

CCR Contractor Registration

Advanced Search Information

SEARCHED INDEXED

General Information

Current Registration Status: Active in CCR; Registration valid until 08/26/2005.

DUNS: 927315259
DUNS PLUS4:
CAGE/NCAGE Code: 1HEP3
Legal Business Name: HUTCHINSON GROUP
Doing Business As (DBA):
Division Name:
Division Number
Company URL:

Physical Street Address 1: 41 FOREST CIRCLE
Physical Street Address 2:
Physical City: NEW ROCHELLE
Physical State: NY
Physical Zip/Postal Code: 10804-4223
Physical Country: USA

Mailing Name: HUTCHINSON GROUP
Mailing Address: P.O. BOX 773
Mailing Address 2:
Mailing City: LARCHMONT
Mailing State: NY
Mailing Zip/Postal Code: 10538-0773
Mailing Country: USA

Business Start Date: 05/01/1995

Corporate Information

Type of Organization
Sole Proprietorship

Business Types/Grants

- 21 - Small Business
- 23 - Minority Owned Business
- 77 - Service Provider
- A2 - Woman Owned Business
- A6 - SBA Certified 8A Program Participant
- OY - Black American Owned
- XX - SBA Certified Hub Zone Firm
- VN - Contracts

Goods / Services

North American Industry Classification System (NAICS)
541613 MARKETING CONSULTING SERVICES
541820 PUBLIC RELATIONS AGENCIES

Standard Industrial Classification (SIC)
8742 MANAGEMENT CONSULTING SERVICES
8743 PUBLIC RELATIONS SERVICES

Product Service Codes (PSC)
R708 PUBLIC RELATIONS SERVICES

Federal Supply Classification (FSC)

Points of Contact

Government Business POC Primary

Name:
Address Line 1:
Address Line 2:
City:
State:
Zip/Postal Code:
Country:
U.S. Phone: Ext:
Non-U.S. Phone:
Fax:

Government Business POC Alternate

Name:
Address Line 1:
Address Line 2:
City:
State:
Zip/Postal Code:
Country:
U.S. Phone: Ext:
Non-U.S. Phone:
Fax:

Past Performance POC Primary

Name:
Address Line 1:
Address Line 2:
City:
State:
Zip/Postal Code:
Country:
U.S. Phone: Ext:
Non-U.S. Phone:
Fax:

Past Performance POC Alternate

Name:
Address Line 1:
Address Line 2:
City:
State:
Zip/Postal Code:
Country:
U.S. Phone: Ext:
Non-U.S. Phone:
Fax:

Electronic Business POC Primary

Name: **LORRAINE DOWDEY**
Address Line 1: **271 NORTH AVENUE, SUITE 1105**
Address Line 2:
City: **NEW ROCHELLE**
State: **NY**
Zip/Postal Code: **108015119**
Country: **USA**
U.S. Phone: **(914) 654-0609** Ext:**201**
Non-U.S. Phone:
Fax: **(914) 654-4987**

Electronic Business POC Alternate

Name: **LORRAINE DOWDEY**
Address Line 1: **271 NORTH AVENUE, SUITE**
Address Line 2:
City: **NEW ROCHELLE**
State: **NY**
Zip/Postal Code: **108015119**
Country: **USA**
U.S. Phone: **(914) 654-0609** Ext:**201**
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Fax: **(914) 654-4987**

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RIF
4995

FUNDS AVAILABILITY CERTIFICATION WORKSHEET

(For all Procurements \$5,000 or more)

TO: FUNDS CONTROL OFFICER			
Name	Mike Connor	Phone	651-649-5180
Requester Title	Group Leader	E-mail	mconnor@fs.fed.us
Signature	/s/ Lisa Burban for Mike Connor	Date	8/9/04

Description	DESCRIPTION			
	Item	Service	Grant	Agreement
Check one:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item Description	Publication design, editing and layout for FIA BWCA publication			

Attachments	ATTACHMENTS			
	Work Plan	Procurement Request	Grant Proposal	Draft Agreement/Operating Plan
Check all applicable:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACCOUNTING DATA			
Job Code	Budget Object Code	Estimated Costs	Organization Code
SPFH15	2540		
Total		<u>\$ 12,000 .00</u>	

I certify that funds are available for obligation.

/s/ Terry Gross	Sup Pgm Analyst	8/10/04
Signature	Title	Date

I certify that the budget object code is correct.

/s/Terry Gross	Sup Pgm Analyst	8/10/04
Signature	Title	Date

CS/

Justification for End-of Year Procurement Request

FIA has collected extensive data on the condition of the blowdown area of the Boundary Waters Canoe Area Wilderness. North Central would like to publish this information, in cooperation with Northeastern Area State & Private Forestry, in a non-technical, easily read format during this 5-year anniversary of the storm. In order to complete this publication by December 2004, we need to begin publication design work now so that layout can proceed immediately when the manuscript is available in early September.

Submitted by

Dana P. Dube

8/9/04

Approved by

Tom Yoda

8/9/04

RIF



PUBLIC RELATIONS

P.O. Box 773, Larchmont, NY 10538 Tel: 914.654.0609 Fax: 914.654.4987 Internet: www.hutchinsongroup-pr.com

PUBLICATION DESIGN & LAYOUT
For
Boundary Waters Canoe Area Wilderness Forest Inventory Data
Proposal
For

USDA Forest Service, North Central Research Station

RFQ #: 2004-CS-14


Contact: Lorraine Dowdey
Tel: (914) 632-8515

Revision Submitted: September 14, 2004

INTRODUCTION:

Hutchinson Group

What distinguishes us? It is a combination of strong industry specializations, entrepreneurial drive, strategic thinking, an exceptional quality program, a talented and motivated pool of professionals, passion for our craft, international reach and above all, a commitment to you -- your competitive edge.

 The Hutchinson Group is a full-service independent public relations consulting firm founded in 1995, and is a SBA certified 8(a), woman-owned concern. The firm has wide-ranging media relations, marketing communications, special events, and audiovisual production savvy. The Group's diverse portfolio includes government, corporate, education, architecture, real estate, construction, consumer, health care and non-profit clients. Facets of public relations with which the firm has expertise: from strategy and tactics for positioning and leadership campaigns; from recruitment of foremost public figures for press conferences and special events; to tailored marketing communications material; to informative audio visual productions; to media placement for public awareness. The firm has extensive local, regional, national and international media contacts.

The firm's roster of clients include IKEA North America, Skanska USA Building, Schering-Plough (Dr. Scholl's brand), O'Brien Kreitzberg, DR Pepper/7UP, SUNBURST Communications, the City of New Rochelle, Malibu Rum, Simone's Gallery Ltd, the U.S. Postal Service and Westchester Consumer Empowerment Center, among others.

The firm's principal Lorraine Dowdey has spanned a career in public relations, television and radio news production, government and non-profit public affairs, and magazine journalism. Previously, Lorraine was a senior-level employee at the United States Information Agency, where she promoted the U.S. foreign and domestic policies by advising and guiding international journalists on approaches to important issues. She also conducted programs around the United States for the foreign media on subjects of high Administration priority.

The Hutchinson Group prides itself on the direct involvement of management in each and every account. In addition to top-notch account management, the project staff are experts in their field, boast superior skills, are results-focused and driven to satisfy clients.

The firm's practice specialties include the following:

- Media Outreach
- Publicity Campaigns
- Events and Conference Planning
- Community Relations
- Identity Development
- Marketing Research
- Materials Development
- Writing and Editing
- Promotion Materials
- Videotape and Film Production
- Broadcast / Print Public Service Campaigns
- Advertising
- Graphic Design
- Web Site Design and Maintenance
- Photography
- Spokesperson Media Training
- Policy Development & Analysis
- Internet Services: videoconference, web cast and streaming videos, etc
- Technical Assistance
- Logistics
- Trade Show Exhibit Design

SECTION C – PERFORMANCE WORK STATEMENT

C.1 DESCRIPTION OF SERVICES

“Ahead of yesterday, in step with tomorrow” the Hutchinson Group is ready to create a spectacular design for the Boundary Waters Canoe Area Wilderness Forest Inventory Data Summary to help the USDA Forest Service North Central Research Station shine its light more brightly. This publication design and layout proposal is cost-effective and will address specific needs of the target audience as well as help to strengthen the Station’s public perception.

C.2 PERFORMANCE REQUIREMENTS

1. Design Template for Publication

We will keep the target audience in mind when we create the Station’s publication, knowing that we only have the first few seconds to capture their attention. A visually appealing and easy to read and understand publication will have multiple uses. We will develop a design to depict a high-energy, vital and relevant organization. Our approach to design is from a branding point of view, even when we’re not creating or re-doing a logo. We think it’s important to show that we understand consistency.

Our award-winning design team has served the following clients: International Paper, Chris Weber brand for Nike, internet and software providers Blue Fish Development Group, information technology recruiters ISspring 41T, Paul Speery a London Fog brand, the St. Louis Rams national football league and SmithKline Beecham Pharmaceuticals, among others.

We will develop three cover designs for your approval. Each page will be designed to compliment and play-off the cover page design theme.

3. Final Camera-ready Publication

We will follow the USDA Visual Information Standards guidelines to produce a final camera-ready publication as follows:

- Printed out on one side of white paper, including folio and photo marks for the printer.
- One electrostatic-type facsimile (Xerox or equivalent) of final camera-ready copy.
- Electronic files for the printer, consisting of page layout file, graphic files and fonts submitted on a 3.5 computer disk, Iomega products (ZIP or Jaz) or a recordable CD.

C.3 Delivery Requirements

Preliminary Design and Layout Schedule

Activity	W/O
Hold initial design briefing	9/20
Develop draft cover design	9/20
*Conduct cover design presentation to client	10/4
Submit final design template to client	10/18
Receive manuscript from client	10/18
Manuscript design and layout	10/25
Submit manuscript design and layout for review	11/8
Receive feedback on manuscript design and layout	11/15
	by
Deliver camera-ready document to client	11/30

C.4 Products

The final project submitted for your approval will be visually appealing with a design portraying a high-energy, vital and relevant organization:

1. Cover design and 20-interior page template for the completed publication.
2. Final document ready for printing.

KEY PERSONNEL

Lorraine Dowdey, Principal

Lorraine's career has spanned magazine journalism, television and radio news as well as the government and non-profit sectors. She is a professional counselor with a solid background in public relations/public affairs and marketing communications. Her expertise includes work with government agencies, leading corporations, the healthcare industry and non-profit organizations. Extensive media experience derives from news and public affairs positions with WCBS-TV, WCBS-AM and WBZ-TV, the NBC affiliate in Boston.

Prior to founding the Hutchinson Group, Lorraine was a senior level employee at the United States Information Agency (USIA) where she promoted U.S. foreign and domestic policies by advising and guiding international journalists on approaches to vital issues.

Previously, she managed media relations for the New York City School Construction Authority, a \$4.3 billion public benefit corporation. There she created and implemented media and communications policies and procedures. In that capacity, she also developed and executed media strategy, publicity campaigns, special events and community relations efforts.

She was also acting press secretary for New York City during the National Conference of Mayors visit to New York.

Lorraine will oversee all phases of this design and layout project and is the primary client contact.

Sylvia de Martino, Graphic Designer

Develop branding and marketing concepts, execute and produce marketing materials, publications, brand identities, annual reports, corporate collateral materials, ads and web sites. Meet budgetary and deadline requirements.

The following projects are included in Sylvia's portfolio:

- Ministers and Missionaries Benefit Board (MMBB) – Conceived, designed and produced annual report, which effectively announced new Executive Director's vision of transforming Board into world-class financial organization. MMBB manages and provides pensions and benefits for American Baptist Church employees, with net assets of approximately \$3 billion.
- NYU Medical Center and NYU School of Medicine – Ongoing implementation of brand identity through design and production of cohesive fundraising materials. Successfully launched a new identity program for NYU School of Medicine Alumni Relations, increasing awareness of school activities through regular mailings and events. Increased giving over first six months by 20%. Introduced new fundraising mechanism via donor annual report, expected to increase number of donations to ongoing \$750 million capital campaign.
- Johnson+Johnson – Creative half of designer-writer consulting team, conceived visual treatment and organization of newly launched Johnson's Baby Bedtime Guide.
- Hopfer School of Nursing – Conceived and produced new identity system and materials for nursing school with dwindling enrollment. New identity materials tripled number of applicants.

Ruder Finn Public Relations, New York, NY

Vice President and Art Director, Ruder Finn, Inc., 1/90–1/95

Art directed public relations agency design group. Position involved creative development, concept presentation, project and budget management, scheduling, purchasing, hiring and supervising staff of 12+, which included designers, print production manager and administrative personnel. Converted design group from cost center to profit center over 5 years, for revenues of \$3 million.

Supervised the following Ruder Finn design projects:

Citibank – Conceived and produced consumer banking materials which solved informational design challenges while implementing pre-existing brand identity; created consumer money-management campaigns that brought brand awareness into niche consumer markets such as women, college students and newlyweds.

- Sandoz - Art directed design of annual report that faced challenge of reporting to shareholders on corporation's diverse market segments. Devised overall look that united segments visually, while respecting individual informational needs of each business area.
- International Paper – Conceived and oversaw production of consumer awareness campaign highlighting corporation's responsibility to the environment. Project scope included creation of educational materials directed to public, delivered via public relations venues.


Platinum Design, New York, NY
Consulting Art Director, 6/88–1/90

Art directed and project-managed corporate collateral and benefits packages for clients such as Pfizer, and media kits and advertorial sections for national consumer magazines such as *Business Week* and *Time*.

Arnold Saks Associates, New York, NY
Consulting Art Director, 11/87–6/88

Art directed and managed design and production of annual reports and corporate collateral for clients such as Goldman Sachs and Avon.

EDUCATION


BFA in Communications Design, 1983

PROFESSIONAL AWARDS

- Art Direction Magazine Creativity Awards
- The American Corporate Identity Award
- Astrid Awards

TEACHING CREDITS

Parsons School of Design, 1993–1995. Developed and taught courses in Corporate Identity, Communication Design and Editorial Design.

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wip 1pg

RIF

PRICE PROPOSAL

Concept development, graphic design and layout 20-pages.....\$11,500.00

Materials.....\$ 1,675.00

Travel.....\$ 2,275.00

Total Project Cost.....\$15,450.00

This budget includes two rounds of design revisions. It does not include photography or printing costs.

REFERENCES

Dr. John Jacoby

Metro+Med

466 Main Street

New Rochelle, NY 10801

(914) 633-1020

Project: Provide public relations, marketing and event planning services. (The work includes graphic design, writing and editing.)

Dan MacNamee

O'Brien Kreitzberg

Westchester County Airport

White Plains, NY 10604

(914) 684-0126

Project: Plan and implement public education and marketing campaign to get voter approval for a \$21 million school construction bond issue for the Port Chester/Rye Public Schools (results: bond unanimously approved) (The work includes graphic design, writing and editing.)

Bill Powers

(Former) Communications & Marketing Manager

City of New Rochelle

515 North Avenue

New Rochelle, NY

(914) 378-4533

Project: Provide public relations and marketing services, which included design, writing and editing to plan, implement and promote summer/fall concert series in coordination with the city's department of Parks & Recreation.

10 pgs

REQUEST FOR QUOTATION <i>(THIS IS NOT AN ORDER)</i>			THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET- ASIDE			PAGE OF PAGES 1 10	
1. REQUEST NO. 1	2. DATE ISSUED 08/27/04	3. REQUISITION/PURCHASE REQUEST NO. 2004-CS-14		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 <input type="checkbox"/> AND/OR DMS REG. 1		RATING	
5a. ISSUED BY USDA Forest Service, North Central Research Station 1992 Folwell Ave. St. Paul, MN. 55108				6. DELIVER BY (Date) 11/30/04			
5b. FOR INFORMATION CALL (NO COLLECT CALLS)				7. DELIVERY <input type="checkbox"/> FOB DESTINATION		OTHER (See Schedule)	
NAME Tina Miller		TELEPHONE NUMBER		9. DESTINATION			
tinamiller@fs.fed.us		AREA CODE 651	NUMBER 649-5204	a. NAME OF CONSIGNEE			
8. TO:		Fax 651-	649-5285	Same as Block 5a.			
a. NAME Lorraine Dowdey		b. COMPANY Hutchinson Group		b. STREET ADDRESS			
c. STREET ADDRESS 41 Forest Circle				c. CITY			
d. CITY New Rochelle		e. STATE NY	f. ZIP CODE 10538	d. STATE		e. ZIP CODE	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A OR 5B ON OR BEFORE CLOSE OF BUSINESS 09/03/04			IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in BLOCK 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.				
11. SCHEDULE (Include applicable Federal, State and local taxes)							
ITEM NO. (a)	SUPPLIES/SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
1	Publication Design, Editing, and Layout for Boundary Waters Canoe Area Wilderness Forest Inventory Data Summary. Technical Contact: Barb Winters 651-649-5278 bwinters@fs.fed.us		1	Job			
12. DISCOUNT FOR PROMPT PAYMENT <input type="checkbox"/>			a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS	c. 30 CALENDAR DAYS	d. CALENDAR DAYS	
						NUMBER	PERCENTAGE
NOTE: Additional provisions and representations <input type="checkbox"/> are <input checked="" type="checkbox"/> are not attached.							
13. NAME AND ADDRESS OF QUOTER				14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER				16. SIGNER		b. TELEPHONE	
b. STREET ADDRESS						AREA CODE	
c. COUNTY						NUMBER	
d. CITY		e. STATE	f. ZIP CODE	c. TITLE (Type or Print)			

PART I—THE SCHEDULE

SECTION B-- SERVICES AND PRICES/COSTS

B.1 SCOPE OF CONTRACT

Publication design, editing and layout for "Boundary Waters Canoe Area Wilderness Forest Inventory Data Summary".

The North Central Research Station, one of eight research units of the USDA Forest Service, has been a leader for natural resource research in the Midwest since the station's founding in 1923. Its 250 employees work out of field locations in Minnesota, Michigan, Wisconsin, Illinois, Indiana, and Missouri and the headquarters in St. Paul, Minnesota. Research centers on riparian landscapes, forest productivity, and landscape change.

The Northeastern Area of State and Private Forestry provides landowners in 20 northeastern states with funding and expertise to assist them in preserving the health and long-term sustainability of their lands.

B.2 PRICE SCHEDULE

Work Item	Item/Description	Quantity	Price
1	Design Template for Publication	Jb	
2	Manuscript Editing	Jb	
3	Final Camera-Ready Publication	Jb	
4	Consultation	Meetings	

Proposal should include costs for consultation, design, and materials.

SECTION C—PERFORMANCE WORK STATEMENT

C.1 DESCRIPTION OF SERVICES

This requirement is a performance based service. Contractor shall furnish all personnel, materials, equipment and supplies necessary to produce electronic formatting and page layout of the text and graphics for the publication “Boundary Waters Canoe Area Wilderness Forest Inventory Data Summary (BWCAW)”.

The North Central Research Station and the Northeastern Area are collaborating to deliver the latest information about the forests in the Boundary Waters Canoe Area Wilderness to non-technical audiences. The expected outcome of this project is a 20-page document describing the current conditions and future trends of the forest lands within the Boundary Waters Canoe Area Wilderness (BWCAW) in northern Minnesota. The primary audiences for the document are Midwest natural resource managers, planners, decision makers, and general taxpayers. The document will provide, via text, photos, and graphs, an engaging portrait of how these well-loved and well-used forests have changed since the blowdown event of July 1999.

The design of this publication is governed by the U.S. Department of Agriculture Visual Information Standards. The manual specifies cover style, typography and page layout for all publications issued by USDA agencies. Editorial content of the publication must conform to the Government Printing Office (GPO) Style Manual.

C.2 Performance Requirements

Three products are expected from this contract. All must be supplied to the Forest Service in hard copy and electronic format.

1. Design template for publication

Based on a publication outline provided by the Forest Service, the expected product is a cover design and interior page template for the completed publication.

The final template will include five parts

- A preliminary design for publication covers that includes the USDA logo and identifier strip, the Forest Service shield and identifier strip, the publication title, Author names, and publication number.
- A sample cover illustration
- A template for interior text pages that specifies recommended typography, page margins, column size and placement, heading style, body copy style, and placement of tables and figures.
- A sample table layout
- A sample figure layout

The preliminary designs produced here will be the basis for the final publication.

2. Manuscript Editing

The expected product is a double-spaced typed manuscript that reflects the editor's work and is prepared as described:

- The manuscript may include minor and infrequent editor's marks that indicate additional corrections made after the Contractor's typed manuscript was prepared.
- The manuscript shall be suitable for reading and technical review by the Forest Service authors or management staff, who are NOT trained or knowledgeable in editorial marking.
- The typed manuscript shall be reviewed and corrected by the Contractor's quality control personnel prior to delivery.

The editing process includes revising and reorganizing text to improve readability and precision and correcting spelling, grammar, punctuation, and style. Editing may also include developing abstracts, indexes, tables, captions, references, and citations and footnotes. Editing shall be performed to—

- Develop material in a format consistent with approved outline and style as shown in guides and instructions;
- Segment subject matter to present related data within sections and subsections and to avoid overlapping and duplication.
- Make contents, lists, appendices, indexes, and other data consistent with text, guides, and with continuity so that work appears to be that of one person.
- Eliminate use of passive construction and, wherever possible, use the active present construction.
- Maintain consistency in use of subjunctive construction.
- Ensure accuracy in grammar, punctuation, and spelling.
- Check completeness, accuracy, consistency, and format of tables, bibliographies, references, and footnotes.
- Eliminate wordiness and reviewing the content for logic.
- Ensure manuscript adheres to GPO style.
- Ensure that acronyms are defined on first use and used consistently throughout the manuscript.
- Check construction of verbs, nouns, etc., for parallel construction, consistency, and correct style.
- Query, as appropriate, external text references to Forest Service publications and directives.
- Verify cross-references, text citations, and callouts.
- Maintaining consistency in subjunctive construction.
- Query use of jargon, clichés, and redundancies.
- Query text written in the passive voice and suggesting rewrites.
- Identify and eliminate bias (e.g., gender, race, ethnic) in text.
- Restructure the Government-furnished material to ensure that it is well organized, clearly written, and communicates with its audiences.
- Reorganizing and rewriting text that—
 - Is unclear or redundant.
 - Has unsupported conclusions or gaps in logic.
 - Is written in the passive voice.
 - Is not written with a natural rhythm.

3. Final Camera-ready Publication

The third product is the final document ready for printing. This includes:

- A final camera-ready copy printed out on one side of white paper, including folio and photo marks for the printer.
- One electrostatic-type facsimile (Xerox or equivalent) of final camera-ready copy.

- Electronic files for the printer, consisting of page layout file, graphic files, and fonts submitted on 3.5" floppies, Iomega products (ZIP or jaz), or Recordable CD.

The layout will follow the guidelines identified in the USDA Visual Information Standards plus design guides developed for North Central Research Station.

All work performed under this procurement shall be in accordance with the current and applicable Government Printing and Binding regulations published by the Joint Committee on Printing, Congress of the United States, as that document may be amended by the Congress or the Public Printer; and as the constraints of that document are pertinent to the performance of work under this contract.

C.3 Delivery Requirements

Due dates of the following will be established between the contractor and Forest Service Representative.

1. Hold initial design briefing
2. Submit draft design template (contractor)
3. Hold meeting for comments on draft design
4. Submit final design template (contractor)
5. Deliver reviewed final manuscript for editing (FS)
6. Return edited manuscript for author review (contractor)
7. Deliver final manuscript with photos and illustrations for page layout and formatting.
8. Deliver formatted document for printing - November 30

C.4 Products:

1. Cover design and interior page template for the completed publication.
2. Double spaced typed manuscript.
3. Final document ready for printing.

PERFORMANCE REQUIREMENTS SUMMARY

The design for the finished product must:

- Reflect the organic, earth-focused nature of our work
- Be distinctive, clean, and modern
- Project an image of a high-energy, vital and relevant organization
- Incorporate standard USDA Forest Service logo (copies provided)
- Incorporate cost-effective design

PERFORMANCE STANDARD

Unacceptable Performance:

1. The service is not completed or the product is not delivered within the specified time;
2. The service is poorly carried out such that the Contracting Officer's Representative must intervene;
3. The product is of poor quality, lacks structure, fails to meet the Acceptable Quality Level, or requires substantial revisions;

Acceptable Performance:

1. The service is completed on time, or the product is delivered on time;
2. The service is in compliance, focused, and completed to the satisfaction of the Forest Service Representative;
3. The product is of generally good quality, requiring very limited revision or no revision.

NON-COMPLIANCE OF ACCEPTABLE PERFORMANCE STANDARD

If required documents and information are not in compliance with stated performance standard and delivered on time, no payment will be made until the contractor reworks the product to the acceptable performance standard.

Method of Surveillance

The Forest Service Representative periodically reviews the development and improvements on the simulation project to assess compliance, focus, and on-time delivery.

CONTRACT CLAUSES**FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

www.arnet.gov/far/

www.usda.gov/procurement/policy/agar.html

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

- 52.209-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (JUL1995)
- 52.215-8 Order of Precedence--Uniform Contract Format (OCT 1997)
- 52.219-6 Notice of Total Small Business Set-Aside (JUN 2003)
- 52.222-3 Convict Labor (JUN 2003)
- 52.222-21 Prohibition of Segregated Facilities (FEB 1999)
- 52.222-26 Equal Opportunity (APR 2002)
- 52.222-35 Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans (DEC 2001) *(Applicable if contract exceeds \$25,000)*
- 52.222-36 Affirmative Action for Workers with Disabilities (JUN 1998) *(Applicable if contract exceeds \$10,000)*
- 52.222-37 Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans (DEC 2001) *(Applicable if contract exceeds \$25,000)*
- 52.222-41 Service Contract Act of 1965, as Amended (MAY 1989)
- 52.223-5 Pollution Prevention and Right-to-Know Information (AUG 2003)
- 52.223-6 Drug-Free Workplace (MAY 2001) *(Applicable if contract is awarded to an individual)*
- 52.225-13 Restrictions on Certain Foreign Purchases (DEC 2003)
- 52.232-1 Payments (APR 84)
- 52.232-8 Discounts for Prompt Payment (FEB 2002)
- 52.232-11 Extras (APR 1984)
- 52.232-23 Assignment of Claims (JAN 1986)
- 52.232-25 Prompt Payment (OCT 2003)
- 52.232-33 Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003)
- 52.233-1 Disputes (JULY 2002)
- 52.233-3 Protest After Award (AUG 1996)
- 52.237-2 Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
- 52.243-1 Changes--Fixed-Price (AUG 1987)--Alternate I (APR 1984)
- 52.245-1 Property Records (APR 1984)
- 52.245-4 Government-Furnished Property (Short Form) (JUN 2003)
- 52.249-1 Termination for Convenience of the Government (Fixed-Price) (Short From) (APR 1984)
- 52.249-8 Default (Fixed-Price Supply and Service) (APR 1984)
- 52.253-1 Computer Generated Forms (JAN 1991)

AGRICULTURE ACQUISITION REGULATION (48 CFR CHAPTER 4) CLAUSES

- 452.237-70 Loss, Damage, Destruction or Repair (FEB 1988)
452.237-75 Restrictions Against Disclosure (FEB 1988)

52.204-7 Central Contractor Registration (Oct 2003)

(a) Definitions. As used in this clause-

"Central Contractor Registration (CCR) database" means the primary Government repository for Contractor information required for the conduct of business with the Government.

"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same parent concern.

"Registered in the CCR database" means that-

- (1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database; and
- (2) The Government has validated all mandatory data fields and has marked the record "Active".

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

- (1) An offeror may obtain a DUNS number-
 - (i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or
 - (ii) If located outside the United States, by contacting the local Dun and Bradstreet office.
- (2) The offeror should be prepared to provide the following information:
 - (i) Company legal business.
 - (ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.
 - (iii) Company Physical Street Address, City, State, and Zip Code.
 - (iv) Company Mailing Address, City, State and Zip Code (if separate from physical).
 - (v) Company Telephone Number.
 - (vi) Date the company was started.
 - (vii) Number of employees at your location.

- (viii) Chief executive officer/key manager.
- (ix) Line of business (industry).
- (x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g) (1) (i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of Subpart 42.12 of the FAR; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.

FAR 52.222-42 Statement of Equivalent Rates for Federal Hires (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:
 It Is Not A Wage Determination.*

Employee Class	Monetary Wage--Fringe Benefits
GS-11	\$21.15 Per Hour
_____	_____
_____	_____
_____	_____

FAR 52.244-6 Subcontracts for Commercial Items (MAY 2004)

- (a) *Definitions.* As used in this clause- "Commercial item" has the meaning contained in Federal Acquisition Regulation 2.202-1, Definitions. "Subcontract" includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.
- (b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.
- (c)(1) The following clauses shall be flowed down to subcontracts for commercial items:
 - (i) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.
 - (ii) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).
 - (iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212(a)).
 - (iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).
 - (v) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631) (flow down required in accordance with paragraph (d) of FAR 52.247-64).
- (2) While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.
- (d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

RIF
8p95

United States Department of Agriculture
INVOICE-RECEIPT CERTIFICATION
 (See Completion Instructions on Reverse)

1. Purchase Order Number 43-63PX-4-0310		2. Type of Shipment <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> COMPLETE		3. Date Goods Rcvd/Accepted/ Service Period End Date MONTH DAY YEAR 10 8 04			4. Date Invoice Received MONTH DAY YEAR 10 8 04		
5. Vendor Invoice No: 3124		6. Vendor Name: HUTCHINSON GROUP			VID: 134196970 A				

I certify the items billed were received, inspected, and accepted as complying with this order except as noted below. Bill amounts are to be charged to corresponding line items on purchase order as follows:

7. P.O. Line Item No.	8. Description	9. Quantity/ Unit Issue	10. Dollar Amount	7. P.O. Line Item No.	8. Description	9. Qty/ Unit Issue	10. Dollar Amount
1	DESIGN SERVICES	1/JB	3000.00				
					+ Non - Merchandise Charge	11	
					+ Freight	12	
					+ Federal Excise Tax	13	
					+ State and Local Tax	14	
					Sub-Total	15	3000.00
					- Trade-in	16	
					- Discount	17	
					- Credit	18	
					Total	19	\$ 3000.00

20. Receipt Exception

25. Attach invoice(s) and mail to: *(Use of Window Envelope is Optional)*

U.S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 P.O. Box 60075
 New Orleans, Louisiana 70160

AUTHORIZED OFFICIAL								
21. Address 1992 FOLWELL AVE, ST. PAUL, MN. 55108								
22. Signature <i>TINA MILLER</i>								
23. Date 10/26/04	24. Phone (Area Code and Number) (651) 649 - 5204	<table border="1"> <tr> <td>FTS</td> <td>></td> </tr> <tr> <td>COMM</td> <td>X</td> </tr> <tr> <td></td> <td>></td> </tr> </table>	FTS	>	COMM	X		>
FTS	>							
COMM	X							
	>							

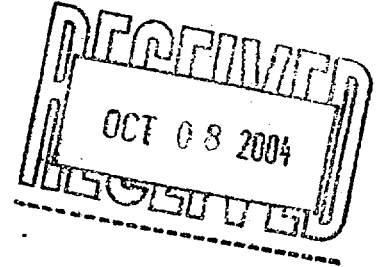
Hutchinson Group

P.O. Box 773
 Larchmont, NY 10538
 (914) 632-8515

Invoice

DATE	INVOICE #
10/8/2004	3124

BILL TO
Debra Dietzman USDA Forest Service North Central Research Station 1992 Folwell St. St. Paul, MN 55108



Federal I.D.#	TERMS
13-4196970	Due on receipt

DESCRIPTION	RATE	AMOUNT
Professional Services (P.O.# 43-63PX-4-0310): BWCA publication graphic design concept development; project briefing; initial research on project history and background; begin initial design direction on the first of three design themes. Total of 15 hours worked from 9/20, 9/29 - 10/8	3,000.00	3,000.00
We appreciate your prompt payment.		Total 3,000.00

*Rec'd
 Barbara J. Winter
 10/15/04*

General Information

Award Type: Purchase Order

Award Status: Final

Prepared By: TINAMILLER@FS.FED.US

Award ID:

Agy	PIID	Mod No	Trans No
12C2	AG63PX4363PX40310	0	0

Prepared Date: 09/27/2004 09:02:42

Referenced IDV ID:

Last Modified By: TINAMILLER@FS.FED.US

Reason For Modification: PLEASE SELECT BY CLICKING THE (...) BUTT

Solicitation ID:

Last Modified Date: 09/27/2004 09:02:53

Dates

Date Signed: 09/16/2004
 Effective Date: 09/16/2004
 Completion Date: 06/30/2005
 Est. Ultimate Completion Date:

Amounts

Action Obligation: \$11,500.00
 Base And Exercised Options Value: \$11,500.00
 Base And All Options Value: \$11,500.00
 Fee Paid for Use of IDV: \$0.00

Purchaser Information

Contracting Office Agency ID: 12C2 Contracting Office Agency Name: FOREST SERVICE
 Contracting Office ID: 63PX Contracting Office Name: FOREST SERVICE
 Funding Agency ID: Funding Agency Name:
 Funding Office ID: Funding Office Name:
 Funded By Foreign Entity: Reason For Inter-Agency Contracting: Select One

Contractor Information

Socio Economic Data

CCR Exception: PLEASE SELECT CCR EXCEPTION BY CLICKING THE ELLIPSIS (...) BUTTON

Name: HUTCHINSON GROUP
 DBAN:
 Street: 41 FOREST CIRCLE
 Street2:
 City: NEW ROCHELLE
 State: NY
 Zip: 108044223
 Country: UNITED STATES
 Phone:
 Fax No:

- Veteran Owned
- 8(a) Firm
- Hub Zone
- SDB
- Sheltered Workshop
- HBCU
- Educational Institution
- Women Owned
- Asian Pacific
- Service Disabled Vet
- Local Government
- Minority Institution
- American Indian
- State Government
- Federal Government
- Minority Owned Business
- Tribal Government
- Black Owned
- Native American
- Asian Indian
- Non-Profit Organization
- Hispanic Owned
- Emerging Small

Organization Type	Number of Employees	Annual Revenue
	1	\$100,000

Contract Data

Type of Contract: Fixed Price
 Multi Year Contract:
 Major Program:
 Cost Or Pricing Data: Select One
 Purchase Card Used As

11/5/04

Purchase order 43-63PX-4-0310 is in reject status, GD 2442 04308A122.

On September 21, 2004 I issued two purchase orders to The Hutchinson Group (43-63PX-4-0310 and 43-63PX-4-0311). The orders were for one service, however I had to separate the service into two purchase orders because the Budget Org on one is from 2313 and the other Budget Org is 2442. We cannot issue one order using job codes from two different Budget Org's.

I sent an invoice to NFC Purch for payment on 10/26/04. When I checked the status on the payment there was no purchase order 43-63PX-4-0310.

For some reason PO 43-63PX-4-0311 was there and 43-63PX-4-0310 is not.

It was the end of the fiscal year when I transmitted the PO's and the hurricanes were occurring at that time so who knows what happened.

I called Terry Gross on 11/01/04 and explained the situation.

Terry instructed me to retransmit purchase order 43-63PX-4-0310. I transmitted the PO 11/01/04 and of course it rejected because it is using FY 04 funds. The error is an overridable error (SC150 and SC180), on 11/05/04 Terry requested that Adelle Jorgenson approve the reject in Susf.

J. Miller
11/5/04

Hutchinson Group

P.O. Box 773
Larchmont, NY 10538
(914) 632-8515

Invoice

DATE	INVOICE #
10/25/2004	3153

BILL TO

Debra Dietzman
USDA Forest Service
North Central Research Station
1952 Folwell St.
St. Paul, MN 55108

Federal I.D.#

TERMS

13-4196970

Due on receipt

DESCRIPTION

RATE

AMOUNT

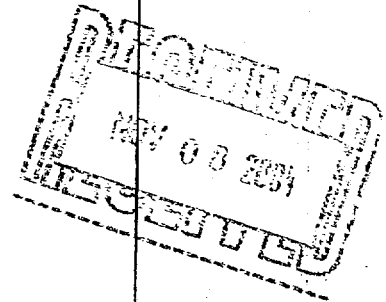
Professional Services: (P.O. # 43-63PX-4-0310)

5,000.00

5,000.00

BWCA publication graphic design concept development:
design research, content research and begin design on two additional design
themes.

Total hours: 25 week of 10/11/04 thru 10/18/04



*Rec'd 11/8/04
Barbara J. Winters*

We appreciate your prompt payment.

Total

\$5,000.00

United States Department of Agriculture
INVOICE-RECEIPT CERTIFICATION
 (See Completion Instructions on Reverse)

1. Purchase Order Number 43-63PX-4-0310		2. Type of Shipment <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> COMPLETE		3. Date Goods Rcvd/Accepted/ Service Period End Date MONTH DAY YEAR 12 16 2004			4. Date Invoice Received MONTH DAY YEAR 12 29 2004		
5. Vendor Invoice No: 3597		6. Vendor Name: HUTCHINSON GROUP VID: 134196970 A							

I certify the items billed were received, inspected, and accepted as complying with this order except as noted below. Bill amounts are to be charged to corresponding line items on purchase order as follows:

7. P.O. Line Item No.	8. Description	9. Quantity/ Unit Issue	10. Dollar Amount	7. P.O. Line Item No.	8. Description	9. Qty./ Unit Issue	10. Dollar Amount
1	SERVICES	1/JB	1400.00				
					+ Non - Merchandise Charge	11	
					+ Freight	12	
					+ Federal Excise Tax	13	
					+ State and Local Tax	14	
					Sub-Total	15	1400.00
					- Trade-in	16	
					- Discount	17	
					- Credit	18	
					Total	19	\$ 1400.00

20. Receipt Exception

25. Attach invoice(s) and mail to: (Use of Window Envelope is Optional)

U.S. DEPARTMENT OF AGRICULTURE
 NATIONAL FINANCE CENTER
 P.O. Box 60075
 New Orleans, Louisiana 70160

AUTHORIZED OFFICIAL		
21. Address 1992 FOLWELL AVE, ST. PAUL, MN. 55108		
22. Signature <i>TINA MILLER</i>		
23. Date 1/7/05	24. Phone (Area Code and Number) (651) 649 - 5204	FTS > COMM X >

Hutchinson Group

P.O. Box 773
Larchmont, NY 10538
(914) 632-8515

Invoice

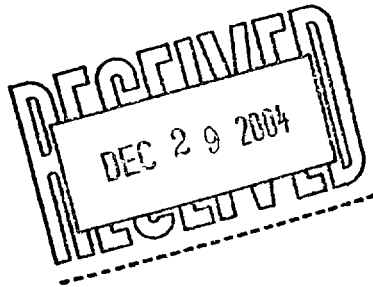
DATE	INVOICE #
12/16/2004	3597

BILL TO
Debra Dietzman USDA Forest Service North Central Research Station 1992 Folwell St. St. Paul, MN 55108

UID 134196970A

Federal I.D.#	TERMS
13-4196970	Due on receipt

DESCRIPTION	RATE	AMOUNT
Professional Services: (PO# 43-63PX-4-0310) Finalize three design concepts for BWCA publication and prepare for client review. Total hours: 7 -- from week of 10/25/04 - 11/1/04	1,400.00	1,400.00
We appreciate your prompt payment.		Total \$1,400.00



Rec'd 12/16/04

Barbara J. Winters

Per discussions with Barb, this looks good. I'm assuming we can ask for verification of costs on the travel expenses.

Deb

>>><<<>><<<>><<<>><<<>><<<>><<<>><<<>><<<>><<<<

Debra J.S. Dietzman
Communication Services Group Leader
North Central Research Station
USDA Forest Service
1992 Folwell, St. Paul, MN 55108
651-649-5031, fax 651-649-5256
email: ddietzman@fs.fed.us

FUNDS AVAILABILITY CERTIFICATION WORKSHEET

(For all Procurements \$5,000 or more)


TO: FUNDS CONTROL OFFICER			
Name of Requestor	Debra Dietzman	Phone	651-649-5031
Title	Group Leader, Communication Services	E-mail	<u>ddietzman@fs.fed.us</u>
Signature	/s/Debra J.S. Dietzman	Date	

DESCRIPTION				
	Item	Service	Grant	Agreement
Check one:		X		
Brief Description	Cover design, internal format and publication layout of BWCAW Inventory results			

ATTACHMENTS				
	Work Plan	Procurement Request	Grant Proposal	Draft Agreement Operating Plan
Check all applicable		X		

ACCOUNTING DATA			
Job Code	Budget Object Code	Estimated Costs	Organization Code
FRRE9004	2500	\$13,950	
Total		<u>\$ 13950.00</u>	

I certify that funds are available for obligation.

	Ldr BSA	9-20-04
Signature	Title	Date

I certify that the budget object code is correct.

Signature	Title	Date

FO Document Number (Attach FO screen print)

CCR **Central Contractor Registration**

Advanced Search Information

General Information

Current Registration Status: Active in CCR; Registration valid until 08/26/2005.

DUNS: 927315259
 DUNS PLUS4:
 CAGE/NCAGE Code: 1HEP3
 Legal Business Name: HUTCHINSON GROUP
 Doing Business As (DBA):
 Division Name:
 Division Number
 Company URL:

Physical Street Address 1: 41 FOREST CIRCLE
 Physical Street Address 2:
 Physical City: NEW ROCHELLE
 Physical State: NY
 Physical Zip/Postal Code: 10804-4223
 Physical Country: USA

Mailing Name: HUTCHINSON GROUP
 Mailing Address: P.O. BOX 773
 Mailing Address 2:
 Mailing City: LARCHMONT
 Mailing State: NY
 Mailing Zip/Postal Code: 10538-0773
 Mailing Country: USA

Business Start Date: 05/01/1995

Corporate Information

Type of Organization

Sole Proprietorship

Business Types/Grants

- 21 Small Business
- 23 Minority Owned Business
- 77 - Service Provider
- A2 Woman Owned Business
- A6 SBA Certified 8A Program Participant
- OY - Black American Owned
- XX - SBA Certified Hub Zone Firm
- VN - Contracts

Goods / Services

North American Industry Classification System (NAICS)

541613 MARKETING CONSULTING SERVICES

541820 PUBLIC RELATIONS AGENCIES

Standard Industrial Classification (SIC)
8742 MANAGEMENT CONSULTING SERVICES
8743 PUBLIC RELATIONS SERVICES

Product Service Codes (PSC)
R708 PUBLIC RELATIONS SERVICES

Federal Supply Classification (FSC)

Points of Contact

Government Business POC Primary

Name:
 Address Line 1:
 Address Line 2:
 City:
 State:
 Zip/Postal Code:
 Country:
 U.S. Phone: Ext:
 Non-U.S. Phone:
 Fax:

Government Business POC Alternate

Name:
 Address Line 1:
 Address Line 2:
 City:
 State:
 Zip/Postal Code:
 Country:
 U.S. Phone: Ext:
 Non-U.S. Phone:
 Fax:

Past Performance POC Primary

Name:
 Address Line 1:
 Address Line 2:
 City:
 State:
 Zip/Postal Code:
 Country:
 U.S. Phone: Ext:
 Non-U.S. Phone:
 Fax:

Past Performance POC Alternate

Name:
 Address Line 1:
 Address Line 2:
 City:
 State:
 Zip/Postal Code:
 Country:
 U.S. Phone: Ext:
 Non-U.S. Phone:
 Fax:

Electronic Business POC Primary

Name: **LORRAINE DOWDEY**
 Address Line 1: **271 NORTH AVENUE, SUITE 1105**
 Address Line 2:
 City: **NEW ROCHELLE**
 State: **NY**
 Zip/Postal Code: **108015119**
 Country: **USA**
 U.S. Phone: **(914) 654-0609** Ext:201
 Non-U.S. Phone:
 Fax: **(914) 654-4987**

Electronic Business POC Alternate

Name: **LORRAINE DOWDEY**
 Address Line 1: **271 NORTH AVENUE, SUITE**
 Address Line 2:
 City: **NEW ROCHELLE**
 State: **NY**
 Zip/Postal Code: **108015119**
 Country: **USA**
 U.S. Phone: **(914) 654-0609** Ext:201
 Non-U.S. Phone:
 Fax: **(914) 654-4987**

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[Return to the BPN.gov Home Page](#)

The Search function is designed for single inquiries only. For information about products and services for mass inquiries or tailored extracts, access this site: [TDP Extracts](#) (excessive usage is monitored).

Note to all users: This is a Federal Government computer system. Use this system constitutes consent to monitoring at all times.

RIF
4pgs

REQUEST FOR QUOTATION <i>(THIS IS NOT AN ORDER)</i>		THIS RFO <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET- ASIDE		PAGE OF PAGES 1 10
1. REQUEST NO. 1	2. DATE ISSUED 08/27/04	3. REQUISITION/PURCHASE REQUEST NO. 2004-CS-14		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 <input type="checkbox"/> AND/OR DMS REG. 1
5a. ISSUED BY USDA Forest Service, North Central Research Station 1992 Folwell Ave. St. Paul, MN. 55108			6. DELIVER BY (Date) 11/30/04	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
NAME Tina Miller tinamiller@fs.fed.us		TELEPHONE NUMBER AREA CODE 651 NUMBER 649-5204 Fax 651- 649-5285		9. DESTINATION a. NAME OF CONSIGNEE Same as Block 5a.
8. TO: a. NAME Lorraine Dowdey			b. STREET ADDRESS	
b. COMPANY Hutchinson Group			c. CITY	
c. STREET ADDRESS 41 Forest Circle			d. STATE	
d. CITY New Rochelle			e. ZIP CODE	
e. STATE NY			f. ZIP CODE 10538	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A OR 5B ON OR BEFORE CLOSE OF BUSINESS 09/03/04			IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in BLOCK 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.	

11. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Publication Design, Editing, and Layout for Boundary Waters Canoe Area Wilderness Forest Inventory Data Summary. Technical Contact: Barb Winters 651-649-5278 bwinters@fs.fed.us	1	Job		

12. DISCOUNT FOR PROMPT PAYMENT <input type="checkbox"/>	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS	c. 30 CALENDAR DAYS	d. CALENDAR DAYS NUMBER PERCENTAGE	
--	-------------------------	---------------------	---------------------	---	--

NOTE: Additional provisions and representations are are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		AREA CODE
d. CITY		e. STATE	f. ZIP CODE		c. TITLE (Type or Print)
					NUMBER

PART I—THE SCHEDULE

SECTION B-- SERVICES AND PRICES/COSTS

B.1 SCOPE OF CONTRACT

Publication design, editing and layout for "Boundary Waters Canoe Area Wilderness Forest Inventory Data Summary".

The North Central Research Station, one of eight research units of the USDA Forest Service, has been a leader for natural resource research in the Midwest since the station's founding in 1923. Its 250 employees work out of field locations in Minnesota, Michigan, Wisconsin, Illinois, Indiana, and Missouri and the headquarters in St. Paul, Minnesota. Research centers on riparian landscapes, forest productivity, and landscape change.

The Northeastern Area of State and Private Forestry provides landowners in 20 northeastern states with funding and expertise to assist them in preserving the health and long-term sustainability of their lands.

B.2 PRICE SCHEDULE

Work Item	Item/Description	Quantity	Price
1	Design Template for Publication	Jb	
2	Manuscript Editing	Jb	
3	Final Camera-Ready Publication	Jb	
4	Consultation	Meetings	

Proposal should include costs for consultation, design, and materials.



General Information

Award Type: Purchase Order

Award Status: Final

Prepared By: TINAMILLER@FS.FED.US Award ID: 12C2 AG63PX4363PX40311 Mod No 0 Trans No 0

Prepared Date: 09/27/2004 08:58:21 Referenced IDV ID: Reason For Modification: PLEASE SELECT BY CLICKING THE (...) BUTT

Last Modified By: TINAMILLER@FS.FED.US Solicitation ID:

Last Modified Date: 09/27/2004 08:58:36

Dates

Date Signed: 09/16/2004
Effective Date: 09/16/2004
Completion Date: 06/30/2005
Est. Ultimate Completion Date:

Amounts

Action Obligation: \$13,950.00
Base And Exercised Options Value: \$13,950.00
Base And All Options Value: \$13,950.00
Fee Paid for Use of IDV: \$0.00

Purchaser Information

Contracting Office Agency ID: 12C2 Contracting Office Agency Name: FOREST SERVICE
Contracting Office ID: 63PX Contracting Office Name: FOREST SERVICE
Funding Agency ID: Funding Agency Name:
Funding Office ID: Funding Office Name:
Funded By Foreign Entity: Reason For Inter-Agency Contracting: Select One

Contractor Information

Socio Economic Data

CCR Exception: PLEASE SELECT CCR EXCEPTION BY CLICKING THE ELLIPSIS (...) BUTTON

Name: HUTCHINSON GROUP
DBAN:
Street: 41 FOREST CIRCLE
Street2:
City: NEW ROCHELLE
State: NY
Zip: 108044223
Country: UNITED STATES
Phone:
Fax No:

- Veteran Owned, 8(a) Firm, Hub Zone, SDB, Sheltered Workshop, HBCU, Educational Institution, Women Owned, Asian Pacific, Service Disabled Vet, Local Government, Minority Institution, American Indian, State Government, Federal Government, Minority Owned Business, Tribal Government, Black Owned, Native American, Asian Indian, Non-Profit Organization, Hispanic Owned, Emerging Small

Organization Type Number of Employees Annual Revenue
\$100,000

Contract Data

Type of Contract: Fixed Price
Multi Year Contract:
Major Program:
Cost Or Pricing Data: Select One

Purchase Card Used As

Payment Method:

Letter Contract:

Performance Based Service Contract: This is a contract for services and 80% or more of the requirement is specified as a performance re

Contingency Humanitarian Peacekeeping Operation: Select One

Contract Financing: Select One

Cost Accounting Standards Clause:

Number Of Actions:

Legislative Mandates Principal Place of Performance

Clinger Cohen Act: Principal Place Of Performance Code (State, Location, Country):

Service Contract Act: Principal Place Of Performance Name:

Walsh-Healey Act: Congressional District Place Of Performance:

Davis Bacon Act: Congressional District Contractor:

Product Or Service Information

Product/Service Code: Description:

Principal NAICS Code: Description:

Bundled Requirements: Select One

System Equipment Code: Select One

Country of Origin:

Place of Manufacture: Select One

Use Of Recovered Material: Select One

InfoTech Commercial Item Category: Select One

Claimant Program Code: Select One

Sea Transportation: Select One

GFE/GFP Provided Under This Action:

Use Of EPA Designated Products: Select One

Description Of Requirement: (4000 characters)

Competition Info

Competitive Procedures / Reason Not Competed:

Number Of Offers Received: Pre Award FBO Synopsis:

Small Business Competitiveness Demonstration Program: SBA/OFPP Synopsis Waiver Pilot:

Commercial Item Test Program: Alternative Advertising:

Commercial Item Acquisition Procedures: A76 Action:

Preference Programs / Other Data

Contracting Officer Business Size Determination: Small Business

Subcontract Plan: Select One

Price Evaluation Percent Difference: %

Reason Not Awarded To Small Disadvantaged Business: Select One

Reason Not Awarded To Small Business: