



United States Department of the Interior

NATIONAL PARK SERVICE

Washington, DC 20240

WASHINGTON CONTRACTING AND PROCUREMENT

P.O. Box 25287, M.S. WCP
Denver, Colorado 80225

1849 C Street, N.W. (2623)
Washington, D.C. 20240

IN REPLY REFER TO:

S72 (WCP 2623)

May 31, 2007

Memorandum

To: Associate Directors of Administration,
Harpers Ferry and Denver Service Centers Administration
Attention: Contracting, Agreement and Procurement Personnel

From: Chief, NPS Contracting Office, WASO

Subject: Updates to the Agreement Handbook
Agreement Handbook Memorandum Number 4

This memorandum is the fourth in a series that will transmit changes to the NPS Agreements Handbook, Version 6, dated October 1, 2002.

All changes will be dated on the top of each changed page until all changes are complete. At that time, the Handbook will be reissued under a new version number and date. Subsequent changes (Memoranda) will be based on the Handbook as changed by the last Memorandum. Changes will immediately be incorporated in the Handbook posted on the website.

This Memorandum Number 4 modifies the process for working with the Student Conservation Association (SCA), adds a template for task agreements, an ATR designation memorandum and a listing of Frequently Asked Questions. Effective immediately, use of these procedures, the task agreement template and ATR appointment letters are required. Regional and Center SCA points of contact have also been assigned. These points of contact will review all task agreements issued under the National Student Conservation Association agreement and be responsible to ensure that all administrative processes are followed.

Therefore:

1. Chapter 4, Page 48, Paragraph 6. **Student Conservation Association, National Cooperative Agreement Process**

Discussion:

The Agreements Handbook Workgroup reviewed the current SCA guidelines and processes in order to streamline and update them. Revisions were made to the process as set forth below.

Change:

FY06 was changed to FY07.

Number 1 and 2 remain unchanged, but were renumbered (a) and (b).

Number 3 is deleted and replaced with the following:

- (c) “The acquisition office will prepare a task agreement (*see Attachment 4.18*) based on the PR and the project form. The task agreement should be sent as an email attachment to Lorraine Chapman, lchapman@thesca.org. Upon receipt by SCA, the task agreement can be downloaded, signed, faxed back to the NPS, and originals placed in the mail. Upon receipt of the faxed copy, the task agreement can be executed, and a copy faxed back to SCA in order to expedite processing of the task agreement. **SCA cannot process your request without a faxed copy of the task agreement.** Upon receipt of original signature copies, execution and distribution can be completed.”

Number 4 is deleted.

Number 5 remains unchanged and is now (d); however, the following sentence is added to the end “The document prepared in subparagraph (c) should be attached to the PD obligating document.”

Number 6 is deleted and replaced with the following:

- (e) “The ATR at the park who initiated the PR should be sent notification via email at the time of the award. They also get copies of the fully executed task agreement, any modifications and the obligating document. Upon award, notification to the SCA Regional Point of Contact (*See Attachment 4.19*) should also be made.”
- (f) Number 7 is unchanged and is now Subparagraph (f).

New subparagraph (g) is added as follows:

- (g) “A FAADS report should be prepared within 10 days of the award.”

2. Chapter 4, Page 59, Paragraph 4.7, **Legal Review**

Discussion:

This paragraph states that “beginning October 1, 2006, there will be a policy threshold at which legal review of task agreements and modifications will be required. This policy was not implemented in October 1, 2006.

Based on discussion at the Acquisition Management Council meeting in January 2007, it was agreed that the threshold would be \$25,000 for a period of one year. Another analysis will be performed at the completion of the trial period. Heidi Ernst and Lorna Gunning will coordinate with the Solicitor’s office to discuss the increased workload this will place on the Solicitor’s office before implementation. Alton Woods was very concerned about resources and different avenue need to be explored.

Delete:

“Beginning October 1, 2006, there will be a policy threshold at which legal review of task agreements and modifications will be required.”

3. Chapter 4, Page 116, Attachment 4.8, **Documentation for Use of a Cooperative Agreement**

Discussion:

A place for the Catalog of Federal Domestic Assistance (CFDA) number has been added to the form. In addition, Number 8 is revised to correct an error.

Change:

In the second sentence of Number 8, change “NPS” to “Cooperator.” A new block for CFDA number was also added.

4. Chapter 4, Page 117, Attachment 4.9, **Substantial Involvement Documentation Task Agreement**

Discussion:

Number 6 is revised to correct an error.

Change:

In the second sentence of Number 6, change “PI and/or Graduate Students” to “Cooperator.”

5. Chapter 4, Page 137, New Attachment 4.18, **Student Conservation Association Sample Task Agreement Template**

Discussion:

Inconsistency in procedures associated with task agreements issued to the SCA led to a request from the Deputy Chief of Contracting, National Park Service, for a standard and required template for use under the SCA national agreement.

Immediate use of this new template is required.

Add:

New Attachment 4.18. SCA Sample Task Agreement

6. Chapter 4, Page 142, New Attachment 4.19, **Listing of Regional Points of Contact for the Student Conservation Association National Agreement**

Discussion:

At the AMC meeting in January 2007, it was agreed that points of contact in each Region for review of all Task Agreement under the National Agreement are:

Alaska Region	Joy Kucinski
Intermountain Region	Tammy Gallegos
Midwest Region	Ron Eilefson
National Capital Region	Tom McConnell
Northeast Region	Beth Faudree
Pacific West Region	Leo Guillory
Southeast Region	Cheryl Richardson

Each contact will be responsible to ensure that the process, template and specific ATR designation are routinely used.

7. Chapter 9, Page 258, New Attachment 9.2, **Student Conservation Association Sample Appointment as Agreement Technical Representative (ATR)**

Discussion:

For the same reasons as set forth in Number 5 and also to answer some Frequently Asked Questions, an Agreement Technical Representative appointment letter specific to the SCA program was developed. Attached to this appointment letter is a listing of Frequently Asked Questions.

Add:

New Attachment 9.2, **Student Conservation Association Sample ATR Appointment Letter with Frequently Asked Questions**

Heidi M. Ernst, Chief
NPS Contracting Office, WASO

Attachments (6)

1. Revised Chapter 4, Page 48, Student Conservation Association, National Cooperative Agreement Process
2. Revised Attachment 4.8, Documentation for Use of a Cooperative Agreement
3. Revised Attachment 4.9, Substantial Involvement Documentation Task Agreement
4. New Attachment 4.18, Student Conservation Association Sample Task Agreement Template
5. New Attachment 4.19, Listing of Regional Points of Contact for the Student Conservation Association National Agreement
6. New Attachment 9.2, Student Conservation Association Agreement Technical Representative (ATR) Appointment Letter with Frequently Asked Questions