

OF AGENCY USE ONLY

UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO. 1	2 RECEIVING OFFICE NO. 3151	3 CONTRACT NUMBER 53-3151-0-00004	4 ORDER DATE 10/11/00	5 SF-281 CA	6 UNIT CODE TB	7 FUND CODE 43-3151-0-8012	8 ORDER NUMBER 21-1	9 SUB.
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34 TYPE PURCHASE (Check one)
 PURCHASE ORDER
 DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
THE WIDMEYER BAKER GROUP, INC.
 1825 CONNECTICUT AVENUE, NW
 WASHINGTON D.C. 20009

11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
USDA/FSA/MSD/AMB/SPS
 1400 Independence Ave SW - STOP 0567
 Washington D.C. 20250-0567

PHONE (A/C & No.) _____ Check One FTS COMM

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK #21-1 CRP/CREP Video	2540	1	1	JOB	\$ 6,437.84	\$ 6,437.84
The Contractor's proposal dated 9/14/00 in response to the Government Task Order #21-1 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.								
THIS DOCUMENT IS FOR INTERNAL PROCESSING ONLY								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c).

21 F.O.B. POINT DESTINATION	22 DISCOUNT AND/OR NET PAYMENT TERMS NO DISCOUNT	22a TYPE COMMODITY/PAYMENT CODE ▶ -0-	25 Sub-Total ▶ \$ 6,437.84
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date) SEE PERIOD OF PERFORMANCE	24 SHIP VIA LAW CONTRACT	26 ESTIMATED FREIGHT -0-	27 TOTAL ▶ \$ 6,437.84

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

AGE	A	B	C	D	E	DISTRIBUTION	AMOUNT
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title)
VERLE MALIK, CONTRACTING OFFICER

32 SIGNATURE AND TITLE _____

31c COMMERCIAL PHONE (Area Code and Number)
(202) 205-5649

31d FTS PHONE NO. _____

33 RECEIPT DATE _____ 34 TYPE SHIPMT _____ 35 RECEIVING OFFICE PHONE (A/C & No.) _____ FTS _____ COMM _____

31e AUTHORIZED SIGNATURE
Verle Malik

RIF
110



United States
Department of
Agriculture


Farm and Foreign
Agricultural
Services

Farm Service
Agency

1400 Independence
Ave, SW
Stop 0506
Washington, DC
20250-0506

TASK ORDER #21.1 -CRP/CREP Video

Deliverable 1

 Script for 8- to 12-minute video.

Statement of Work

- WBG will consult with FSA and implementers to determine overall theme and talking points of video.
- WBG will write a script for the video.
- The script will be used to help determine necessary "stock" footage and new footage to be shot as outlined in Deliverable 2 and Deliverable 3.
- TWBG will provide one draft and up to two revisions of the script based on input from USDA.

Period of Performance

Work is to commence upon the issuance of a task order. First draft will be due three weeks from issuance of task order. Each subsequent draft will be due one week from return of edits by USDA.

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UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO. 1 OF 1 2 RECEIVING OFFICE NO. 3151 3 CONTRACT NUMBER 53-3151-0-00004 4 ORDER DATE 01/29/01 5 SF-28T CA 6 UNIT CODE TR 7 FUND CODE 43-3151-0-8012 8 ORDER NUMBER 9 SUB 21.2

10 TYPE PURCHASE (Check one)
 PURCHASE ORDER DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
THE WIDMEYER BAKER GROUP, INC.
1825 CONNECTICUT AVE, NW
WASHINGTON D.C. 20009

11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
SHIP TO
USDA/FSA/AMB/SPS
1400 INDEPENDENCE AVE - STOP 0567
WASHINGTON D.C. 20250-0567

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		Task #21.2 - CREP Video Step 2 The Contractor's proposal dated 01/08/01 in response to the Government Task Order # 21.2 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.	2540	1	1	JOB	4,643.16	4,643.16
This document is for internal FSA processing only								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)

21 F.O.B. POINT DESTINATION NET 30

22 DISCOUNT AND/OR NET PAYMENT TERMS

23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)

24 SHIP VIA

25 Sub-Total \$ 4,643.16

26 ESTIMATED FREIGHT

27 TOTAL \$ 4,643.16

28 TYPE COMMODITY/PAYMENT CODE 0

29 PERIOD OF PERFORMANCE JAN CONTRACT

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

AGENCY	A	B	C	D	E	DISTRIBUTION	AMOUNT
2	5	10	5	3	4	1	4
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title) **URILE MATIX CONTRACTING OFFICER**

32 SIGNATURE AND TITLE

31c COMMERCIAL PHONE (A/C Code and No.) 202-205-5649

31d FTS PHONE NO. 202-205-5649

33 RECEIPT DATE

34 TYPE SHIPMT

35 RECEIVING OFFICE PHONE (A/C & No.)

36 AUTHORIZED SIGNATURE

RIF
112



United States
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Agriculture

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Services

Farm Service
Agency

1400 Independence
Ave, SW
Stop 0506
Washington, DC
20250-0506

TASK ORDER #21.2 - CREP VIDEO STEP 2

Scope of Work

TWBG will develop a detailed list of production needs, including all video and interviews. TWBG will identify and contact potential interview subjects and confirm their availability for production. From this research TWBG will develop a production schedule for the video.

Statement of Work

- TWBG will compile a shot list for the entire video.
- TWBG will pool resources from at least four organizations, beginning with Nature Conservancy, Pheasants Forever, Ducks Unlimited and the Chesapeake Bay Foundation, to request stock footage relevant to the script, as well as using TWBG stock footage.
- All footage provided by USDA and other organizations will be in Betacam format and will be production-quality.
- TWBG will review b-roll, both in-house and collected from other organizations, and choose all existing footage to be used for the video.
- TWBG will secure permission for all footage obtained through CREP partners or outside organizations.
- Based on the review of footage, TWBG will present a memo to USDA detailing the remaining images and interviews that need to be produced or purchased.
- TWBG will identify and contact potential interview subjects, confirm their availability for production, and develop a recommended production schedule.

Deliverables

- Complete shot list.
- Memo identifying new footage, including interviews, that needs to be shot or bought. Recommended production schedule detailing potential interview subjects, contact information and their availability.

Period of Performance

- Shot list will be delivered to FSA one week after task order is issued.
- Memo on production needs and interview availability will be delivered to FSA three weeks after task order is issued.

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113



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TASK ORDER #21.3 - CREP VIDEO STEP 3

Scope of Work

To proceed with production of the CREP promotional video, TWBG will draft the final script based on the interviews we're working with and stressing the farmer to farmer message. TWBG will shoot new interviews in Maryland, digitize and edit all existing footage.

Statement of Work

- TWBG will finalize the script.
- TWBG will digitize all existing footage.
- TWBG will shoot new interviews with Jeff Farmer and Bill Street.
- TWBG will rent all the necessary equipment for the shooting.
- TWBG will produce a scratch tape and assemble video clips into a final rough cut.

Deliverables

- Final script
- Interviews with Jeff Farmer and Bill Street
- Video rough cut

Period of Performance

- Script will be delivered by Friday, May 11.
- All existing footage will be digitized by Friday, May 11.
- Jeff Farmer interview will be shot Saturday, May 12.
- Bill Street interview will be shot Monday, May 14.
- Video rough cut will be delivered by Thursday, May 31.

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1 PAGE NO. OF 1	2 RECEIVING OFFICE NO. 3151	3 CONTRACT NUMBER 53-3151-0-0000A	4 ORDER DATE 5/25/01	5 SF-281 CA	6 UNIT CODE T8	7 FUND CODE 43-3151-0-8012	8 ORDER NUMBER 21-4	9 SUB.
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9a TYPE PURCHASE (Check one)
 PURCHASE ORDER
 DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
THE WIDMEYER BAKER GROUP INC
1825 CONNECTICUT AVE NW
WASHINGTON D.C. 20009

11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
SHIP TO
USDA/FSA/MSD/AMB/SPS
1400 INDEPENDENCE AVE SW - STOP 0567
WASHINGTON D.C. 20250-0567

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK # 21.4 - CREP Video Package/ Distribution	2540	1	1	JOB	6,278.12	6,278.12
<p>The Contractor's proposal dated 05/21/01 in response to the Government Task Order #21.4 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables, and Period of Performance are attached.</p>								
<p>This document is for FSA internal processing only</p>								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)(1)

21 F.O.B. POINT Destination	22 DISCOUNT AND/OR NET PAYMENT TERMS Net 30	22a TYPE COMMODITY/PAYMENT CODE -0-	25 Sub-Total
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	24 SHIP VIA IAW CONTRACT	26 ESTIMATED FREIGHT -0-	27 TOTAL

6,278.12
6,278.12

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACCT. CODE	A	B	C	D	E	DISTRIBUTION	AMOUNT
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title)
VERLE MALIK, CONTRACTING OFFICER

32 SIGNATURE AND TITLE
[Signature]

31c COMMERCIAL PHONE (Area Code and Number)
(202) 205-5649

31d FTS PHONE NO.
116

33 RECEIPT DATE
 34 TYPE SHIPMT.
 35 RECEIVING OFFICE PHONE (A/C & No.)
 FTS COMM
 31a AUTHORIZED SIGNATURE
[Signature]

RECEIPT COPY 1

FORM AD-838-SPE (Rev. 11/78)



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Farm Service
Agency

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Stop 0506
Washington, DC
20250-0506

Task Order 21.4 –Video Package/Distribution

Scope of Work

To package USDA's CREP promotional videos for distribution, TWBG will design, write, print and assemble the video boxes and dub 275 VHS tapes and 30 Beta tapes. TWBG will graphically design and write a sleeve insert for a black, plastic VHS box; write and produce labels for VHS and Beta tapes; produce labels for a plastic Beta box. TWBG will then manage dubbing, printing and assembling 275 VHS and 30 Beta tapes in packaging.

Statement of Work

- TWBG will write headlines and copy for VHS box.
- TWBG will write text for tape labels and Beta box.
- TWBG will graphically design VHS box.
- TWBG will manage printing the sleeve insert for the VHS box.
- TWBG will manage printing the tape labels and Beta box labels.
- TWBG will purchase the video boxes.
- TWBG will manage dubbing the 275 VHS and 30 Beta tapes.
- TWBG will manage attaching labels, inserting the sleeves and stuffing tapes for the video boxes.

Deliverables

- 275 VHS and 30 Beta copies of "Partners with the Land," the CREP promotional video in box packaging.

Period of Performance

Videos fully packaged will be delivered by June 12, 2001.

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117

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UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO.	2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER	4 ORDER DATE	5 SF-281	6 UNIT CODE	7 FUND CODE	8 ORDER NUMBER	9 SUB.
1 OF 1	3151	53-3151-0-00004	6/8/01	CA	TS	43-3151-0-8012	21.5	

10 PURCHASE ORDER DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
THE WIDMEYER BAKER GROUP, INC.
 1825 CONNECTICUT AVE, NW
 WASHINGTON D.C. 20009

11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
USDA/FSA/AMB/SPS
 1400 INDEPENDENCE AVE STOP 0567
 WASHINGTON, D.C. 20250-0567

12 LINE ITEM	13 QUANT. RECD.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		Task # 21.5 - NARRATOR AND MUSIC	2540	1	1	JOB	\$ 3,172.06	\$ 3,172.06
		The Contractor's proposal dated 5/21/01 in response to the Government Task Order #21.5 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.						
		THIS DOCUMENT IS FOR FSA PROCESSING ONLY						

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)

21 F.O.B. POINT	22 DISCOUNT AND/OR NET PAYMENT TERMS	22a TYPE COMMODITY/PAYMENT CODE	25
DESTINATION	NET 30	0-	Sub-Total \$ 3,172.06
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	24 SHIP VIA	26 ESTIMATED FREIGHT	27
	TAX CONTRACT	0-	TOTAL \$ 3,172.06

SEE PERIOD OF PERFORMANCE FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACC LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title)
VERLE MALIK, CONTRACTING OFFICER

32 SIGNATURE AND TITLE
[Signature]

31c COMMERCIAL PHONE (Area Code and Number)
 202-203-5649

31d FTS PHONE NO.
[Handwritten]

33 RECEIPT DATE 34 TYPE SHIPMT 35 RECEIVING OFFICE PHONE (A/C & No.) FTS COMM 31e AUTHORIZED SIGNATURE



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Department of
Agriculture

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Agricultural
Services

Farm Service
Agency

1400 Independence
Ave, SW
Stop 0506
Washington, DC
20250-0506

Task Order 21.5 –Narrator and Music

Scope of Work

In the final phase of producing USDA's CREP promotional video, TWBG will select and secure both voice talent and music. TWBG will recommend and work with a voice talent to act as narrator for the final video. TWBG will recommend and purchase music to accompany the video.

Statement of Work

- TWBG will vet and recommend voice talent.
- TWBG will present USDA with two possible narrators.
- TWBG will hire voice talent and oversee recording.
- TWBG will rent a studio for recording narration.
- TWBG will select and purchase music.

Deliverables

- Voiceover for "Partners with the Land"
- Rights to two musical selections

Period of Performance

Narrator and music will be secured for final production by Monday, June 4.

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FOR AGENCY USE ONLY UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO. 2 RECEIVING OFFICE NO. 3 CONTRACT NUMBER 4 ORDER DATE 5 SF-281 6 UNIT CODE 7 FUND CODE 8 ORDER NUMBER 9 SUB.
1 OF 3151 53-3151-0-00004 7/20/01 CA TB 43-3151-0-8012 21.6

10 TYPE PURCHASE (Check one)
 PURCHASE ORDER DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
THE WIDMEYER BAKER GROUP INC
1825 CONNECTICUT AVE, NW
WASHINGTON D.C. 20009

11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
SHIP TO
USDA/FSA/MSD/AMB/SPS
1400 INDEPENDENCE AVE SW - STOP 0567
WASHINGTON D.C. 20250-0567

12 LINE ITEM 13 QUANT. REC'D. 14 DESCRIPTION 15 BUDGET OBJECT 16 ACC LINE 17 QUANTITY 18 UNIT ISSUE 19 UNIT PRICE 20 AMOUNT

01		TASK # 21.6 - Captioning and Final Preparation of CREP Video	2540	1	1	job	\$ 4,783.87	\$ 4,783.87
The Contractor's proposal dated 7/16/01 in response to the Government Task Order #21.6 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.								
THIS DOCUMENT IS FOR FSA INTERNAL PROCESSING ONLY								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)
21 F.O.B. POINT DESTINATION 22 DISCOUNT AND/OR NET PAYMENT TERMS LAW CONTRACT 22a TYPE COMMODITY/PAYMENT CODE -0- 25 Sub-Total 4,783.87
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 24 SHIP VIA 26 ESTIMATED FREIGHT -0- 27 TOTAL 4,783.87
28 PERIOD OF PERFORMANCE 29 LAW CONTRACT

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACC LINE -2	A 5	B 10	C 3	D 4	E 1	1	2	DISTRIBUTION	AMOUNT
01	98	0000	0000						

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.
31b ORDERED BY (Name and Title) VERLE MALIK, CONTRACTING OFFICER
32 SIGNATURE AND TITLE [Signature] 31c COMMERCIAL PHONE (Area Code and Number) (202) 304-5649 31d FTS PHONE NO. [Handwritten]
33 RECEIPT DATE 34 TYPE SHIPMT 35 RECEIVING OFFICE PHONE (A/C & No.) FTS COMM 31a AUTHORIZED SIGNATURE [Signature]



United States
Department of
Agriculture

Farm and Foreign
Agricultural
Services

Farm Service
Agency

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Ave, SW
Stop 0506
Washington, DC
20250-0506

Task Order 21.6 – Captioning and Final Preparation of CREP Video

Scope of Work

To complete the CREP “Partners with the Land” video for widescale use, TWBG will videotape and edit into the video a specific video element on water quality: close caption the video, add titles, natural sound and complete edits; and prep the final video for the Web.

Statement of Work

- TWBG will manage close captioning of the videotape.
- TWBG will produce needed video footage of a little girl drinking from a water fountain.
- TWBG will add natural sound, title graphics and complete edits on the Master tape.
- TWBG will provide USDA with all original artwork and video on disk, Beta and VHS date for future use.

Deliverables

- Final Master tapes and disks of “Partners with the Land” video.

Period of Performance

Delivery of Master tapes and disks will be made to FSA by July 31, 2001.

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FOR AGENCY USE ONLY

UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO. 1 OF 1	2 RECEIVING OFFICE NO. 3151	3 CONTRACT NUMBER 53-3151-0-00004	4 ORDER DATE 10/24/00	5 SF-281 CA	6 UNIT CODE T8	7 FUND CODE 43-3151-0-8012	8 ORDER NUMBER 22	9 SUB.
10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)		11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance		Check Out: FTS COMM				

THE WIDMEYER BAKER GROUP INC.
1825 CONNECTICUT AVENUE, NW
WASHINGTON D.C. 20009

SHIP TO

USDA/ FSA/ MSD/AMB/SPS
1400 INDEPENDENCE AVE, SW - STOP 0567
WASHINGTON D.C. 20250-0567

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT.	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK # 22 - FEATURE ARTICLES FOR PARTNER PUBLICATIONS The Contractor's proposal dated 10/24/00 in response to the Government Task Order #22 is hereby accepted and incorporated into the contract. The Scope of Work, Deliverables and Period of Performance are attached. THIS DOCUMENT IS FOR INTERNAL PROCESSING ONLY	2540	1	1	job	9,246.30	9,246.30

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)	22 DISCOUNT AND/OR NET PAYMENT TERMS NO DISCOUNT	22a TYPE COMMODITY/PAYMENT CODE -0-	25 Sub-Total 9,246.30
21 F.O.B. POINT DESTINATION	24 SHIP VIA IAW CONTRACT	26 ESTIMATED FREIGHT -0-	27 TOTAL 9,246.30

ACC LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
2	5	10	5	3	4	1-4 1-2	2
01	98 0000 0000						

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.		31b ORDERED BY (Name and Title) Verle Walk Contracting Officer	31d FTS PHONE NO. 128
32 SIGNATURE AND TITLE <i>Verle Walk</i>	35 RECEIVING OFFICE PHONE (A/C & No.) (202) 205-5649	31c COMMERCIAL PHONE (A/C & No.)	
33 RECEIPT DATE	34 TYPE SHIPMT	35 RECEIVING OFFICE PHONE (A/C & No.)	FTS COMM

RECEIPT COPY 1

FORM AD-838-SPE (Rev.)



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1400 Independence
Ave, SW.
Stop 0506
Washington, DC
20250-0506

TASK ORDER #22 -Feature Articles for Partner Publications

Scope of Work

The Widmeyer-Baker Group (TWBG) will write a 1,000 word magazine-style article on the national CREP program outlining the origin and goals of the program, and the scope and location of current CREP agreements. TWBG will use the article as a basis for developing ten articles for submission to internal magazines of the organizations FSA is meeting with through Task Order #15. All articles will be clear by FSA before being submitted to the publications.

Statement of Work

- TWBG draft a 1,000 word (approx.) article on the national CREP program and obtain approvals from FSA for accuracy, message and tone.
- From the main article, TWBG will develop similar articles for submission to ten separate publications, rewriting and editing the piece for each publication's intended audience and specifications.
- TWBG will submit the articles to the editor of the publications and follow-up on editing, interview or photo requests that will help facilitate the appearance of a CREP article in the ten publications.

Deliverables

- 1,000 main CREP article
- 10 articles for submission

Period of Performance

Work is to commence immediately upon final approval of the task order. A draft of the main CREP article will be delivered within four weeks of task order approval. All work on the task order will be completed by ~~January 31~~, 2001.

Revised 5/16/01 - June 30, 2001

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PURCHASE ORDER

1 PAGE NO. 1 OF 1	2 RECEIVING OFFICE NO. 3151	3 CONTRACT NUMBER 53-3151-0-00004	4 ORDER DATE 11/13/00	5 SF--281 CA	6 UNIT CODE T8	7 FUND CODE 43-3151-0-8012	8 ORDER NUMBER 23	9 SUB.
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10 TYPE PURCHASE (Check one)
 PURCHASE ORDER
 DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
The Widmeyer-Baker Group Inc.
 1825 Connecticut Ave. NW
 Washington D.C. 20009

11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
USDA/FSA/MSD/AMB/SPS
 1400 INDEPENDENCE AVE. SW - STOP 0567
 WASHINGTON D.C. 20250-0567

PHONE (A/C & No.) _____ Check One FTS COMM

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK # 23 - USDA Downloadable Forms Brochure The Contractor's proposal dated 11/3/00 in response to the Government Task Order #23 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached. This document is for FSA/MSD/AMB processing only.	2540	1	1	JOB	\$ 5,161.50	5,161.50

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)
 21 F.O.B. POINT: **DESTINATION**
 22 DISCOUNT AND/OR NET PAYMENT TERMS: **NO DISCOUNT**
 22a TYPE COMMODITY/PAYMENT CODE: **0**
 23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date): **SEE PERIOD OF PERFORMANCE**
 24 SHIP VIA: **TAW CONTRACT**
 26 ESTIMATED FREIGHT: **0.00**
 25 Sub-Total: **5,161.50**
 TOTAL: **5,161.50**

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACC LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
2	5	10	5	3	4	1 4 1 2	2
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title): **Verle Malik, Contracting Officer**
 31c COMMERCIAL PHONE (Area Code and Number): **202-205-5648**
 31d FTS PHONE NO. _____
 33 RECEIPT DATE _____ 34 TYPE SHIPMT _____ 35 RECEIVING OFFICE PHONE (A/C & No.) _____ FTS COMM _____ 31e AUTHORIZED SIGNATURE: *Verle Malik*



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Department of
Agriculture

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Services

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Agency

1400 Independence
Ave, SW
Stop 0506
Washington, DC
20250-0506

TASK ORDER #23 -USDA Downloadable Forms Brochure

Scope of Work

TWBG will create a 6-panel original brochure to provide information and promote use of USDA forms available online. TWBG will write copy, design and lay out the brochure to FSA specs and will create original artwork as needed. FSA will provide all photos to be used in conjunction with this project. Specifications for the project include:

Specs

- original copy for brochure, from ideas provided by FSA
- development and presentation of 2 brochure layout and design concepts
- client meetings and consultations
- layout upon client approval of final text
- 2 rounds of modifications and refinements to 1 final
- camera-ready art on diskette in desired format
- handle vendor liaison and quality control with GPO
- 6 panel brochure; finish size 4"X9"

Deliverables

1. Draft copy for brochure
2. Camera-ready art for brochure

Period of Performance

- First round of copy to be delivered to FSA within 7 days after TWBG receipt of Frequently Asked Questions and "how the use the web site" information from FSA.
- Camera-ready art to be delivered to FSA within 30 days from approval of copy.

The budget listed below, submitted by TWBG on 10-16-2000, has been reviewed by the technical team and approved.

RIF
125

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UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO. 1 OF 1	2 RECEIVING OFFICE NO. 3151	3 CONTRACT NUMBER 53-3151-0-00004	4 ORDER DATE 11/17/00	5 SF-281 GCC	6 UNIT CODE TR	7 FUND CODE 43-3151-0-8012	8 ORDER NUMBER 74	9 SUB.
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9a TYPE PURCHASE (Check one)
 PURCHASE ORDER
 DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.) WIDMEYER-BAKER GROUP INC 1825 CONNECTICUT AVE NW WASHINGTON D.C. 20009	11 SHIP TO ▶	Consignee, Address, Zip Code, and Place of Inspection and Acceptance USDA/FSA/AMB/SPS 1400 INDEPENDENCE AVE SW - STOP 0567 WASHINGTON D.C. 20250-0567
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12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK #24 - Pennsylvania CREP Plan Consultation Follow up The Contractor's proposal dated 11/14/00 in response to the Government Task Order #24 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.	2540	1	1	JOB	\$ 1,059.95	1,059.9
This document is for FSA/MSD processing only								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)	22 DISCOUNT AND/OR NET PAYMENT TERMS NO DISCOUNT	22a TYPE COMMODITY/PAYMENT CODE 0	25 Sub-Total ▶	1,059.9
21 F.O.B. POINT DESTINATION	24 SHIP VIA AIR CONTRACT	26 ESTIMATED FREIGHT 0	TOTAL ▶	1,059.9

See Period of Performance FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACCT. CODE	A	B	C	D	E	DISTRIBUTION	AMOUNT
2	5	10	3	4	1-4	1-2	
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.			31b ORDERED BY (Name and Title) CONTRACTING OFFICER	
32 SIGNATURE AND TITLE			31c COMMERCIAL PHONE NO. (407) 205-6446	
33 RECEIPT DATE	34 TYPE SHIPMT	35 RECEIVING OFFICE PHONE (A/C & No.)	FTS	COMM

RIF
120



United States
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Farm and Foreign
Agricultural
Services

Farm Service
Agency

1400 Independence
Ave, SW
Stop 0506
Washington, DC
20250-0506

TASK ORDER #24 -Pennsylvania CREP Plan Consultation Follow Up

Scope of Work Work

A Widmeyer-Baker Group (TWBG) representative will travel to Harrisburg, Pennsylvania to attend the November 21 meeting of the Pennsylvania CREP Communications Committee to consult on a communications plan for the program and suggest communications activities.

Statement of Work

- A TWBG representative will travel by POV from Washington, DC to Harrisburg, PA and meet with members of the Pennsylvania CREP Communications Committee. The TWBG representative will work with the Committee to modify and augment the draft PA CREP Communications Plan FSA and TWBG submitted to the committee in October, and work to obtain agreements among the various State groups on implementation. (See TO #16)
- After the meeting, TWBG will prepare a memorandum on the agreements made at the meeting and recommendations of the level of communications effort FSA and TWBG should provide in supporting the Pennsylvania CREP.

Deliverables

1. Memo report with TWBG recommendations and conclusions based on meeting input.

Period of Performance

Travel and participation in the meeting is to be conducted on November 21, 2000. The report memo is to be completed by November 28.

RIF
127

FOR AGENCY USE ONLY

UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO. 1 OF 1	2 RECEIVING OFFICE NO. 3151	3 CONTRACT NUMBER 53-3151-0-00004	4 ORDER DATE 1/02/01	5 SF-281 CA	6 UNIT CODE T8	7 FUND CODE 43-3151-0-8012	8 ORDER NUMBER 25	9 SUB.
28 TYPE PURCHASE (Check one) <input type="checkbox"/> PURCHASE ORDER		<input checked="" type="checkbox"/> DELIVERY ORDER						

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
THE WIDMEYER BAKER GROUP INC
1825 CONNECTICUT AVE. N.W.
WASHINGTON D.C. 20009

11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
USDA/FSA/MSD/AMB/SPS
1400 INDEPENDENCE AVE SW STOP 0567
WASHINGTON D.C. 20250-0567

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK ORDER #25 - SPANISH VERSION OF FSA PRODUCERS GUIDE The Contractor's proposal dated 12/5/00 in response to the Government Task Order #25 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.	2540	1	1	JOB	1,111.35	1,111.35
THIS DOCUMENT IS FOR FSA PROCESSING ONLY								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)

21 F.O.B. POINT DESTINATION	22 DISCOUNT AND/OR NET PAYMENT TERMS NO DISCOUNT	22a TYPE COMMODITY/PAYMENT CODE -0-	25 Sub-Total	1,111.35
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date) SEE PERIOD OF PERFORMANCE	24 SHIP VIA IAW CONTRACT	26 ESTIMATED FREIGHT -0-	27 TOTAL	1,111.35

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

AGENCY	A	B	C	D	E	DISTRIBUTION	AMOUNT
-2	5	10	5	4	1	4	1
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title)
VERLE MALIK, CONTRACTING OFFICER

32 SIGNATURE AND TITLE
[Signature]

31c COMMERCIAL PHONE (Area Code and Number)
202-205-5649

31d FTS PHONE NO.
[Handwritten]

33 RECEIPT DATE

34 TYPE SHIPMT

35 RECEIVING OFFICE PHONE (A/C & No.)

FTS COMM

31e AUTHORIZED SIGNATURE
[Signature]



United States
Department of
Agriculture

Farm and Foreign
Agricultural
Services

Farm Service
Agency

1400 Independence
Ave, SW
Stop 0506
Washington, DC
20250-0506

TASK ORDER #25 -SPANISH VERSION OF FSA PRODUCER'S GUIDE

Scope of Work

TWBG will create a 16-page Spanish language version of the FSA producer's guide. The design for the guide will follow as close as possible to the English language version. FSA will provide Spanish-language copy, and the original photos and art used in the English language version. Specifications for the project include:

Specs

- Replace text within existing layout upon receipt of client-approved final text
- Layout modifications, if needed, to adjust text size changes
- 1 round of modifications and refinements to 1 final
- Proofing and review of Spanish text
- handle vendor liaison and quality control with GPO
- 16 pages, self-cover, 4-color build

Deliverables

- Draft layout with copy for review
- Camera-ready art for brochure

Period of Performance

- Draft to be delivered to FSA within 5 working days after TWBG receipt of text.
- Camera-ready art to be delivered to FSA within 2 working from receiving comments.

RIF
129

FOR AGENCY USE ONLY

UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO. OF 1	2 RECEIVING OFFICE NO. 3151	3 CONTRACT NUMBER 53-3151-0-00004	4 ORDER DATE 1/29/01	5 SF-281 CA	6 UNIT CODE T8	7 FUND CODE 43-3151-0-8012	8 ORDER NUMBER 26	9 SUB.
--------------------	--------------------------------	--------------------------------------	-------------------------	----------------	-------------------	-------------------------------	----------------------	--------

10 TYPE PURCHASE (Check one)
 PURCHASE ORDER
 DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
THE WIDMEYER BAKER GROUP INC.
 1825 CONNECTICUT AVE. NW
 WASHINGTON, D.C. 20009

11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
USDA/FSA/MSD/AMB/SPS
 1400 INDEPENDENCE AVE - STOP 0567
 WASHINGTON D.C. 20250-0567

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		Task #26 - CREP POWER POINT PRESENTATION	2540	1	1	job	8,759.76	8,759.76
The Contractor's proposal dated 01/18/01 in response to the Government Task Order #26 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.								
This document is for internal FSA processing only								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)()

21 F.O.B. POINT DESTINATION	22 DISCOUNT AND/OR NET PAYMENT TERMS NET 30	22a TYPE COMMODITY/PAYMENT CODE -0-	25 Sub-Total 8,759.76
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	24 SHIP VIA	26 ESTIMATED FREIGHT 0	27 TOTAL 8,759.76

PERIOD OF PERFORMANCE: **TAX CONTRACT**
 FORWARD TO: **USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160**

ACC LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
2	5	10	5	3	4	1-4-1-2	2
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title)
VERLE MALIK, CONTRACTING OFFICER

32 SIGNATURE AND TITLE
[Signature]

31c COMMERCIAL PHONE (Area Code and Number)
202-205-5649

31d AUTHORIZED SIGNATURE
[Signature]

33 RECEIPT DATE

34 TYPE SHIPMT

35 RECEIVING OFFICE PHONE (A/C & No.)

FTS COMM

31d FTS PHONE NO.
130



United States
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Agriculture

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Agricultural
Services

Farm Service
Agency

1400 Independence
Ave, SW
Stop 0506
Washington, DC
20250-0506

TASK ORDER #26 - CREP POWER POINT PRESENTATION

Scope of Work

The Widmeyer-Baker Group (TWBG) will develop a complete overview presentation on the Conservation Reserve Enhancement Program with full color graphics and photos. The presentation will be created in Power Point format, will be easy to alter, and will be delivered ready for FSA to post on its web site along with a CD-ROM version.

Statement of Work

- In consultation with FSA, TWBG will develop a detailed outline of message points and graphic/photo requirements for the presentation.
- From the outline, TWBG will create for FSA's approval a concept for the general "look" of the presentation including colors, fonts, and the use of photos, graphics, audio and animation. All photos will be provided by USDA unless otherwise instructed by the COTR. Acquisition of any outside photos would be handled under a revision to this task order.
- Based on FSA's response, TWBG will fully develop the chosen concept into presentation form and write an accompanying sample script and suggestions for altering the presentation to suit particular CREPs.
- TWBG will collaborate with FSA through two rounds of edits and finalize the presentation and script as directed by FSA.
- TWBG will consult with FSA technical personnel to ensure the presentation is produced in a format FSA can easily and swiftly post on the Internet.

Deliverables

- Presentation outline
- Design concept
- Draft presentation and script
- Final presentation

Period of Performance

Work is to commence upon final approval of the task order. The presentation outline will be due within two weeks of an initial FSA/TWBG project meeting to be held ASAP after the task order's approval. Design concepts will be delivered within two weeks of receipt of FSA's comments on the outline. The draft presentation and script will be delivered within two weeks of approval of a design concept. Final delivery will be made within one week of TWBG receiving final comments on the draft presentation and script.

Revised 5/16/01 to May 24th

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131*

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UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO.	2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER	4 ORDER DATE	5 SF--281	6 UNIT CODE	7 FUND CODE	8 ORDER NUMBER	9 SUB.
1 OF 1	3151	53-3151-0-00004	2/9/01	CA	TS		43-3151-0-8012	27

9a TYPE PURCHASE (Check one)
 PURCHASE ORDER
 DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
HE WIDMEYER BAKER GROUP INC
825 CONNECTICUT AVE NW
ASHINGTON D.C. 20009

11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
USDA/FSA/MSD/AMB/SPS
1400 INDEPENDENCE AVE SW - STOP 0567
WASHINGTON D.C. 20250-0567

SHIP TO
▶

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK #27 - CREP PROGRESS REPORT BOOKLET	2540	1	1	job	\$ 28,429.39	\$28,429.39
<p>The Contractor's proposal dated 02/07/01 in response to the Government Task Order #27 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.</p>								
<p>THIS DOCUMENT IS FOR FSA INTERNAL PROCESSING ONLY</p>								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)(3)

21 F.O.B. POINT	22 DISCOUNT AND/OR NET PAYMENT TERMS	22a TYPE COMMODITY/PAYMENT CODE ▶ -0-	25 Sub-Total ▶ \$ 28,429
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	24 SHIP VIA	26 ESTIMATED FREIGHT	27 TOTAL ▶ \$ 28,429
SEE PERIOD OF PERFORMANCE	LAW CONTRACT	-0-	28 TOTAL ▶ \$ 28,429

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACC LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
2	5	10	5	3	4	1 4 1 2	2
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title)
VERLE MALIK, CONTRACTING OFFICER

31c COMMERCIAL PHONE (Area Code and Number)
(202) 205-5649

31d FSA PHONE NO.
132

32 SIGNATURE AND TITLE
Verle Malik

33 RECEIPT DATE
 34 TYPE SHIPMT
 35 RECEIVING OFFICE PHONE (A/C & No.)
 FTS COMM
 31a AUTHORIZED SIGNATURE
Verle Malik



United States
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Farm and Foreign
Agricultural
Services

Farm Service
Agency

1400 Independence
Ave, SW
Stop 0506
Washington, DC
20250-0506

MEMO

TASK ORDER #27 - CREP PROGRESS REPORT BOOKLET

Scope of Work

TWBG will create an informational booklet on CREP, modeled after the booklet created for CRP in 1999 (PA-1603). TWBG will write copy, design and lay out the booklet to FSA specs and will create original artwork as needed. TWBG will also modify the existing CREP power point presentation format to create an accompanying presentation. In addition, TWBG will revise the current CREP one-page fact sheet currently in use.

Specifications for the project include:

Statement of Work

- In consultation with FSA, TWBG will determine an outline of basic content for the booklet, including background on CREP, progress of the current agreements, anecdotal success stories, statistical information, and charts, photos and other graphics.
- TWBG will write copy for the booklet, based on the agreed-upon content, and will develop charts and graphics.
- TWBG, in consultation with FSA, will create original artwork including maps and charts for the booklet.
- TWBG will create a presentation, based on the CREP power point present being developed under another task order, to complement the booklet.
- TWBG will revise the current one-page fact sheet for CREP by eliminating the Gore and Glickman quotes, replacing the artwork with a photo, adding new text and doing a new layout for design.
- All photographs for these items will be provided by FSA. Costs for any photo needs outside of the ownership of USDA will be addressed through a supplemental task order.

Specs for booklet

- original copy for brochure, from ideas provided by FSA
- client meetings and consultations
- layout upon client approval of final text
- 2 rounds of modifications and refinements to 1 final
- camera-ready art on diskette in desired format
- handle vendor liaison and quality control with GPO
- 32-page four-color design

Page 1

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133

Deliverables

- Camera-ready art for one page fact sheet
- Booklet outline
- Draft copy for booklet
- Camera-ready art for booklet
- Power point outline
- Power point script
- Final power point presentation

Period of Performance

Camera-ready art for fact sheet will be completed within 5 working days of receiving approved copy and photo.

Booklet outline work will begin immediately upon approval of this task order. Outline will be completed within 5 working days of receipt of all State Annual Reports.

Copy for booklet and power point outline will be delivered within 7 working days from approval of booklet outline.

First draft of design and power point script will be delivered within 10 working days from copy approval.

All work on this task order will be completed by April 30, 2001.

Revised 5/16/01 - to June 10th

*RIF
134*

FOR AGENCY USE ONLY			UNITED STATES DEPARTMENT OF AGRICULTURE PURCHASE ORDER					
1 PAGE NO.	2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER	4 ORDER DATE	5 SF-281	6 UNIT CODE	7 FUND CODE	8 ORDER NUMBER	9 SUB.
1 OF 1	3151	53-3151-0-00004	2/09/01	CA		TS	43-3151-0-3012	23
10 TYPE PURCHASE (Check one)			11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance					
<input type="checkbox"/> PURCHASE ORDER			<input type="checkbox"/> DELIVERY ORDER					

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
 THE WIDMEYER BAKER GROUP INC
 1825 CONNECTICUT AVE NW
 WASHINGTON D.C. 20009

SHIP TO

USDA/FSA/MSD/AMB/SPS
 1400 INDEPENDENCE AVE SW -STOP 0567
 WASHINGTON D.C. 20250-0567

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK #28 - Meet the Pennsylvania CREP Communications Committee	2540	1	1	job	1,089.55	1,089.55
		The Contractor's proposal dated 2/06/01 in response to the Government Task Order #28 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.						
		This document is for FSA internal processing only						

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)()			25
21 F.O.B. POINT	22 DISCOUNT AND/OR NET PAYMENT TERMS	22a TYPE COMMODITY/PAYMENT CODE	25
Destination	NET 30		Sub-Total
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	24 SHIP VIA	26 ESTIMATED FREIGHT	27 1,089.55
TOTAL			

SEE PERIOD OF PERFORMANCE IN CONTRACT
 FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

AGE LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.			31b ORDERED BY (Name and Title)	
32 SIGNATURE AND TITLE			31c COMMERCIAL PHONE (A/C & No.)	
33 RECEIPT DATE			31d AUTHORIZED SIGNATURE	
34 TYPE SHIPMT			31e COMMERCIAL PHONE (A/C & No.)	
35 RECEIVING OFFICE PHONE (A/C & No.)			31f FTS PHONE NO.	

RF
3/5



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Services

Farm Service
Agency

1400 Independence
Ave, SW
Stop 0506
Washington, DC
20250-0506

MEMO

Task Order 28 –Meet with Pennsylvania CREP Communications Committee

Scope of Work

A Widmeyer-Baker Group (TWBG) representative will travel to Harrisburg, Pennsylvania along with FSA to attend the February 15th meeting of the Pennsylvania CREP Communications Committee to consult on a communications plan for the program and suggest communications activities.

Statement of Work

- A TWBG representative will travel by car from Washington, DC to Harrisburg, PA and meet with members of the Pennsylvania CREP Communications Committee. The TWBG representative will work with the Committee to modify and augment the draft PA CREP Communications Plan FSA and TWBG submitted to the committee in October. TWBG and FSA will moderate discussion to finalize the plan, which was revised by committee members in November-December, and work to obtain agreements among the various State groups on implementation.
- After the meeting, TWBG will prepare a memorandum on the agreements made at the meeting and recommendations of the level of communications effort FSA and TWBG should provide in supporting the Pennsylvania CREP.

Deliverables

- Memo report with TWBG recommendations and conclusions based on meeting input.

Period of Performance

Travel and participation in the meeting is to be conducted on February 15, 2001. The report memo is to be completed by February 21.

RIF
136

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UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO. OF 1	2 RECEIVING OFFICE NO. 3151	3 CONTRACT NUMBER 53-3151-0-00004	4 ORDER DATE 1/15/01	5 SF-281 CA	6 UNIT CODE T8	7 FUND CODE 43-3151-0-8012	8 ORDER NUMBER	9 SUB.
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10 TYPE PURCHASE (Check one)
 PURCHASE ORDER
 DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
THE WIDMEYER BAKER GROUP INC
 1825 CONNECTICUT AVE NW
 WASHINGTON D.C. 20009

11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
USDA/FSA/MSD/AMB/SPS
 1400 INDEPENDENCE AVE SW -STOP 0567
 WASHINGTON D.C. 20250-0567

PHONE (A/C & No.) _____ Check One FTS COMM

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK #29 - MEETING WITH PA CREP COMMUNICATIONS COMMITTEE The Contractor's proposal dated 3/12/01 in response to the Government Task Order #29 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are accepted.	2540	1	1	JOB	1,731.55	1,731.55
This document is for FSA Internal Processing Only								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)(1)

21 F.O.B. POINT DESTINATION	22 DISCOUNT AND/OR NET PAYMENT TERMS NET 30	22a TYPE COMMODITY/PAYMENT CODE 0-	25 Sub-Total
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	24 SHIP VIA	26 ESTIMATED FREIGHT	27 TOTAL
SEE PERIOD OF PERFORMANCE	LAW CONTRACT	0-	1,731.55

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACC LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
2	5	10	5	3	4	1-4-1-2	2
1	98	000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title)
Verle Malik, Contracting Officer

32 SIGNATURE AND TITLE
Verle Malik

31c COMMERCIAL PHONE (Area Code and Number)
 (202) 205-5640

31d FSA PHONE NO.
 137

33 RECEIPT DATE
 34 TYPE SHIPMT
 35 RECEIVING OFFICE PHONE (A/C & No.)



United States
Department of
Agriculture

Farm and Foreign
Agricultural
Services

Farm Service
Agency

1400 Independence
Ave, SW
Stop 0506
Washington, DC
20250-0506

MEMO

Task Order 29 –Meet with Pennsylvania CREP Communications Committee

Scope of Work

A Widmeyer-Baker Group (TWBG) representative will travel to Harrisburg, Pennsylvania to attend the March 19 meeting of the Pennsylvania CREP Committee. The representative will help present the communications plan for the program to the committee. TWBG will also edit the final plan into a generic document for use as a template by other states.

Statement of Work

- A TWBG representative will travel by car from Washington, DC to Harrisburg, PA and meet with members of the Pennsylvania CREP Committee. TWBG and FSA will assist the chairman of the Communications Committee in presenting the plan for the full committee.
- After the meeting, TWBG will prepare a memorandum on the agreements made at the meeting and recommendations for further cooperation, if any, FSA at TWBG should pursue in supporting the Pennsylvania CREP.
- TWBG will edit the final Pennsylvania communications plan into a generic document that can be shared with other states as a template for their own plans.

Deliverables

- Ten copies of the Pennsylvania Communications Plan for the meeting.
- Memo report with TWBG recommendations and conclusions based on meeting input.
- Generic version of the Communications Plan.

Period of Performance

Travel and participation in the meeting is to be conducted on March 19, 2001. The report memo is to be completed by March 22. The generic version of the plan is to be submitted by March 26.

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138

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UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO.	2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER	4 ORDER DATE	5 SF-281	6 UNIT CODE	7 FUND CODE	8 ORDER NUMBER	9 SUB.
1 OF 1	3151	53-3151-0-00004	3/15/01	CA	TR	43-3151-0-8012	30	

10 TYPE PURCHASE (Check one)
 PURCHASE ORDER
 DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
THE WIDMEYER BAKER GROUP INC.
 1825 CONNECTICUT AVE, NW
 WASHINGTON D.C. 20009

11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
SHIP TO
 USDA/FSA/MSD/AMB/SPS
 1400 INDEPENDENCE AVE - STOP 0567
 WASHINGTON D.C. 20250-0567

12 LINE ITEM	13 QUANT. RECD.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK # 30 - ANNUAL REPORT FOLLOW UP The Contractor's proposal dated 01/14/01 in response to the Government Task Order #30 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.	2540	1	1	job	6,225.40	6,225.40
This document is for internal FSA processing only								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c) _____.

21 F.O.B. POINT DESTINATION	22 DISCOUNT AND/OR NET PAYMENT TERMS NET 30	22a TYPE COMMODITY/PAYMENT CODE -0-	25 Sub-Total	6,225.40
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	24 SHIP VIA LAW CONTRACT	26 ESTIMATED FREIGHT -0-	27 TOTAL	6,225.40

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACC LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
2	5	10	5	3	4	1	4
01	98	00000000					

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title)
VERLE WALKER, CONTRACTING OFFICER

32 SIGNATURE AND TITLE

31c COMMERCIAL PHONE (Area Code and Number)
 202-205-5649

31d FTS PHONE NO.
 139

33 RECEIPT DATE

34 TYPE SHIPMT

35 RECEIVING OFFICE PHONE (A/C & No.)

31e AUTHORIZED SIGNATURE



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Stop 0506
Washington, DC
20250-0506

MEMO

Task Order 30 – Annual Report Follow Up

Scope of Work

The Widmeyer-Baker Group (TWBG) will interview 50 field staff involved in state and county level implementation of the Conservation Reserve Enhancement Program. The interviews will be held to verify the evaluations made in the state annual reports and to determine further program insights. The interviews will also determine what topics staff would like to cover at the June national CREP meeting.

Statement of Work

- In consultation with FSA, TWBG will develop a list of questions to ask field staff about the program to verify statements made in the annual reports and to determine further successes, lessons learned and current challenges exist within the various programs.
- From a list of names provided by FSA, TWBG will call and interview 50 staff members representing FSA, NRCS, state agencies, and local and private interests.
- TWBG will also inquire about agenda preferences for the June 11 national CREP meeting.
- If a listed contact is not available during the calling period, TWBG will notify FSA so it may substitute another person from the same state.
- TWBG will compile the results into a report for FSA.

Deliverables

- Question list
- Findings report

Period of Performance

Work is to commence immediately upon final approval of the task order. Within 3 working days TWBG will submit a preliminary list of questions for approval. Interviews will be made over a two week period commencing as soon as FSA approves questions and delivers a call list to TWBG. A draft of the report will be submitted to FSA one week after the completion of the calling period.

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140

FOR AGENCY USE ONLY UNITED STATES DEPARTMENT OF AGRICULTURE PURCHASE ORDER

1 AGENCY NO. 2 RECEIVING OFFICE NO. 3 CONTRACT NUMBER 4 ORDER DATE 5 SF-281 6 UNIT CODE 7 FUND CODE 8 ORDER NUMBER 9 SUB.

1 OF 1 3151 53-3151-0-00004 3/15/01 CA T8 43-3151-0-8012 31

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.) 11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance

THE WIDMEYER BAKER GROUP INC.
1825 CONNECTICUT AVENUE NW
WASHINGTON D.C. 20009

SHIP TO
USDA/FSA/MSD/AMB/SPS
1400 INDEPENDENCE AVE STOP 0567
WASHINGTON D.C. 20250-0567

12 LINE ITEM 13 QUANT. REC'D. 14 DESCRIPTION 15 BUDGET OBJECT 16 ACC LINE 17 QUANTITY 18 UNIT ISSUE 19 UNIT PRICE 20 AMOUNT

01		TASK #31 - CREP PROGRESS REPORT BOOKLET	2540	1	1	JOB	20,922.40	20,922.40
<p>The Contractor's proposal dated 03/13/01 in response to the Government Task Order #31 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.</p>								
<p>This document is for internal FSA processing only</p>								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c) ()
 21 F.O.B. POINT DESTINATION NET 30
 22 DISCOUNT AND/OR NET PAYMENT TERMS
 23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date) SEE PERIOD OF PERFORMANCE
 24 SHIP VIA LAW CONTRACT
 25 Sub-Total 20,922.40
 26 ESTIMATED FREIGHT -0-
 27 TOTAL 20,922.40
 FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACQ LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
2	5	10	5	3	4	1 4 1 2	2
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.
 31b ORDERED BY (Name and Title) VERLE MALIK, CONTRACTING OFFICER
 32 SIGNATURE AND TITLE
 31c COMMERCIAL PHONE (Area Code and Number) (202) 205-5669
 31d FTS PHONE NO. 141
 33 RECEIPT DATE 34 TYPE SHIPMT 35 RECEIVING OFFICE PHONE (A/C & No.) FTS COMM 31e AUTHORIZED SIGNATURE



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Task Order 31 – CREP Progress Report Booklet

Scope of Work

TWBG will update the CRP informational booklet (PA-1603). This will include updating facts, lists and charts within the document, and providing additional copy on new CREPs. TWBG will redesign the booklet to resemble the CREP booklet being created under Task Order #27. Additionally, TWBG will provide a complementary design for a Statistical booklet, so that the three documents will appear to be from the same “family.”

Specs for booklet

- original copy for brochure on new CREPs,
- FSA will provide updated text
- client meetings and consultations to determine new charts/artwork
- layout upon client approval of final text
- 2 rounds of modifications and refinements to 1 final
- camera-ready art on diskette in desired format
- handle vendor liaison and quality control with GPO
- Four-color design

Deliverables

- Updated copy and additional text
- New charts and artwork
- Camera-ready art for booklet
- Cover design for Statistical Booklet

Period of Performance

Booklet outline work will begin immediately upon approval of this task order. TWBG will notify FSA within 3 working days of task order approval of all information needed to update the booklet. Copy for the booklet will be delivered within 7 working days from receiving update information. First draft of design and will be delivered within 10 working days from copy approval.

All work on this task order will be completed by April 30, 2001.

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142

FOR AGENCY USE ONLY UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO.	2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER	4 ORDER DATE	5 SF-281	6 UNIT CODE	7 FUND CODE	8 ORDER NUMBER	9 SUB.
1 OF	1151	53-3151-0-00004	4/3/01	CA	18	43-3151-0-8012	32	
10 TYPE PURCHASE (Check one)								
PURCHASE ORDER		DELIVERY ORDER						

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)		11	Consignee, Address, Zip Code, and Place of Inspection and Acceptance	
THE WIDMEYER BAKER GROUP INC. 1825 CONNECTICUT AVE. NW WASHINGTON D.C. 20009		SHIP TO	USDA/FSA/MSD/AMB/SPS 1400 INDEPENDENCE AVE STOP 0567 WASHINGTON D.C. 20250-0567	
PHONE (A/C & No.)		Check One	FTS	COMM

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK# 32 - NATIONAL CREP MEETING PLANNING	2540	1	1	job	\$7,545.60	7,545.60
<p>The Contractor' proposal dated 3/28/01 in response to the Government Task Order #32 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.</p>								
<p>This document is for FSA internal processing only</p>								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)(1)		22 DISCOUNT AND/OR NET PAYMENT TERMS		22a TYPE COMMODITY/PAYMENT CODE	25
21 F.O.B. POINT		24 DELIVERY POINT ON OR BEFORE (Date)		26 ESTIMATED FREIGHT	Sub-Total
DESTINATION		SEE 00		0-	\$ 7,545.60
SEE PERIOD OF PERFORMANCE		TAW CONTRACT			TOTAL
					\$ 7,545.60

ACC. LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
2	5	10	5	3	4	1-2	2
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.		31b ORDERED BY (Name and Title)	
32 SIGNATURE AND TITLE		SCOTT C. WOLZ CONTRACTING OFFICER	
33 RECEIPT DATE		34 TYPE SHIPMT	
35 RECEIVING OFFICE PHONE (A/C & No.)		36 AUTHORIZED SIGNATURE	
		37 COMM. PHONE (Area Code and Number)	
		38 FTS PHONE NO.	

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143



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Task Order 32 – National CREP Meeting Planning and Prep

Scope of Work

The Widmeyer-Baker Group will work with FSA and the State of Maryland on the planning, preparation and distribution of invitations for the 2001 national CREP meeting to be held on June 10-13. Widmeyer representatives will attend planning meetings, prepare and distribute invitational and informational items. They will also work with meeting speakers to obtain speech abstracts and provide presentation instructions.

Statement of Work

- TWBG representatives will attend at least three meetings of the planning group to provide advice and counsel on the agenda and on all action items.
- A TWBG representative will meet with management of the Harbortowne Resort to discuss budget and event details and to consult on planning.
- TWBG will provide updated mailing and e-mail lists for invitation distribution.
- TWBG will conduct a mailing to 100 implementers.
- TWBG will prepare and distribute an e-mail invitation to the updated list.
- TWBG will provide FSA with materials to place on the FSA web site for online registration for the forum.
- TWBG will develop a presentation template for State presenters for short, effective presentations.
- TWBG will request advance presentations or abstracts from presenters and will compile them into a single document for FSA/Maryland to copy for availability at the forum.

Deliverables

- Mailing list
- E-mail list
- E-mail invitation
- Online invitation/registration package
- Presentation template
- Advance presentations and abstracts

Period of Performance

Work is to begin immediately upon approval of this task order. Information mailing will be conducted by April 11. All work will be completed on this task order by June 8.

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144

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UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO. 1 OF 1	2 RECEIVING OFFICE NO. 3151	3 CONTRACT NUMBER 53-3151-0-00004	4 ORDER DATE 5/25/01	5 SF-281 CA	6 UNIT CODE T8	7 FUND CODE 43-3151-0-8012	8 ORDER NUMBER 33
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9 TYPE PURCHASE (Check one)
 PURCHASE ORDER
 DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
THE WIDMEYER BAKER GROUP
 825 CONNECTICUT AVE NW
 WASHINGTON D.C. 20009

11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
USDA/FSA/MSD/AMB/SPS
 1400 INDEPENDENCE AVE SW - STOP 0567
 WASHINGTON D.C. 20250-0567

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
11		TASK #33 - CREP Forum 2001 The Contractor's proposal dated 5/4/01 in response to the Government Task Order #33 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.	2540	1	1	job	\$ 9,419.72	\$ 9,419.72
THIS DOCUMENT IS FOR FSA INTERNAL PROCESSING ONLY								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)

21 F.O.B. POINT DESTINATION	22 DISCOUNT AND/OR NET PAYMENT TERMS NET 30	22a TYPE COMMODITY/PAYMENT CODE -0-	25 Sub-Total
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date) SEE PERIOD OF PERFORMANCE	24 SHIP VIA LAW CONTRACT	26 ESTIMATED FREIGHT -0-	27 TOTAL

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACQ LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title)
VERLE MALIK, CONTRACTING OFFICER

32 SIGNATURE AND TITLE
 [Signature]

31c COMMERCIAL PHONE (Area Code and Number)
 202-225-5649

31d AUTHORIZED SIGNATURE
 [Signature]

33 RECEIPT DATE
 34 TYPE SHIPMT
 35 RECEIVING OFFICE PHONE (A/C & No.)
 FTS COMM

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14



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Washington, DC
20250-0506

Task Order 33 – CREP Forum 2001

Scope of Work

The Widmeyer-Baker Group (TWBG) will help facilitate and coordinate FSA participation in a summer 2001 meeting of interested implementers of the Conservation Reserve Enhancement Program (CREP). The meeting, to be sponsored by the Maryland CREP, is open to county, state and federal government personnel as well as any other individuals currently promoting the CREP program. TWBG will conduct a presentation, along with FSA, on the communications items developed to market CREP, and will provide support and guidance for forum planners throughout the meeting.

Statement of Work

- Two TWBG representatives will travel to St. Michaels, Maryland for the June 10-13 CREP 2001 conference attend all forum sessions, take meeting notes and prepare an official meeting report. TWBG will gather all presentations given at the forum and will compile into the report, which will be delivered to FSA in printed form and in an electronic format for posting on the FSA web site.
- Along with FSA, TWBG will develop and deliver a one-hour presentation at the forum on the items available from FSA to more effectively talk about CREP (video, power point presentation, communications plan, booklets and brochures).
- TWBG will provide meeting support as needed by meeting organizers including registration, on-site coordination and logistics, and general errand support.

Deliverables

- Draft PowerPoint presentation for FSA/TWBG panel.
- PowerPoint presentation to meeting attendees.
- Meeting report.

Period of Performance

Work is to commence immediately upon final approval of the task order. The draft presentation will be delivered to FSA by May 30, at which time FSA and TWBG will go over the presentation and practice its delivery. The presentation will take place on Tuesday morning, June 12. The final written meeting report will be presented no later than June 29.

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146

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PURCHASE ORDER

1 PAGE NO. 1 OF 1	2 RECEIVING OFFICE NO. 3151	3 CONTRACT NUMBER 53-3151-0-00004	4 ORDER DATE 5/25/01	5 SF-281 CA	6 UNIT CODE T8	7 FUND CODE 43-3151-0-8012	8 ORDER NUMBER 34	9 SUB.
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10 TYPE PURCHASE (Check one)
 PURCHASE ORDER
 DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)
THE WIDMEYER BAKER GROUP
 1825 CONNECTICUT AVE NW
 WASHINGTON D.C. 20009

11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
USDA/FSA/MSD/AMB/SPS
 1400 INDEPENDENCE AVE SW - STOP 0567
 WASHINGTON D.C. 20250-0567

SHIP TO
▶

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK # 34 - STATE LEVEL COORDINATION 2001 The Contractor's proposal dated 05/07/01 in response to the Government Task Order #34 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.	2540	1	1	job	12,949.98	12,949.98
This document is for FSA processing only								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)()

21 F.O.B. POINT DESTINATION	22 DISCOUNT AND/OR NET PAYMENT TERMS NET 30	22a TYPE COMMODITY/PAYMENT CODE ▶ -0-	25 Sub-Total ▶ \$ 12,949.98
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date) SEE PERIOD OF PERFORMANCE	24 SHIP VIA LAW CONTRACT	26 ESTIMATED FREIGHT -0-	27 TOTAL ▶ \$ 12,949.98

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACC LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
2	5	10	1	3	4	1-4-1-2	
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title)
VERLE MALIK, CONTRACTING OFFICER

32 SIGNATURE AND TITLE
[Signature]

31c COMMERCIAL PHONE (Area Code and Number)
(202) 205-5649

31e AUTHORIZED SIGNATURE
[Signature]

33 RECEIPT DATE

34 TYPE SHIPMT

35 RECEIVING OFFICE PHONE (A/C & No.)

34 FTS PHONE NO.

RECEIPT COPY 1



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Task Order 34 – State Level Coordination 2001

Scope of Work

The Widmeyer-Baker Group (TWBG) will continue its communications coordination effort among CREP implementers and promoters through December 2001. This will be done by facilitating interaction among implementers in various states through monthly e-mail listservs, bimonthly conference calls, and meetings. The ultimate goal of this coordination is to capitalize on the various efforts already underway and to further develop synergies among state-level implementers. Under this task order, TWBG will provide weekly reports to FSA on the full scope of FSA/Widmeyer activities to market and promote CREP.

Statement of Work

- TWBG will maintain and continually update an e-mail distribution list of all implementers and others interested in receiving a monthly report on the progress of CREP projects.
- TWBG will continue to produce and edit content for monthly listservs through December 2001.
- TWBG will maintain a phone list of participants in a bimonthly conference call.
- Prior to each conference call, TWBG will notify each member of the phone group of the upcoming call and provide an agenda. The TWBG project manager will moderate the call along with an FSA representative.
- Following each conference call, TWBG will compile a meeting report to be sent to the full e-mail list.
- The project manager and other appropriate staff will meet periodically with FSA to determine need for face-to-face meetings among CREP partners. [TWBG support work for meetings to be determined through supplemental Task Order(s).
- TWBG will provide weekly updates to FSA on the progress of all TWBG/FSA efforts

Deliverables

- Participant lists, agendas, and reports for four conference calls through calendar year 2001.
- Seven monthly listserv reports through calendar year 2001.

Period of Performance

Work is to commence immediately upon final approval of the task order. Listserv reports will commence in June and continue on a monthly basis as directed by the COTR. TWBG will meet with FSA to select dates for the bimonthly phone conferences. Support of the listserv and phone group, as well as weekly updates, will continue through December 2001, at which time a new task order may be issued to adjust and extend State Level Coordination efforts.

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PURCHASE ORDER

1 PAGE NO. 1 OF 1	2 RECEIVING OFFICE NO. 3151	3 CONTRACT NUMBER 53-3151-0-00004	4 ORDER DATE 7/2/01	5 SF-281 CA	6 UNIT CODE T8	7 FUND CODE 43-3151-0-R012	8 ORDER NUMBER 35	9 SUB.
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10 TYPE PURCHASE (Check one) PURCHASE ORDER DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.) THE WIDMEYER BAKER GROUP INC. 1825 CONNECTICUT AVE. NW WASHINGTON D.C. 20009	SHIP TO ▶	11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance USDA/FSA/AMB/SPS 1400 INDEPENDENCE AVE. - STOP 0567 WASHINGTON D.C. 20250-0567
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12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK #35 - Photo Purchases for CRP/CREP Publication The Contractor's proposal dated 6/22/01 in response to the Government Task Order #35 is hereby accepted and incorporated into the contract. The Scope of work, Statement of Work, Deliverables and Period of Performance are attached.	2540	1	1	job	1,013.04	1,013.04
This document is for FSA Processing only								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)()		22 DISCOUNT AND/OR NET PAYMENT TERMS NET 30		22a TYPE COMMODITY/PAYMENT CODE ▶ -0-		25 Sub-Total ▶ 1,013.04	
21 F.O.B. POINT DESTINATION		24 SHIP VIA IAW CONTRACT		26 ESTIMATED FREIGHT -0-		27 TOTAL ▶ 1,013.04	
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date) IAW CONTRACT		IAW CONTRACT					

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACQ LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.	31b ORDERED BY (Name and Title) SCOTT C. WOLZ, CONTRACTING OFFICER
32 SIGNATURE AND TITLE	31c COMMERCIAL PHONE (Area Code and Number) 202-205-5649
	31d FTS PHONE NO.

33 RECEIPT DATE	34 TYPE SHIPMT	35 RECEIVING OFFICE PHONE (A/C & No.)	FTS	COMM	31e AUTHORIZED SIGNATURE <i>Scott C. Wolz</i>
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RECEIPT COPY 1

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Task Order 35 – Photo Purchases for CRP/CREP Publications

Scope of Work

The Widmeyer-Baker Group (TWBG) will secure the rights from Grant Heilman photography the use of two photos for the covers of the CRP and CREP booklets in production through Task Orders 27 and 31.

Statement of Work

- A TWBG representative will select appropriate photos for the covers of the CREP and CRP booklets from the Grant Heilman archive.
- TWBG will purchase one-time exclusive reproduction rights for the photos and will obtain scans of the photos for publication and prints for review by USDA.

Deliverables

- Prints of the two photos to be used and a statement of permission by the photographer to use the photos.

Period of Performance

Work is to commence upon final approval of the task order. All work under this task order is to be completed by June 27, 2001.

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150

FOR AGENCY USE ONLY UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO. 1 OF 1	2 RECEIVING OFFICE NO. 3151	3 CONTRACT NUMBER 53-3151-0-00004	4 ORDER DATE 7/9/01	5 SF-281 CA	6 UNIT CODE	7 FUND CODE T8	8 ORDER NUMBER 43-3151-0-8012	9 SUB. 35
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10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.) THE WIDMEYER BAKER GROUP INC 1825 CONNECTICUT AVE NW WASHINGTON D.C. 20009	SHIP TO	11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance USDA/FSA/AMB/SPS 1400 INDEPENDENCE AVE - STOP 0567 WASHINGTON D.C. 20250-0567
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12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
1		TASK # 36 - CREP Forum Evaluation The Contractor's proposal dated 6/28/01 in response to the Government Task Order #36 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.	2540	1	1	JOB	\$3,700.70	\$ 3,700.70
This Document is for FSA Processing only								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)			
21 F.O.B. POINT DESTINATION	22 DISCOUNT AND/OR NET PAYMENT TERMS NET 30	22a TYPE COMMODITY/PAYMENT CODE -0-	25 Sub-Total \$ 3,700.70
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	24 SHIP VIA LAW CONTRACT	26 ESTIMATED FREIGHT -0-	27 TOTAL \$ 3,700.70

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACC LINE -2	A 5	B 10	C 5	D 3	E 4	1	4	1	2	DISTRIBUTION	AMOUNT
	98 0000 0000										

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.	31b ORDERED BY (Name and Title) VERLE MALIK, CONTRACTING OFFICER
32 SIGNATURE AND TITLE	31c COMMERCIAL PHONE (Area Code and Number) (202) 205-5640
33 RECEIPT DATE	31d AUTHORIZED SIGNATURE
34 TYPE SHIPMT	35 RECEIVING OFFICE PHONE (A/C & No.)



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Agency

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Washington, DC
20250-0506

Task Order 36 – CREP Forum Evaluation

Scope of Work

The Widmeyer-Baker Group (TWBG) will develop a post conference evaluation form for the CREP 2001 Forum and distribute it via e-mail to all participants. TWBG will analyze the responses and generate a report of findings and make recommendation for future meetings and efforts.

Statement of Work

- In cooperation with the Maryland hosts of CREP Forum 2001, TWBG will develop a list of questions to participants about the forum's various presentations and other elements.
- From the participant list, TWBG will develop an e-mail list and distribute via e-mail contact each participant asking him/her to provide an evaluation of the forum and to give any suggestions for planners of future conferences.
- TWBG will compile the results into a report for FSA to share with the Maryland CREP and with planners for the next CREP forum.

Deliverables

- Evaluation report

Period of Performance

Work is to commence immediately upon final approval of the task order. TWBG will give respondents until July 16 to reply with their comments. The report will be delivered to FSA no later than July 27.

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152

FOI, AGENCY USE ONLY		UNITED STATES DEPARTMENT OF AGRICULTURE PURCHASE ORDER						
1 PAGE NO.	2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER	4 ORDER DATE	5 SF-281	6 UNIT CODE	7 FUND CODE	8 ORDER NUMBER	9 SUB.
1 OF1	3151	53-3151-0-00004	7/9/01	CA	T8	43-3151-0-8012	37	
10 TYPE PURCHASE (Check one)								
<input type="checkbox"/> PURCHASE ORDER		<input checked="" type="checkbox"/> DELIVERY ORDER						

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)	11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance
THE WIDMEYER BAKER GROUP INC. 1825 CONNECTICUT AVE NW WASHINGTON D.C. 20250-0567	USDA/FSA/MSD/AMB/SPS 1400 INDEPENDENCE AVE - STOP 0567 WASHINGTON D.C. 20250-0567
	SHIP TO

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK # 37 - Duplication of GREP Video and Packaging	2540	1	1	job	\$ 3,780.82	\$ 3780.82
		The Contractor's proposal dated 6/28/01 in response to the Government Task Order #37 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of performance are attached.						
		This document is for FSA processing only						

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)	22 DISCOUNT AND/OR NET PAYMENT TERMS	22a TYPE COMMODITY/PAYMENT CODE	25
21 F.O.B. POINT	NET 30	-0-	Sub-Total \$ 3,780.82
DESTINATION	24 SHIP VIA	26 ESTIMATED FREIGHT	27
LAW CONTRACT	LAW CONTRACT	-0-	TOTAL \$ 3,780.82

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACC LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
-2		10	5	3	4	1-4 1-2	
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.		31b ORDERED BY (Name and Title)
32 SIGNATURE AND TITLE		Verle Malik, Contracting Officer
33 RECEIPT DATE		31c COMMERCIAL PHONE (Area Code and Number)
34 TYPE SHIPMT		202-205-5649
35 RECEIVING OFFICE PHONE (A/C & No.)		31d AUTHORIZED SIGNATURE

RECEIPT COPY 1

FORM AD-838-SPE (Rev.)



United States
Department of
Agriculture

Farm and Foreign
Agricultural
Services

Farm Service
Agency

1400 Independence
Ave, SW
Stop 0506
Washington, DC
20250-0506

Task Order 37 – Duplication of CREP Video and Packaging

Scope of Work

To meet FSA's distribution needs for the CREP promotional video, TWBG will ensure the duplication and delivery of 500 VHS copies of the video in the packaging designed by TWBG.

Statement of Work

- TWBG will manage reproduction of the VHS tapes.
- TWBG will manage production of video boxes, sleeves and labels.
- TWBG will manage attaching labels, inserting the sleeves and stuffing tapes for the video boxes.
- TWBG will manage shipping of the tapes to FSA headquarters

Deliverables

- 500 VHS copies of "Partners with the Land," the CREP promotional video in box packaging

Period of Performance

Videos fully packaged will be delivered within 10 working days of approval of this task order.

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154

FOR AGENCY USE ONLY

**UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER**

1 PAGE NO. 1 OF 1	2 RECEIVING OFFICE NO. 3151	3 CONTRACT NUMBER 53-3151-0-00004	4 ORDER DATE 7/13/01	5 SF-281 CA	6 UNIT CODE 18	7 FUND CODE 18	8 ORDER NUMBER 43-3151-0-8012	9 SUB. 38
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10 TYPE PURCHASE (Check one)
 PURCHASE ORDER
 DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)

THE WIDMEYER Baker Group Inc.
 1825 CONNECTICUT AVE NW
 WASHINGTON D.C. 20009

11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance

SHIP TO
▶

USDA/FSA/MSD/AMB/SPS
 1400 INDEPENDENCE AVE SW - STOP 0567
 WASHINGTON D.C. 20250-0567

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK # 38 - Buffer Notes The Contractor's proposal dated 7/11/01 in response to the Government Task Order #38 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are accepted	2540	1	1	JOB	39,431.26	\$ 39,431.26
This document is for FSA Internal Processing Only								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c))

21 F.O.B. POINT DESTINATION	22 DISCOUNT AND/OR NET PAYMENT TERMS NET 30	22a TYPE COMMODITY/ PAYMENT CODE ▶-0-	25 Sub-Total ▶ \$ 39,431 . 26
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date) SEE PERIOD OF PERFORMANCE	24 SHIP VIA IAW CONTRACT	26 ESTIMATED FREIGHT -0-	27 TOTAL ▶ \$ 39,431 . 26

FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

ACC LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
2	5	10	5	3	4	1	4
						1	2
1	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title)
VERLE MALIK, CONTRACTING OFFICER

32 SIGNATURE AND TITLE
 [Signature]

31c COMMERCIAL PHONE (Area Code and Number)
 702-205-5640

31d FTS PHONE NO.
 155

33 RECEIPT DATE
 7/13/01

34 TYPE SHIPMT

35 RECEIVING OFFICE PHONE (A/C & No.)

36 FTS

37 COMM

38 AUTHORIZED SIGNATURE
 [Signature]

RECEIPT COPY 1

FOR AGENCY USE ONLY

UNITED STATES DEPARTMENT OF AGRICULTURE
PURCHASE ORDER

1 PAGE NO. 1 OF 1	2 RECEIVING OFFICE NO. 3151	3 CONTRACT NUMBER 53-3151-0-00004	4 ORDER DATE 7/20/01	5 SF-281 GA	6 UNIT CODE TR	7 FUND CODE 43-3151-0-8012	8 ORDER NUMBER 39	9 SUB
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10 TYPE PURCHASE (Check one)
 PURCHASE ORDER
 DELIVERY ORDER

10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)

THE WIDMEYER BAKER GROUP INC.
1825 CONNECTICUT AVE NW
WASHINGTON D.C. 20009

SHIP TO

11 Consignor, Address, Zip Code, and Place of Inspection and Acceptance
 USDA/FSA/MSD/AMB/SPS
 1400 INDEPENDENCE AVE SW - STOP 0567
 WASHINGTON D.C. 20250-0567

PHONE (A/C & No.)
 Check One FTS COMM

12 LINE ITEM	13 QUANT. REC'D.	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		TASK # 39 - Executive Briefing/ Power Point The Contractor's proposal dated 7/17/01 in response to the Government Task Order #39 is hereby accepted and incorporated into the contract. The Scope of Work, Statement of Work, Deliverables and Period of Performance are attached.	2540	1	1	JOB	\$1,303.24	\$ 1,303.24
This document is for internal FSA processing only								

20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)

21 F.O.B. POINT ESTINATION	22 DISCOUNT AND/OR NET PAYMENT TERMS LAW CONTRACT	22a TYPE COMMODITY/PAYMENT CODE -0-	25 Sub-Total \$ 1,303.24
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	24 SHIP VIA LAW CONTRACT	26 ESTIMATED FREIGHT -0-	27 TOTAL \$ 1,303.24

28 PERIOD OF PERFORMANCE
FORWARD TO: USDA, Office of Finance and Management, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

AGG LINE	A	B	C	D	E	DISTRIBUTION	AMOUNT
01	98	0000	0000				

I certify that articles and/or services annotated above have been received, inspected and accepted as complying with this order.

31b ORDERED BY (Name and Title)
VERLE MALIK, CONTRACTING OFFICER

32 SIGNATURE AND TITLE
 (Signature)
 31c COMMERCIAL PHONE (Area Code and Number)
 (202) 205-5649

31d FTS PHONE NO.
 150

33 RECEIPT DATE
 34 TYPE SHIPMT
 35 RECEIVING OFFICE PHONE (A/C & No.)
 FTS COMM
 31e AUTHORIZED SIGNATURE
 (Signature)

RECEIPT COPY 1

FORM AF-RSR-SPF (Rev. 7)



United States
Department of
Agriculture

Farm and Foreign
Agricultural
Services

Farm Service
Agency

1400 Independence
Ave, SW.
Stop 0506
Washington, DC
20250-0506

Task Order 39 – Executive Briefing PowerPoint

Scope of Work

The Widmeyer-Baker Group (TWBG) will develop a briefing presentation on the current status of the Conservation Reserve Enhancement Program. The presentation will be created in the PowerPoint format and will be for internal USDA use for briefing executives in the Secretary's office.

Statement of Work

- In consultation with FSA, TWBG will develop an outline of for the briefing which will include a background on CREP, current status, and potential communications opportunities.
- From the outline, TWBG will create a presentation of no more than 25 slides to cover the outline topics. All photos and art will be supplied by FSA.
- TWBG will collaborate with FSA through two rounds of edits to finalize the presentation as directed by FSA

Deliverables

Final presentation in PowerPoint format.

Period of Performance

Work is to commence immediately upon final approval of the task order. Within 1 working day of agreeing to a briefing outline, TWBG will submit a draft presentation. An edited presentation will be delivered within 1 working day after each FSA review. All work will be completed on this task order by July 31, 2001.

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157



United States
Department of
Agriculture

Farm and Foreign
Agricultural
Services

Farm Service
Agency

1400 Independence
Ave, SW,
Stop 0506
Washington, DC
20250-0506

Task Order 40 –Meet with Pennsylvania CREP Communications Committee

Scope of Work

A Widmeyer-Baker Group (TWBG) representative will travel to Harrisburg, Pennsylvania to attend the August 2nd meeting of the Pennsylvania CREP Committee to consult on communications for the program and suggest communications activities.

Statement of Work

- A TWBG representative will travel by car from Washington, DC to Harrisburg, PA and meet with members of the Pennsylvania CREP Committee.
- At the meeting, the representative will consult with the committee on the use of its resources to promote CREP in Pennsylvania and the availability of support from USDA.
- After the meeting, TWBG will prepare a memorandum on the meeting's proceedings and all decisions made by the committee of interest to FSA.

Deliverables

- Memo report with TWBG recommendations and conclusions based on meeting input.

Period of Performance

Travel and participation in the meeting is to be conducted on August 2, 2001. The report memo is to be completed by August 7.

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159