

***NPS Procedures
Memorandum of Agreement P11PG00072
Interagency Acquisition Agreements***

- | | |
|--|--------|
| A. Procedures for developing an Interagency Acquisition Agreement (IA) project with the USACE using the Memorandum of Agreement (MOA). | Page 2 |
| B. NPS Purchase Request Process. | Page 3 |
| C. Instructions on how to complete the Interagency Acquisition Agreement Form. | Page 4 |
| D. Instructions on how to prepare the IA in IDEAS in order to be linked to the Memorandum of Agreement, P11PG00072 | Page 7 |

USACE links for documents:

- For easy access, USACE agreements with the NPS are posted at this URL:
<http://www.usace.army.mil/CEMP/iis/Pages/MOADatabase.aspx>.
Copy this URL into your browser.
Scroll to Interior, National Park Service to National Agreement with Areas of Cooperation to reach this Agreement.

- For direct access to the document go to this url:

<http://www.usace.army.mil/CEMP/iis/Documents/P11PG00072NPSUSACEMOA.pdf>

- To reach the USACE Points of Contacts go to this URL:

<http://www.usace.army.mil/CEMP/iis/Pages/USACEREGIONALPOCS.aspx>

A. Procedures for developing an Interagency Acquisition Agreement project with the USACE using the Memorandum of Agreement P11PG00072.

1. NPS Manager assembles NPS project team, to include procurement.
2. NPS Manager contacts responsible U.S. Army Corps of Engineers (USACE) District or Field Office to discuss project scope and delivery of services.
3. USACE office assigns Project Manager.
4. NPS Manager presents scope of services to USACE Project Manager.
5. USACE Project Manager assembles Project Delivery Team and prepares cost estimate and schedule for completion of requested services. This is done at no charge to the NPS.
6. USACE Project Manager submits the agreed on scope of services, cost estimate, and schedule to NPS Manager. USACE may use Engineer Form 4914-R, but not required by NPS.
7. NPS Manager prepares and submits the Purchase Request (PR) package to acquisition. See Sections B and C for more detailed instructions.
8. NPS Acquisition puts together IA package & submits to USACE for signature. See Section B through D for more detailed instructions.
9. USACE reviews IA, signs and returns to NPS Acquisition.
10. NPS Acquisition (Contracting Officer) obligates funding, executes IA and sends USACE and NPS Manager a copy of executed IA.
11. USACE then performs the requested services.

B. NPS Purchase Request Process

Program Office Responsibilities:

Once the program has decided on the project and has worked with USACE to develop the Scope/Statement of Work and has the project estimated costs (Items 1-5 under "A" above), the Purchase Request package is to be prepared for acquisition.

Purchase Request Package:

1. Purchase Request,
2. IA Form – use the current DOI Form. See "C" for instructions to complete the form,
3. Cost Estimate,
4. Elements listed in the MOA in Article V, and
5. Any other pertinent documents

This package is then submitted to your acquisition office via IDEAS. Documents should be attached to the Purchase Request in IDEAS unless your acquisition office will accept them via email.

Acquisition Office Responsibilities:

The MOA between the NPS and USACE was established to provide the terms and conditions for acquisition support to each agency. It allows the NPS to write Interagency Agreements using the terms and conditions already established in the MOA. These terms and conditions were developed using the DOI and OFPP regulations/guidance for the use of Interagency Acquisition Agreements. The MOA has had Solicitor Review and approval.

These Interagency Agreements are to be processed in the same way you would process other IA's, with a few differences. The MOA is to be referenced after the IA number. The process for IDEAS will be different in order for us to track the usage of this MOA for IA's.

1. Review all documents.
2. Review MOA to make sure that the IA addresses all elements required (See Article V of the MOA).
3. You may add any terms to the IA specific to your projects that do not conflict with the MOA.
4. Review and approve D&F's when the Economy Act is the authority.
5. Submit for legal review to your Solicitor's office when required (over \$500k) or desired.
6. Submit to Bureau Chief for review/approval when over \$500,000.00.
7. Issue IA to USACE for signature and then obligate/award upon return.
8. Send copies of executed document to USACE and NPS key personnel.
9. See Section "D" for how to create the obligating document in IDEAS.

C. Instructions on how to complete the Interagency Acquisition Agreement Form.

Goal:

To correctly complete the Interagency Acquisition Agreement (IA) form to transfer funds from the National Park Service (NPS) to the U.S. Army Corps of Engineers (USACE) fund projects using the terms and conditions of the Memorandum of Agreement (MOA), P11PG00072. This is when NPS is the BUYER.

Remember: Your finance/budget office can help you with this process

Step 1: Complete the IA Form.

Block 1. Indicate the period of performance. If the time is subject to award date of the IA, you may also put Start: "Date of last signature" and End: "X days from Start."

Block 2. Indicate the document number. Number your IA in accordance with the new DOI Standard Contract Numbering System. Example: PR R1700101234 for fiscal year 2011 becomes P11PG & the last 5 digits of the number IDEAS generates. Include the IA number and the MOA number. Example: P11PG00035/P11PG00072

Block 3. Indicate whether this is a modification

Block 4. Indicate the authority being used for the IA. If Economy Act is checked, a Determination and Findings is required.


Block 5. Description of Work: A one sentence description of the project. Be sure to include the park name (4 digit alpha code is OK). PROJECT TITLE: The title of the project.

Block 6. Complete with park/program and USACE office specific data.

IA # & MOA#

Short description plus "see attached"

PROJECT TITLE

UNITED STATES DEPARTMENT OF THE INTERIOR INTER-INTERAGENCY AGREEMENT (IA)				1. Period of Performance			
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">START</th> <th style="width: 50%;">END</th> </tr> <tr> <td style="font-size: small;">Date of last signature</td> <td style="font-size: small;">3 years from date of last signature</td> </tr> </table>		START	END	Date of last signature	3 years from date of last signature
START	END						
Date of last signature	3 years from date of last signature						
Buyer has work performed for them by the Seller named in item 6.		Seller to perform work as described herein for the agency named in item 6.		SEE INSTRUCTIONS ON PAGE 2			
2. Common Document Number (Acquisition Number) P11PG00035/P11PG00072		3. Check appropriate box <input checked="" type="checkbox"/> Original <input type="checkbox"/> Modification No.					
4. Under the authority of (circle authority):							
<input type="checkbox"/> 48 U.S.C. 1701 et seq. (FLPMA)		<input type="checkbox"/> Working Capital Fund (WCF)					
<input type="checkbox"/> Department of the Interior Appropriation Act for FY		<input type="checkbox"/> Other: _____					
<input checked="" type="checkbox"/> 31 U.S.C. 1535 (the Economy Act)							
5. Description of Work (if more space is needed, attach additional sheets): Removal of Contaminants at BNDU and APIS. See attached.				PROJECT TITLE: GLRI Contaminant Removal			
Buyer			Seller				
St. Agency: National Park Service Address: Midwestern Region of Office Address: 601 Riverfront Drive, Omaha NE 68102 Administrative POC: Theora McVay			St. Agency: U.S. Army Corps of Engineers, Omaha District Address: 1515 Capitol Avenue Address: Omaha, NE 68102-4901 Administrative POC: Mark Young				
Email: Theora_mcvay@nps.gov Phone: 402-661-1662 Fax: 402-661-1668			Email: Mark.young@usace.army.mil Phone: 402-995-0311 Fax: 402-995-2097				
Technical Point of Contact: Jim Cooney Email: Jim.Cooney@nps.gov Phone: 402-661-1708 Fax: 402-661-1709			Technical Point of Contact: Miguel Cisneros Email: Miguel.Cisneros@usace.army.mil Phone: 402-995-0194 Fax: 402-995-2097				

Blocks 7 – 15.

Complete the other blocks in accordance with the following directions:

1. Block 7 (a) – NPS Agency Location Code should always be 14-10-0099
2. Block 8 (a) – WASO’s BPN/DUNS number is 926180977; Regions/Program Offices should contact their administrative/acquisition office to obtain the Region/Park BPN/DUNS number
3. Block 9 (a) – Treasury Account Symbol – depends on the benefitting cost account, contact your finance/budget office, if necessary
4. Block 10 (a) – Standard General Ledger N/A for NPS; required only for FBMS bureaus. NPS’s deployment is tentatively scheduled for FY 2012
5. Block 11 (a) – Cost Structure – indicate the applicable (benefitting) cost account funding the project.
6. Block 12 (a) – Enter DISB
7. Block 13 (a) – Enter PR number
8. Blocks 14 (a) – complete when applicable
9. Block 15 (a) – Expiration date of the funding (ask budget)
10. Blocks 7 (b) – 15 (b) – these (b) blocks are completed by the USACE.

ACCOUNT DATA	BUYER	SELLER
7. Agency Location Code	7a. 14199988	7b.
8. BPN Number (DUNS #) FSN	8a. 092773134	8b.
9. Treasury Account Symbol (TAS)	9a. 1411036	9b.
10. Standard General Ledger	10a.	10b.
11. Cost Structure/Account	11a 6028-3110-MHM	11b.
12. Business Event Type Code	12a DISP	12b
13. Requisition Number for Buyer/Project Account for Seller	13a R2623110001	13b.
14. Contract Line Number for Buyer/ Proposal Number or other data for Seller	14a.	14b.
15. Buyer provide Expiration of Funding Source (Date or indefinite)	15a. 9/30/2011	15b. NOTE: Seller, ensure project completion by this date (Seller must not incur additional costs) See Block 15a

↑

#7b – 15a – This information is provided by the USACE.

Block 16. (a)-(c) Complete. Note: For modifications, always bring current total of IA into (a), the amount changed in (b) and the revised total in (c).

Block 17. This information must always be AOC, since AOC will process the IPAC disbursement for the billing from USACE.

- a. Name - National Park Service, Accounting Operations Center
- b. Address – PO Box 100000
- c. Address – Herndon, VA 20171

Block 18. Check appropriate box. May have to ask USACE how they will bill.

Block 19. (a)-(c). NPS will sign after Block 20 is signed by USACE.

Block 20. (a)-(c). USACE signs.

16a. This is the total value of the IA. If a modification, it includes all modifications to date.

16b. This is the amount being added or subtracted from the total in a modification.

18. Check the appropriate billing cycle.

16. Amount Obligated by Buyer		17. Bill To (Name and Address, including zip code of Finance O)	
a. Initial or current obligation:	\$ 50,000.00	Name:	National Park Service, Accounting Operations Center
b. Modification Amount (check one)	\$	Address:	13461 Sunrise Valley Drive, #201
<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		Address:	Herndon VA 20171-3288
c. Total obligation:	\$ 50,000.00		
18. Billing for Federal Agencies and DOD will be processed via IPAC. (billing will be done <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly <input type="checkbox"/> quarterly advance)			
Upon Approval, this agreement constitutes an obligation against Buyer requesting the work; or authority to proceed with work by Seller for the herein named agency in anticipation of reimbursement.			
19. Approved for Buyer:		20. Approved by Seller:	
_____ (Contracting Officer or other Authorized Signature) *other only for WCF		_____ (Seller's Authorizing Signature)	
19a. Name (Type): Name of Contracting Officer		20a. Name (Type):	

Step 2. Attach IA form in IDEAS

Upon completion and signature of these forms, the document should be scanned and imported into IDEAS as an attachment to the IDEAS award document (Interagency Agreement linked to Master Memorandum of Agreement). Any Statements of Work or other documents for the Agreement should also be attached in IDEAS. If a scanner is not available, complete the form electronically and import the electronic form without signatures into IDEAS and attach to award document (Interagency Agreement linked to Master Memorandum of Agreement). Please see separate IDEAS instructions documenting how to make the award and obligate the funds through IDEAS.

D. Instructions on how to prepare the IA in IDEAS in order to be linked to the Memorandum of Agreement, P11PG00072.

Goal:

To ensure that all Interagency Agreements with the U.S. Army Corps of Engineers for acquisition support using the Memorandum of Agreement (P11PG00072) correctly linked in IDEAS to the Memorandum of Agreement in IDEAS in order to permit automatic tracking of the awards in IDEAS.

Key Information:

Memorandum of Agreement P11PG10072

IDEAS Steps:

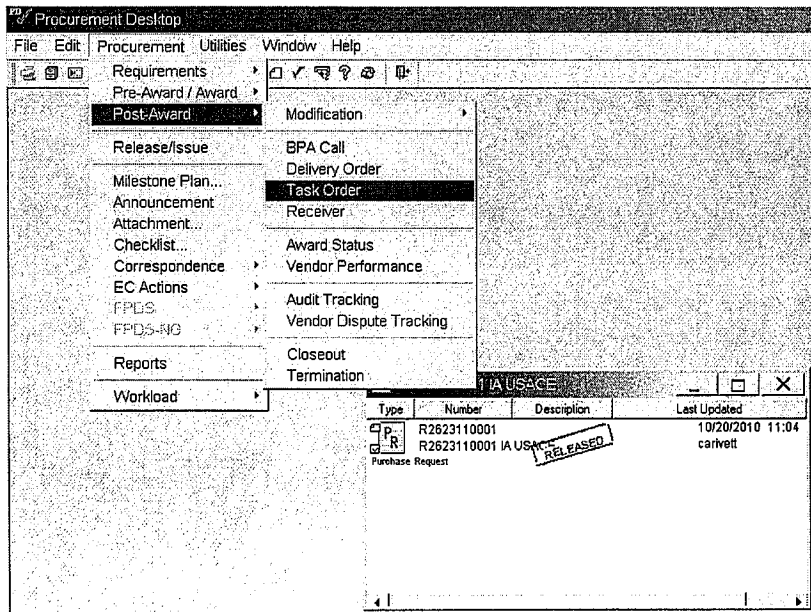
Step 1. Once the PR and package are received in IDEAS, the PR shall be finally approved and released.

The PR package should include at a minimum:

- Fully Funded PR
- Attached completed DOI IA Form (see attachments for sample on how to complete the IA form)
- Plans and Specs
- Other Attachments as Required by Park and/or Region

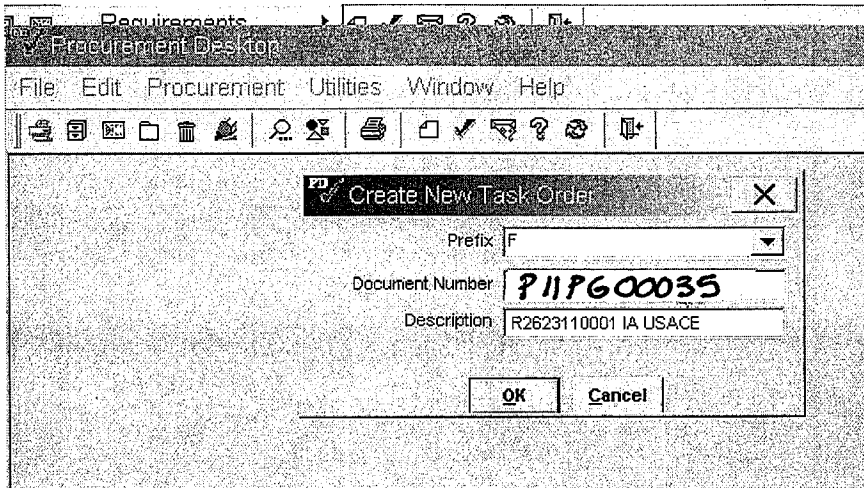
Step 2. Create the Task Order: Highlight the approved and released PR and then click on:

- Procurement
- Post – Award
- Task Order



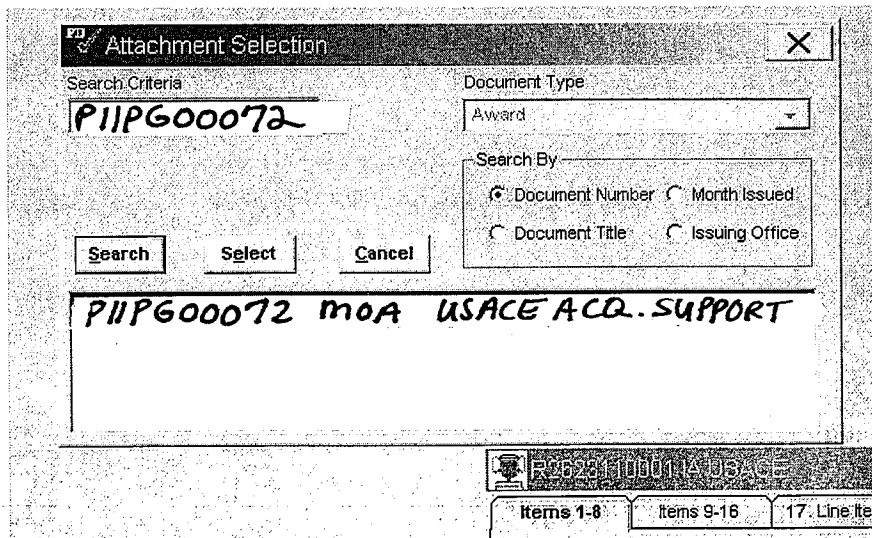
Step 3. Choose F as the letter indicator

Format the IA number following the new DOI Standard Contract Numbering System. For FY11, it would begin with P11PG & then the last 5 digits of the number automatically generated by IDEAS. Then click **OK**.



Step 4. A screen will pop asking you for the award document that you want to attach to your Task Order.

Enter P11PG00072. Click **Search**, once the IA appears on the list, click **Select**



Step 5.

A screen will pop up permitting you to select the lines of the IA which you want to use for your task order. You can select the lines by dragging them from the contract level block to the task order block. For this IA, you do not need to select any lines. Then click **OK**

Line #	Description
0001	NPS Memorandum of Agreement betwe

Step 6.

Complete your Interagency Agreement as you normally would, ensuring that you have completed all tabs, have adequate funding, and correct account numbers and object classes. Remember, the Interagency Agreement form in IDEAS is just the obligating document.

Obligate with an FFS Link in IDEAS.

Sign the IA document.

Attach the fully signed, executed IA and all it's attachments to the IA in IDEAS.

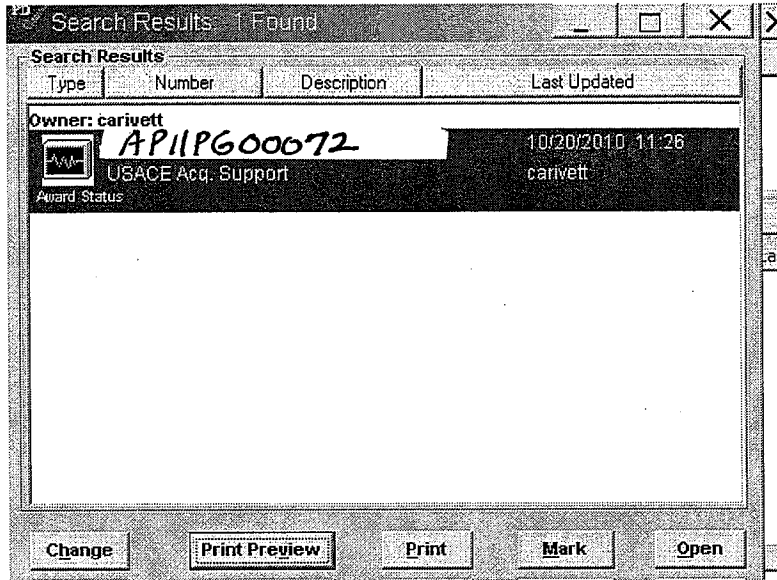
Send fully signed, executed IA via email and/or regular mail the following documents to USACE:

- DOI IA Form
- Plans and Specifications
- Any other documentation required for execution of the project

Step 7. Award Status

Please verify that your action has properly linked to the Master IA with FWS. You can do this by doing a search for the Award Status Form in IDEAS. Search, using the **document number** and the **document type**.

Document Number: **APIIPG00072**
 Document Type: Award Status Form



Once the form comes up, click **print preview** and look for your document number to verify it has properly linked to the master IA.

Award Status	Document Number	Description	Creation Date	Page
	APIIPG00072	USACE Acq. Support	10/20/2010	1 of 1
Award Document Number PIIPG00072 Type Award Date 10/19/2010 Start Date 11/01/2010 Expiration Date		Contractor Name U.S. Army Corps of Engineers Address 441 G Street, Northwest, Rm 3C94 Washington, DC 20314-1000 US		
Delivery/Task Order or BPA Call Document Number PIIPG00035 Order Type Task Order Award Date 10/20/2010 Start Date 10/20/2010 Expiration Date		Estimated Contract Value Total Obligated Amount Percent Complete		
Award Count Award Mods 0 Task Orders T/O Mods Delivery Orders D/O Mods Number of Calls Call Mods		Total Invoiced Amount Number of Options Withholding Percentage Last Updated 10/20/2010		
Document Number	Award Date	Obligation Amount		
PIIPG00035	10/20/2010 11:24	\$0.00		