

How to use the Interpretive Services IDIQ contract

The Intermountain Region (R4) has issued three 5-year IDIQ interpretive services contracts. They are available for use nationwide only at the discretion of the primary contracting officer. Each unit will be required to provide their own project COR and purchasing agent/CO.

The firms awarded these contracts are:

- Contract #: AG-84M8-C-16-0001
Sea Reach, Ltd, Sheridan, OR
Website: www.seareach.com
- Contract #: AG-84M8-C-16-0002
SplitRock Studios, St. Paul, MN
Website: <http://www.splitrockstudios.com>
- Contract #: AG-84M8-C-16-003
- **Post Modern**, Denver, CO
Website: www.postmodernco.com

Services included in these contracts include:

- Interpretive Planning
- Wayside Exhibit Design and/or fabrication
- Visitor Center Exhibit Design and/or fabrication
- Video Production
- Graphic Design
- Interpretive Training

If you are interested in using the services provided under these contracts, please contact **Carol Ryan**, Task Order Coordinator at 801-625-5171 or carolryan@fs.fed.us. Do not contact the companies directly.

Rates and Costs

These contracts have an overall maximum of \$3 million combined over the span of the 5-year period.

Specific hourly rates have been established with each contractor. When placing a bid on a task order, each contractor will determine how many hours for what discipline the task will require. In addition, any other costs such as travel and materials need to be added to determine the total cost of a task order.

Guidelines for Use

1. Units will be responsible for writing the task order requirements – usually done by the Contracting Officer Representative (COR). Carol will assist you in developing the task order and government estimates.
2. Each task order will be competed amongst each of the 3 firms. Task orders will be sent through and awarded by each unit's respective contracting office. Also, each forest will be responsible for submitting the Integrated Acquisition System (IAS) requisition – usually an AD-700.

3. The contracting officer assigned to this work will email the task order to the firms to bid on. Each firm will submit a cost and technical proposal which will be compared to the government estimate for reasonableness. Negotiations may occur until a suitable contractor is determined. This process may take 2-3 weeks or longer.
4. The contracting officer will enter the award information into IAS and the Invoice Processing Platform (IPP). Work can then proceed. The COR will approve all invoices in IPP keeping hard copies in their files.

If the scope, schedule or cost of the task order changes during the course of a project, only the CO can make those changes – not a COR. Please consult your CO for assistance.