contractor, before the Government will invoke the payment computation formula resulting in payment of less than 100% for the listed service.
- Describes (see column 6) the various methods of surveillance the Government will use to ensure the Contractor meets the standards at column 4.
    - Provides (see columns 7 & 8) information on the various payment percentages for each task listed per each CLIN and overall percentage of total contract price per each major section of the PWS. ***(This section will need to be completed by Michelle Bales or someone else in Contracting or these columns need to be deleted.)***

Performance Requirements Summary

REQUIRED SERVICE	PARA	STANDARD	STANDARDS OF PERFORMANCE	ALP	METHOD OF SURVEILLANCE	% OF CLIN	% of Contract
Work Project Reporting	5.1.4.5	Timeliness	Provide monthly project update.	10%	Planned Sampling		
		Quality	Accurately identify progress of each assigned task in at least 95 percent of reports	5%	Planned Sampling		
Conservation Planning Process on Working Agricultural Land	C.5.2.1	Quantity	Reported Accomplishments are 95% or more of estimated accomplishments	5%	Planned Sampling		
		Quality	Accurately identify requirements & produce Conservation Plan in at least 95 percent of Plans	5%	Planned Sampling		
		Timeliness	Conservation Plans are completed to meet practice application requirements 90% of the time.	10%	Planned Sampling		
		Coordination	Will Meet COTR Schedule in 90% of planning assignments.	10%	Planned Sampling		
		Customer Approach	Receive not more than 4 validated complaints during the entire contract period from landowner/client while completing conservation planning requirements.	4	Customer Comments		

REQUIRED SERVICE	PARA	STANDARD	STANDARDS OF PERFORMANCE	ALP	METHOD OF SURVEILLANCE	% OF CLIN	% of Contract
Reserved	C.5.2.2						
Conservation Planning Process Assistance to General Customers/Walkins	C.5.2.3	Quantity	Reported accomplishments are 95% or more of estimated accomplishments	5%	Planned Sampling		
		Quality	Provide accurate customer assistance at least 95% of the time	5%	Planned Sampling		
		Timeliness	Provide timely customer assistance 90% of the time.	10%	Planned Sampling		
		Customer Approach	Receive not more than 4 complaints during the entire contract period from landowners/clients while providing assistance.	4	Customer Comments		
Resource Inventory/Evaluation Assessment	C.5.2.4	Quantity	Completed items are at least 95% of estimated accomplishments.	5%	Planned Sampling		
		Quality	Accurately access resources, create inventories and evaluate in at least 95% of tasks.	5%	Planned Sampling		
		Timeliness	Perform inventories and evaluations on schedule 95 % of the time.	5%	Planned Sampling		

REQUIRED SERVICE	PARA	STANDARD	STANDARDS OF PERFORMANCE	ALP	METHOD OF SURVEILLANCE	% OF CLIN	% of Contract
		Efficiencies	Inventories and evaluation of watershed projects are completed efficiently in 90% of the cases.	10%	Planned Sampling		
		Coordination	Complete all coordination with COTR in at least 95% of the cases.	5%	Planned Sampling		
		Customer Approach	Receive not more than 2 validated complaints during the entire contract period from landowners/clients during the planning process.	2	Customer Comments		
Program Marketing/Program Application	C.5.3.1	Quantity	Reported accomplishments are 95% or more of estimated accomplishments	5%	Planned Sampling		
		Quality	Accurately complete application documents and ranking documents 90% of the time.	10%	Planned Sampling		
		Timeliness	Provide assistance and complete applications on schedule 90% of the time.	10%	Planned Sampling		
		Coordination	Coordinate with other employees in the field office in at least 90% of the cases	10%	Planned Sampling		

REQUIRED SERVICE	PARA	STANDARD	STANDARDS OF PERFORMANCE	ALP	METHOD OF SURVEILLANCE	% OF CLIN	% of Contract
		Customer Approach	Receive not more than 3 validated complaints during the entire contract period from landowners/clients while assisting with program marketing/program/program applications	3	Customer Comments		
Program Development Administration	C.5.3.2	Quantity	Reported accomplishments are 95% or more estimated accomplishments	5%	Planned Sampling		
		Quality	Develop and prepare accurate documents at least 95% of time.	5%	Planned Sampling		
		Timeliness	Develop and prepare required documents on time at least 95% of time.	5%	Planned Sampling		
Conservation Practice Application on Working Agricultural Land	C.5.4.1	Quantity	Achieve 95% estimated accomplishments outlined in C.5.4.1	5%	Planned Sampling		
		Quality	Achieve 95% of conservation Standard & Specifications on original design with all designs meeting Standards & Specifications upon completion of practice.	5%	Planned Sampling		
		Timeliness	Achieve 90% of schedule application projects.	10%	Planned Sampling		

REQUIRED SERVICE	PARA	STANDARD	STANDARDS OF PERFORMANCE	ALP	METHOD OF SURVEILLANCE	% OF CLIN	% of Contract
		Efficiencies	Perform application assistance efficiently 90% of projects.	10%	Planned Sampling		
		Coordination	Application assistance will be coordinated with COTR 90% of the time.	10%	Planned Sampling		
		Customer Approach	Receive not more than 2 validated complaints from landowner/client during the entire contract assistance period.	2	Customer Comments		
Reserved	C.5.4.2						
Conservation Practice Application Related to Implementation of Waste Management Systems.	C.5.4.3	Quantity	Achieve 95% estimated accomplishments outlined in C.5.4.1	5%	Planned Sampling		
		Quality	Achieve 95% of conservation Standard & Specifications on original design with all designs meeting Standards & Specifications upon completion of practice.	5%	Planned Sampling		
		Timeliness	Achieve 90% of schedule application projects.	10%	Planned Sampling		

REQUIRED SERVICE	PARA	STANDARD	STANDARDS OF PERFORMANCE	ALP	METHOD OF SURVEILLANCE	% OF CLIN	% of Contract
		Efficiencies	Perform application assistance efficiently 90% of projects.	10%	Planned Sampling		
		Coordination	Application assistance will be coordinated with COTR 90% of the time.	10%	Planned Sampling		
		Customer Approach	Receive not more than 3 validated complaints from landowner/client during the entire contract assistance period.	3	Customer Comments		
Conservation Practice Application Related to Installation of Wetland Restoration, Enhancement or Creation Practices.	C.5.4.4	Quantity	Achieve 95% estimated accomplishments outlined in C.5.4.1	5%	Planned Sampling		
		Quality	Achieve 95% of conservation Standard & Specifications on original design with all designs meeting Standards & Specifications upon completion of practice.	5%	Planned Sampling		
		Timeliness	Achieve 90% of schedule application projects.	10%	Planned Sampling		
		Efficiencies	Perform application assistance efficiently 90% of projects.	10%	Planned Sampling		

REQUIRED SERVICE	PARA	STANDARD	STANDARDS OF PERFORMANCE	ALP	METHOD OF SURVEILLANCE	% OF CLIN	% of Contract
		Coordination	Application assistance will be coordinated with COTR 90% of the time.	10%	Planned Sampling		
		Customer Approach	Receive not more than 3 validated complaints from landowner/client during the entire contract assistance period.	3	Customer Comments		
Conservation Practice Follow-up, operations and maintenance.	C.5.4.5	Quantity	Recorded accomplishments are 95% or more of estimated accomplishments.	5%	Planned Sampling		
		Quality	Inspections and recommendations are accurate at least 95% of the time.	5%	Planned Sampling		
		Timeliness	Follow-up visits, O&M inspections are completed on schedule at least 90% of the time.	10%	Planned Sampling		
Assistance to and Coordination with other Federal/State/County/ Local Government Agencies	C.5.5.1	Quantity	Reported accomplishments are 95% or more of the estimated accomplishments.	5%	Planned Sampling		
		Quality	Provide accurate assistance and coordination with agencies at least 95% of the time.	5%	Planned Sampling		
		Timeliness	Provide timely coordination and assistance with agencies 90% of the time.	10%	Planned Sampling		
		Coordination	Complete all coordination in at least 90% of cases.	10%	Planned Sampling		

REQUIRED SERVICE	PARA	STANDARD	STANDARDS OF PERFORMANCE	ALP	METHOD OF SURVEILLANCE	% OF CLIN	% OF CLIN
		Customer Approach	Receive no more than 2 validated complaints from landowners/clients during coordination and facilitation	2	Customer Complaints		
Assistance to and coordination with other non-governmental Conservation/ Agricultural Organizations	C.5.5.2	Quantity	Reported accomplishments are 95% or more of the estimated accomplishments.	5%	Planned Sampling		
		Quality	Provide accurate assistance and coordination with agencies at least 95% of the time.	5%	Planned Sampling		
		Timeliness	Provide timely coordination and assistance with agencies 90% of the time.	10%	Planned Sampling		
		Coordination	Complete all coordination in at least 90% of cases.	10%	Planned Sampling		
		Customer Approach	Receive no more than 2 validated complaints from landowners/clients during coordination and facilitation	2	Customer Complaints		

REQUIRED SERVICE	PARA	STANDARD	STANDARDS OF PERFORMANCE	ALP	METHOD OF SURVEILLANCE	% OF CLIN	% of Contract
Person to Person Education Efforts	C.5.6.1	Quantity	Reported Accomplishments are 95% or more of the estimated accomplishments	5%	Planned Sampling		
		Quality	Education efforts meet objectives and are high quality when conducted at least 95% of the time.	5%	Customer Comments		
		Timeliness	Efforts meet all deadlines 95% of the time.	5%	Planned Sampling		
		Coordination	All education events demonstrate good coordination in 95% of the time.	5%	Planned Sampling		
		Customer Approach	No more than 2 validated complaints from attendees, per event.	2	Customer Comments		
Mass Media Education Efforts	C.5.6.2	Quantity	Reported Accomplishments are 95 % or more of the estimated accomplishments	5%	Planned Sampling		
		Quality	Education pieces meet objectives and are of high quality at least 95% of the time	5%	Planned Sampling Customer Comments		
		Timeliness	Deadlines met 95% of the time	5%	Planned Sampling		
		Coordination	Coordination with other staff members completed 95% of the time	5%	Planned Sampling		
		Customer Approach	No more than 2 validated complaints from customers and/or media per activity	2	Customer Comments		

TECHNICAL EXHIBIT 3.2-001

GOVERNMENT-FURNISHED FACILITIES & EQUIPMENT

(Contractor Replacement if required to maintain performance standards)

- Transit, tri-pod and rod
- Self-Leveler, tri-pod and rod
- Laser level, tri-pod and rod
- CCE Computer, software, and printer
- Desk and chair
- PDA/GPS equipment

TECHNICAL EXHIBIT 3.2-002

GOVERNMENT-FURNISHED FACILITIES & EQUIPMENT

- Vehicles – 4X4 or 4x2 pick-ups
- Miscellaneous field equipment (i.e. flags, survey ribbon, hubs, lath, stakes, etc.)
- Copy machine and other small office machines
- Office desktop telephone
- Digital camera
- Miscellaneous office supplies
- Fax machine

Technical Exhibit 5.2-001
Conservation Work Requirements
Soil Conservation Technical Services
Logical Business Unit 2

C.5.2 Conservation Planning Process Resource Inventory & Evaluation

This core work product consists of assisting customers in identifying natural resource concerns, developing and evaluating alternatives to address these concerns and documenting the customer's decisions, generally for a single land use.

Estimated Workload Distribution by Month											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
21	20	7	5	2	6	8	8	6	3	4	10

C.5.2.1 *Conservation Planning Process on working agricultural land*

This work product is assisting agricultural landowners on cropland, pastureland, forestland and wildlife land. (Conservation Planning Process Steps 1-7)

Tasks:

1. Determine landowner's objectives/needs.
2. Determine landowner's natural resource concerns/problems..
3. Inventory natural resources.
4. Analysis/evaluation natural resource data.
5. Formulate alternatives to meet landowner objectives and solve natural resource concerns.
6. Evaluate alternatives to meet landowner objectives and solve natural resource concerns.
7. Present alternatives to landowner. Record decisions.
8. Prepare conservation plan and present to landowner.
9. Record progress/accomplishments.

Accomplishments:

The completion of this work product will produce the following estimated annual measured accomplishments.
These accomplishments are meant to represent those of the contract personnel.

Progressive planning on cultivated cropland	2600	Acres (PRMS)
RMS plans on cultivated cropland	3200	Acres(PRMS)
Progressive planning on non-cultivated cropland/hayland	100	Acres(PRMS)
RMS planning on non-cultivated cropland/hayland	100	Acres(PRMS)
Progressive plans on grazing lands	100	Acres(PRMS)

RMS planning on grazing lands	400	Acres(PRMS)
RMS plans on forest lands	400	Acres(PRMS)
RMS plans on other lands, including wildlife land	100	Acres(PRMS)

C.5.2.2 ***Reserved***

C.5.2.3 ***Conservation Planning Process Assistance to general customers/walk-ins.***

Estimated Workload Distribution by Month											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
10	9	9	7	7	8	8	9	9	7	7	10

This work product is providing assistance to direct requests for natural resource information, data or technical products received through office visits, phone calls and/or written/electronic communication. Products may include maps, resource materials, and analytical data. Products may be delivered to the customer directly, over the phone, through the mail or electronically. (Conservation Planning Process Steps 1-7)

Tasks:

1. Determine customer's needs.
2. Gather/prepare materials
3. Deliver, review and interpret materials with customer.
4. Record accomplishments.

Accomplishments:

The completion of this work product will produce the following estimated annual measured accomplishments:

These accomplishments are meant to represent those of the contract personnel.

Brief contacts 3100 Contacts (PRMS)

C.5.2.4 ***Resource Inventory/Evaluation Assessments*** This work product involves the gathering of current resource data, needs, issues and concerns in the logical business unit. The area involved in the assessment is larger than one landowner and may be a watershed or even a county in size. The assessment/evaluation may include general recommendations to address concerns and improve conditions. (Conservation Planning Process Steps 1-7)

Estimated Workload Distribution by Month											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
12	13	11	5	6	7	6	6	10	8	9	7

Tasks:

1. Characterize current resource concerns and issues.
2. Research historical conditions (may include in-field review).

3. Identify problems and trends.
4. Develop recommendations.
5. Prepare and present data/documentation for customers.
6. Record accomplishments.

Accomplishments:
The completion of this work product will produce the following estimated annual measured accomplishments:
These accomplishments are meant to represent those of the contract personnel.

Areawide planning (Resource Assessment Portion) 2 Number and 30,000 Acres
Inventory & Evaluations 400 Number (PRMS)

C.5.3 Program marketing and management

This core work product consists of promoting various resource management programs which could include financial assistance programs, helping customers complete applications, completing program documentation/contracts, modifying documentation/contracts, completing payment documentation.

C.5.3.1 *Program marketing/program applications*

Estimated Workload Distribution by Month											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
10	4	7	7	7	12	11	16	7	6	6	7

This work product consists of providing information to customers related to various financial assistance programs and assisting customers with completing application packages, generally Step 8 of the Conservation Planning Process. Completion and submission of these application packages may need to be completed electronically.

Tasks:
1. Attend public meetings/direct customer contacts/mass media public information pieces.
2. Discuss program/contract requirements.
3. Prepare cost estimates.
4. Complete contract application documents.
5. Complete program ranking documents.

Accomplishments:
Completion of this work product will result in the following estimated annual measured accomplishments:
These program applications may not be the sole accomplishment of the contract employee but rather represent joint accomplishments for all employees for all NRCS field offices in the logical business unit.

Program:	Applications:
EQIP	175
WRP	4

WHIP	50
EWP	15
State Cost Share	200
CRP	350

Estimated Workload Distribution by Month											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
8	8	10	9	6	6	9	9	7	10	10	8

C.5.3.2 *Program Development/Administration*

This work product consists of developing and administering all or portions of contracts for financial assistance programs. (Conservation Planning Process Steps 8 & 9)

Tasks

1. Develop contract/support document
2. Review contract/support documents with participants.
3. Prepare draft revisions/modifications.
4. Conduct in-field status reviews.
5. Process and prepare draft payment documents.

Accomplishments:

Completion of this work product will result in the following estimated annual measured accomplishments:

These program applications may not be the sole accomplishments of the contract employees but rather represent joint accomplishments for all employees for all NRCS field offices in the logical business unit.

Program:

	Contracts	Modifications	Status Reviews	Payment Documents
EQIP	10 No.	10 No.	15 No.	20 No.
EWP	5 No.	10 No.	16 No.	2 No.
WRP	1 No.	1 No.	9 No.	1 No.
WHIP	10 No.	10 No.	20 No.	10 No.
State Cost Share	200 No.	25 No.	No.	200 No.
CRP	580 No.	60 No.	800 No.	580 No.

C.5.4 Conservation Practice implementation and application assistance.

This core work product consists of assisting customers in implementing and applying conservation practices to the land to carry /achieve natural resource protection. (Conservation Planning Process Steps 8 & 9)

C.5.4.1 ***Conservation practice application on working agricultural lands***.

Estimated Workload Distribution by Month											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2	3	11	16	17	9	4	3	5	12	14	4

This work product is assisting agricultural landowners in implementing conservation practices on cropland, pastureland, forestlands, and wildlife land.

Tasks

1. Field investigation/evaluation.
2. Provide alternatives/recommendations including costs.
3. Ensure practice (s) fit into the overall planned system.
4. Complete necessary surveys.
5. Design/draft conservation practices.
6. Complete reviews to meet agency policies regarding cultural resources, utilities, etc.
7. Layout conservation practices.
8. Pre-construction meetings.
9. Construction Inspection.
10. Checkout installed practices.
11. Construction contractor checkout/quality reviews.
12. Certify installed practices.
13. Provide maintenance information.
14. Report accomplishments

Accomplishments:

Completion of this work product will result in the following estimated annual measured accomplishments.

These accomplishments are meant to represent those of the contract personnel.

Conservation Cover (327)	9000	Acres
Conservation Crop rotation(328)	15,840	Acres
Contour buffer strips (332)	942	Acres(PRMS)
Contour Farming(330)	2750	Acres
Cover and Green Manure Crop(340)	471	Acres
Critical Area Planting(342)	208	Acres
Fence (382)	37,840	Feet
Field Border(386)	60,720	Feet
Filter Strips (393)	1036	Acres(PRMS)
Forest Site Preparation(490)	45	Acres
Forest Stand Improvement(666)	149	Acres
Heavy Use Area Protection(561)	59	Acres
Mulching(484)	13	Acres

Nutrient Management(590)	2809	Acres(PRMS)
Pasture and Hay Planting(512)	1178	Acres(PRMS)
Pest Management(595)	1529	Acres
Prescribed Burning(338)	99	Acres
Prescribed Grazing(528)	1059	Acres
Residue Management, Mulch Till(329b)	8415	Acres
Residue management no-till and Strip Till(329a)	3355	Acres
Riparian Forest Buffer(391)	1748	Acres
Stripcropping(585)	413	Acres
Tree/Shrub Establishment(612)	70	Acres
Upland Wildlife Habitat Management(645)	3355	Acres
Use Exclusion(472)	833	Acres
Watering Facility(614)	14	Number
Windbreak/Shelterbelt Establishment(380)	4103	Feet
Windbreak/Shelterbelt Renovation(650)	990	Feet

Grade Stabilization Structures(410) 29 Number (PRMS)

Job Approval Authority
Percentage of Jobs by Classification
Job Classification by Effective Fill Height

I	II	III	IV	V
8’	10’	25’	30’	35’
5%	10%	75%	10%	

Grassed Waterway(412) 314 Acres (PRMS)
Lined Waterway or Outlet(468) 407 Feet (PRMS)

Job Approval Authority
Percentage of Jobs by Classification
Job Classification by Drainage Area (Acres)

I	II	III	IV	V
80A	250A	500A	2000A	All
60%	20%	15%	5%	

Job Approval Authority
Percentage of Jobs by Classification

Job Classification by Length					
	I	II	III	IV	V
	500’	1500’	2500’	5000’	150000’
Pipeline(516) 9433 Feet (Acres)	25%	25%	20%	30%	

Job Approval Authority
Percentage of Jobs by Classification

Job Classification by Permit				
I	II	III	IV	V
No	No	No	Yes	Yes
Pond(378) 11 Number (PRMS)	10%	70%	20%	

Job Approval Authority
Percentage of Jobs by Classification

Job Classification by Drainage Area (Sq Mile)				
I	II	III	IV	V
0	.5	1	10	100
Streambank and Shoreline Protection (580) 2420 Feet (PRMS)		20%	70%	10%

Job Approval Authority
Percentage of Jobs by Classification

Job Classification by Diameter in Inches					
	I	II	III	IV	V
	8”	16”	25”	30”	All
Subsurface Drain (606) 141,900 Feet (PRMS)	80%	20%			
Underground Outlet (620) 66,000 Feet (PRMS)	80%	20%			

Job Approval Authority
Percentage of Jobs by Classification

Job Classification by Fill Height					
	I	II	III	IV	V
	8’	10’	15’	All	All
Terraces (600) 38,808 Feet (PRMS)	97%	3%			

Job Approval Authority Percentage of Jobs by Classification Job Classification by Fill Height				
I	II	III	IV	V
8’	10’	15’	All	All
	45%	45%	10%	

Water and sediment control basin(638)	54	Number (PRMS)
Conservation Treatments	3200	No. (PRMS)
Erosion Reduction Applied	19,200	Acres (PRMS
Land benefited on cultivated cropland	4650	Acres (PRMS)
Land benefited on non-cultivated cropland/hayland	300	Acres(PRMS)
Land benefited on grazed land	690	Acres(PRMS)
Land benefited on other land	100	Acres(PRMS
RMS applied on cultivated cropland	11,900	Acres(PRMS)
RMS applied on non-cultivated cropland	620	Acres(PRMS)
RMS applied on grazed land	720	Acres(PRMS)
RMS applied on forest land	750	Acres(PRMS)
RMS applied on other land	150	Acres(PRMS)

C.5.4.2 ***Reserved***

C.5.4.3 Conservation practice application related to implementation of waste management systems.

Estimated Workload Distribution by Month											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2	4	8	10	10	12	13	11	10	11	6	3

This work product is assisting in the implementation of practices related to waste management systems.

Tasks:

1. Field investigation/evaluation
2. Provides alternative/recommendations (including cost estimates).
3. Ensure practice (s) are part of the overall Comprehensive Nutrient Management Plan (CNMP)
4. Complete necessary surveys.
5. Design/draft conservation practices.
6. Complete reviews for cultural resources/utilities.
7. Lay out conservation practices.
8. Pre-construction meetings.
9. Construction Inspection.
10. Checkout installed practices.

11. Construction contractor checkout/quality reviews.
12. Certify installed practices.
13. Provide maintenance information.
14. Report accomplishments

Accomplishments:
Completion of this work product will result in the following estimated annual measured accomplishments:
These accomplishments are meant to represent those of the contract personnel.

		Job Approval Authority (% of Jobs by Classification) Job Classification by Animal Unit				
		I	II	III	IV	V
		20	50	100	500	All
Waste management system(312)	8 Number(PRMS)			50%	50%	

		Job Approval Authority (% of Jobs by Classification) Job Classification by Wall Height				
		I	II	III	IV	V
				6’	8’	16’
Waste storage structure (313)	8 Number(PRMS)			50%	50%	

		Job Approval Authority (% of Jobs by Classification) Job Classification by Permit Requests				
		I	II	III	IV	V
Solid Settling Basin (350)	2 Number (PRMS)	No	No	No	Yes	Yes
			100%			

C.5.4.4 ***Conservation practice application related to installation of wetland restoration, enhancement or creation practices.***
The work product is the application assistance related to wetlands created, restored and/or enhanced.

Estimated Workload Distribution by Month											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
6	5	4	3	3	5	12	13	14	13	12	10

Tasks
1. Field investigation/evaluation

2. Provides alternative/recommendations (including cost estimates).
3. Ensure practices (s) are part of the overall wetland plan.
4. Complete necessary surveys.
5. Design/draft conservation practices.
6. Complete reviews for cultural resources/utilities.
7. Lay out conservation practices.
8. Pre-construction meetings.
9. Construction Inspection.
10. Checkout installed practices.
11. Construction contractor checkout/quality reviews.
12. Certify installed practices.
13. Provide maintenance information.
14. Report accomplishments.

Accomplishments:
Completion of this work product will result in the following estimated annual measured accomplishments:
These accomplishments are meant to represent those of the contract personnel.

		Job Approval Authority (% of Jobs by Classification) Job Classification Wetland Acres				
		I	II	III	IV	V
		5	10	50	100	All
Wetlands created, restored, enhanced	100 Acres (PRMS)	50%	45%	5%		

C.5.4.5 ***Conservation Practice follow-up, operations and maintenance.*** This work product is to provide conservation practice follow-up conducted with the landowner/client in the field, and conduct operation and maintenance inspections of conservation practices. (Conservation Planning Process Step 9)

Estimated Workload Distribution by Month											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
13	14	8	5	4	6	13	11	4	3	8	11

Tasks:
1. Practice follow-up visits.
2. O&M inspections
3. Present maintenance recommendations.

Accomplishments:

The completion of this work product will produce the following estimated annual measured accomplishments:
These accomplishments are meant to represent those of the contract personnel.

Brief contacts _3100_ Number (PRMS)
Ongoing technical assistance _700__ Number (PRMS)

C.5.5 Facilitation and coordination with other groups.

This core work product deals with assistance provided to other federal, state, county and local government agencies and assistance provided to non-governmental groups and organizations. This core work product also includes facilitation and coordination that must occur with other governmental and non-governmental organizations to carry out an effective conservation program.

Estimated Workload by Month											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
7	7	8	8	17	10	10	10	7	7	2	7

C.5.5.1 ***Assistance to and coordination with other federal/state/county/local government agencies***.

This work product deals with assistance provided to and coordination with other governmental agencies including, but not limited to:
Federal: FSA, FWS, CORPS of Engineers
State: DNR, SHPO (State Historic Preservation Officer)
County: County Engineer, County Board of Supervisors; County Conservation Boards
Local: City Officials.

Tasks:

1. Day to day, communications and meetings.
2. Assess resource issues.
3. Provide technical data.
4. Develop recommendations
5. Draft correspondence.
6. Follow-up activities.

Accomplishments:
Completion of this work product will produce the following estimated annual measured accomplishments:
These accomplishments are meant to present those of the contract personnel.

Government Agency Contacts: 60 Number

C.5.5.2 ***Assistance to and coordination with other non-government conservation/agricultural organizations.***

Estimated Workload by Month											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
9	9	10	10	4	9	9	9	9	9	4	9

This work product deals with assistance provided to and coordination with non-governmental organizations such as: Local Cattleman, Pork Producers, Corn Growers, Pheasants Forever, Ducks Unlimited including, but not limited to:

Tasks:

1. Day to day, communications and meetings.
2. Assess resource issues.
3. Provide technical data.
4. Develop recommendations
5. Draft correspondence.
6. Follow-up activities.

Accomplishments:

Completion of this work product will produce the following estimated annual measured accomplishments:

These accomplishments are meant to represent those of the contract personnel.

Contacts with organizations: 90 Number

C.5.6 General Public Education

This core work product deals with organized, focused efforts to educate and inform the public or specific audiences.

C.5.6.1 ***Person to person education efforts.***

Estimated Workload Distribution by Month											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
11	10	4	5	10	13	12	5	11	11	4	4

This work product includes efforts to provide information and education to specific customers or groups of customers through person to person methods. Examples include: public speaking, demonstrations, field days, tours, workshops, county fairs, outreach programs, and school programs.

Tasks:

1. Make meeting arrangements as directed.
2. Assist with program promotion.
3. Deliver program/assist in conducting event
4. Follow-up activities.

Accomplishments:

The completion of this work product will produce the following estimated annual measured accomplishments:
These accomplishments are meant to represent those of the contract personnel.

Number of field days, tours, workshops _20_ Number

C.5.6.2 *Mass Media Education Efforts*

This work product includes efforts to provide information and education to specific customers or groups of customers through mass media sources such as: web pages, newspaper articles, newsletters and radio programs.

Estimated Workload Distribution by Month											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
10	9	9	4	9	9	10	9	9	9	4	9

Tasks:

1. Develop article/program.
2. Deliver piece to media source
3. Follow-up activities.

Accomplishments

Completion of this work product will produce the following estimated annual measured accomplishments:
These accomplishments are meant to represent those of the contract personnel.

Number of articles/newsletters/programs 20 Number

TECHNICAL EXHIBIT 5.4-001

CONSERVATION PRACTICES

Conservation Practice	Practice No.
Access Road	560
Animal Trails and Walkways	575
Bedding	310
Brush Management	314
Channel Stabilization	584
Channel Vegetation	322
Clearing and Snagging	326
Composting Facility	317
Conservation Cover	327
Conservation Crop Rotation	328
Constructed Wetland	656
Contour Buffer Strips	332
Contour Farming	330
Cover and Green Manure Crop	340
Critical Area Planting	342
Dam, Diversion	348
Dam	402
Dike	356
Diversion	362
Dry Hydrant	432
Early Successional Habitat Development/Management	647
Fence	382
Field Border	386
Filter Strip	393
Firebreak	394
Fishpond Management	399
Forest Site Preparation	490
Forest Stand Improvement	666
Grade Stabilization Structure	410
Grassed Waterway	412
Heavy Use Area Protection	561
Hedgerow Planting	422
Land Clearing	460
Land Smoothing	466
Lined Waterway or Outlet	468
Manure Transfer	634
Mole Drain	482
Mulching	484
Nutrient Management	590
Obstruction Removal	500
Pasture and Hay Planting	512
Pest Management	595
Pipeline	516

Conservation Practice	Practice No.
Pond	378
Pond Sealing or Lining, Bentonite Sealant	521C
Pond Sealing or Lining, Flexible Membrane	521A
Pond Sealing or Lining, Soil Dispersant	521B
Prescribed Burning	338
Prescribed Grazing	528
Pumped Well Drain	532
Pumping Plant	533
Recreation Area Improvement	562
Recreation Land Grading and Shaping	566
Recreation Trail and Walkway	568
Residue Management, Mulch Till	329B
Residue Management, No-Till and Strip Till	329A
Residue Management, Ridge Till	329C
Residue Management, Seasonal	344
Restoration and Management of Declining Habitats	643
Riparian Forest Buffer	391
Riparian Herbaceous Cover	390
Rock Barrier	555
Roof Runoff Structure	558
Row Arrangement	557
Runoff Management System	570
Sediment Basin	350
Shallow Water Management for Wildlife	646
Spring Development	574
Stream Habitat Improvement and Management	395
Streambank and Shoreline Protection	580
Stripcropping	585
Structure for Water Control	587
Subsurface Drain	606
Surface Drainage, Field Ditch	607
Surface Drainage, Main or Lateral	608
Terrace	600
Tree/Shrub Establishment	612
Tree/Shrub Pruning	660
Underground Outlet	620
Upland Wildlife Habitat Management	645
Use Exclusion	472
Waste Storage Facility	313
Waste Treatment Lagoon	359
Wastewater Treatment Strip	635
Waste Utilization	633
Water and Sediment Control Basin	638
Water Well	642
Watering Facility	614
Well Decommissioning	351
Wetland Creation	658
Wetland Enhancement	659
Wetland Restoration	657
Wetland Wildlife Habitat Management	644
Wildlife Watering Facility	648
Windbreak/Shelterbelt Establishment	380

Conservation Practice	Practice No.
Windbreak/Shelterbelt Renovation	650