

WSCC-NRCS Contribution Agreement -Task Orders

Helpful Hints by; Peter Bautista, NRCS Agreement Liaison

- I. **Contribution Agreement Basics:** 65-0546-14-01 As Amended
 - a. Parties: NRCS and WSCC, along with CD staffs
 - b. Objective: Provide services to NRCS for program (FA, CStP, Easements, CTA and CRP) practice implementation and associated workload including; Program Support, CTA - Planning and Outreach, Cultural Resources Services, CRP plans and Program FA practice implementation (Specs, Design, Surveys, Construction Layout and Inspection)
 - c. Cost Share Agreement: \$1M @50/50 plus 10% Direct Services for the WSCC
 - d. Term: 1 year from the time of signature
 - i. This agreement is effective upon date of last signature and shall continue in effect through August 1, 2014 – August 1, 2015.
 - e. Agreement Attachments:
 - i. A - Plan of Work/SOW
 - ii. B - Budget
 - iii. C - Special Agreement Provisions
 - iv. D - Task Order Template
 - v. E – Report of Accomplishments
 - vi. F – Attachment to the Report of Accomplishments
 - vii. G – Acknowledgement of 1619
 - viii. H – Assurances Re; Felony Conviction or Tax Delinquent Status
 - f. Task orders must be approved/authorized by both NRCS & WSCC as follows:
 - i. 1st Cycle: August – November period: 9/19/14
 - ii. 2nd Cycle: October – May period; no later than April 24, 2015
 - iii. Task order completion dates shall not extend beyond May 30, 2015.
 - iv. All task order modifications requests must be approved/authorized by both NRCS & WSCC no less than six (6) weeks prior to the established completion date.
- II. **Task Order Components:**
 - a. Task Order Form requirements:
 - i. Task Order # normally assigned by NRCS Liaison (ex. West Area WA-13-## chronological)
 - ii. CD and staff to perform services – provide info
 - iii. Task Order Expiration Date –provide info
 - iv. Provide Items of Work Deliverables – Be specific with Items, Units, Costs and Quantity
 - v. Task Order Template Equations – Please maintain integrity of equations
 1. Totals and C/S Costs

- vi. Fund Distribution Entry and AC Initial of approval (Mid-section of Form)
- vii. Signatures: DM, DC, Technical Concurrence, AC, NRCS Liaison, WSCC Liaison (@ bottom section of form)

b. Task Order - Supporting Documentation requirements:

i. Statement of Work:

- 1. Provide Items of Work/Deliverable specifics; including, practice standards applicable, quantities, associated work involved and estimated performance times.
 - a. Recommend using TSP performance times for practice (planning, design, check out) or past performance info.
- 2. Producer Names, Contract Numbers and practice lists for work to be performed.
- 3. Staff to perform work – provide specific names, projects/practice and milestones (dates) and estimated performance times.

ii. Budget Breakdown:

1. Categories of Costs:

- a. Salaries and Benefits – Composite Rates of Staff performing work and Estimate times used
- b. Travel and Per Diem Costs – # of Days
- c. Supplies or Equipment (if applicable)
- d. Indirect Costs no more than 10% (if applicable)

2. Cost Share breakdown matrix of Budget summary

iii. Surveillance Plan

- 1. Provide a surveillance plan of Quality Controls to communicate and monitor progress of task order activities, including the following considerations:
 - a. Meeting to commence work
 - b. Schedule and process of routine meetings to check with Task Order activity progress
 - c. Process of Access to producer information to ensure Privacy-PII info, if applicable for contractors and CDs that are not allowed unescorted access.
 - d. Process of payment requests approvals of DCs

iv. G – Acknowledgement of 1619 for all Contractors (&Subs) that are performing work for CDs. For CDs need also need to provide signed copies of 1619 Acknowledgement.

c. Task Order Approval Process:

- i. Submit Task Order and supporting documentation in the order of as follows:
 - 1. DM, DC, Technical Concurrence, AC, NRCS Liaison and WSCC Liaison

- ii. When the WSCC approves the Task Order they will mail originals back to NRCS for file disposition. Also they will inform NRCS and CDs via email to commence work.

d. Task Order Modifications:

- i. Modifications entail minor changes to the original Task Order previously approved.
 - 1. Extension of expiration dates.
 - 2. Increase or decrease to made to items of work, that doesn't change SOW or overall budget.
 - 3. Other minor changes can be considered, however for all proposed modification recommend that all parties are informed and supportive before modification sent up to NRCS Liaison.
- ii. Any proposed that will change the SOW Scope and / or Increase Budgets will not be considered for a Modification / Amendment.
- iii. Review requirements:
 - 1. Pen and ink change to a scanned approved copy of original with initials and dates of signing parties.
 - 2. Proposed Modifications need to be submitted for review approvals before expired dates of TOs, preferably no less than 6 weeks of expiring TO (completion dates).

e. Task Order Payment Requests requirements:

- i. Attachment E – Report of Accomplishments; DC Certification and Items – staff and associated fund hours spent. Also Brief statement of task order accomplishment to date
- ii. Attachment F – Attachment to the Report of Accomplishment; Matrix of Producer/project, CD Employee assigned and % Completion and signatures from DM and DC
- iii. Supporting Monthly Vouchers of CD staff
- iv. Notes on payment process:
 - 1. CDs will voucher the WSCC monthly for their expenses and payments directly. WSCC will reimburse the CDs based on voucher and supporting documentation.
 - 2. WSCC will compile all monthly vouchers of CDs and prepare a quarterly (typically) SF-270, Payment Requests to NRCS Liaison for reimbursement