

ORDERING PROJECT WORK

Instructions for Placing Orders

The following procedures meet regulatory minimum standards given in the Federal Acquisition Regulations. If you need clarification on any point you are invited to call the Contracting Officer.

1. General:

The National Contractors may be ordered for Project work at any time within or outside the Mandatory Availability Period as the contract is effective the entire year; however, NCR Contractors are not required to accept project work. All Agencies listed in C.2.1 are authorized to use this contract to order services for Project work. Project work may include hazardous fuel reduction, prescribed fire application, brush removal, and wildland fire rehabilitation.

Project work shall not include construction, facilities maintenance and repair, or timber-related activities such as tree planting. Project work shall not encompass any work listed in C.2 that is considered emergency in nature. Project work shall not be ordered using severity/preparedness funds.

Orders for Project work must be placed by an appropriately warranted procurement official. This contract does not carry with it pre-funded contract actions. Funding must be obtained, with a job code (fund site) on a properly executed agency procurement request.

2. Ordering:

- Agencies Authorized to Order: The federal agencies listed in Section C.2.1.
- Agencies Required To Order: There are no Host Units or Government agencies required to utilize this contract for project work.
- Order Limitations: There is no minimum quantity for individual orders.
- Advertisement: Advertising is not required provided competition is limited to National Contract Resources named in the Schedule of Services.
- Soliciting Competition: The Contracting Officer who contemplates placing an order for project work in proximity to a given Host Unit or Units must provide each proximate Host Unit NCR fair opportunity to be considered for each order exceeding \$2,500. For Host Units that have only one NCR awardee, competition must be solicited from an adjoining or nearby Host Unit so that at least two NCRs are given an opportunity to compete for the order.
- Pricing: Firm fixed price; unit pricing may be by the hour, job, acre, pile, or other appropriate unit of measure.

3. Terms and Conditions/Statement of Work

All terms and conditions in this specification that apply to performance, remedies, equipment, and individual qualifications apply. The ordering agency Contracting Officer may introduce unique terms in any Task Order that do not change or modify this contract, but which are necessary for the accomplishment of tasks. A separate statement of work should document the requirement. It may or may not be necessary to break down a crew into subunits. If the crew meets the standard for Type 2IA, the crew may be broken down into subunits of not less than five provided qualified leadership is present. If the Contracting Officer uses the hourly rate, the twenty percent reduction for not meeting the IA requirements does not apply for projects, and the hourly rate is paid without adjustments.

Project Orders shall be placed using the following procedures:

The Contracting Officer shall be notified by the requiring authority of the desire for a Project Work Order to be placed in accordance with Agency procedures. The required Statement of Work must be attached.

The ordering official shall forward the Project Work Order to no less than two and no more than three NCRs within the closest Host Unit to give a fair opportunity to other NCRs on this contract. If the initial two to three NCRs are unavailable, do not respond by the required deadline for response, or turn down the opportunity to place an offer on the project work, the ordering official will broaden the search to the next closest Host Unit until a minimum of two interested parties respond.

If the Project Work Order solicits hourly rates, the rates paid by the Contractor must meet Service Contract Act minimums, and either a ceiling price or a firm fixed price must be established.

The ordering official shall determine which NCR receives the Project Order based on a number of possible, determined variables, such as: price, availability, past performance, minimum order requirements, the impact of Project Orders upon suppression orders placed with a Contractor, or other appropriately determined evaluation criteria.

Once the Contractor for the Project Order is identified, the ordering official will place the order with the Contractor and notify the Host Unit Dispatch Center as to which Contractor is to be dispatched.

Payment and invoicing for project work shall be in accordance Clause G.4, Payments clause.

5. When on order for Project work, the NCR is committed to the project until project completion, and shall only accept fire suppression, all-hazard, or severity/preparedness orders if the Government Project Manager recommends in writing to the CO to issue a stop or suspension of work order. The CO may allow the Contractor to replace resources committed to Project work with like or better NCR resources if offered by that Contractor and approved by the CO with concurrence by the Project Manager in advance of the

resources being replaced. The Government is not obligated to suspend work to allow the NCR to work fire suppression/all-hazard incidents or severity/preparedness assignments.

6. Disbursements and payments for any services under this contract are accountable and must be reported by the Forest Service in accordance with the Federal Procurement Data System. For auditing and reporting purposes, Agencies ordering project work must submit all invoices with Crew Time Reports, a copy of any Task Order, and Statement of Work issued for the subject project work to the Albuquerque Service Center (see Block 25 on the Standard Form 33 award document)