

APPENDICES

Appendix A

Washington Office Letter to AQM Directors re: Consideration for Local Contractors in Evaluating Proposals, dated July 7, 2014

Region 5 Letter to Staff Directors and Forest Supervisors re: Consideration to Local Contractors in Evaluations, dated August 5, 2014

Example Evaluation Factors for Projects with Appropriated Funding (R5)

Sample Section M for Stewardship Evaluation Factors (R5)

Appendix B

NEW Forest Vision Project and Impact Area - Map

NEW Forest Vision Timber Sold and Receiving Mills - Map

NEW Forest Vision Impact of Restoration Investments - Map

NEW Forest Vision CFLRP Infographic



File Code: 6300/1580
Route To: (1580), (6300)

Date: July 7, 2014

Subject: Consideration for Local Contractors in Evaluating Proposals

To: AQM Directors

The Forest Service (FS) may consider local contractors when evaluating proposals, increasing the commitment to local business and communities. Annual appropriation indicated the authorization to consider local contractors residing in and providing employment and training to dislocated/displaced workers in an economically disadvantaged rural community when evaluating bids and proposals; this includes historically timber-dependent areas affected by reduced timber harvesting on federal lands and other forest-dependent rural communities isolated from significant alternative employment opportunities.

Additionally, the FS may award contracts, grants or cooperative agreements to "local non-profit entities, Youth Conservation Corps, or related partnerships with state, local, non-profit youth groups, or small or micro-business or disadvantaged business."

These contracts, grants or cooperative agreements must be for the forest hazardous fuels reduction, watershed or water quality monitoring or restoration, wildlife or fish population monitoring, or habitat restoration or management.

The terms "rural community" and "economically disadvantaged" shall have the same meanings as Public Law 101-624, section 2374. The definitions are located on page 41 of "The Principal Laws Relating to USDA Forest Service and Private Forestry Programs" handbook:
<http://www.fs.fed.us/spf/coop/library/SPF-CF%20handbook.pdf>.

If the authority is anticipated to be utilized for advertising and awarding contracts to other than the small business, HUBzone, 8(a), or Service-Disabled Veteran-Owned Small Business contractors, specifically address this in the market research and in the AD1205 Small Business Clearance request.

If the authority is anticipated to be utilized for contracting, place an announcement in the pre-solicitation; include specific evaluating criteria and responsiveness determinations.



The current authority is in the Consolidated Appropriations Act, 2014, Section 427 and is effective through FY 2015. Any questions, please contact Shawn O'Donnell at 703-605-4544 or via email at sodonnell@fs.fed.us.

/s/ George A. Sears
GEORGE A. SEARS
Director, Acquisition Management

cc: WO AQM APC
pdl wo ops aqm directors
pdl wo ops aqm fessaa
pdl wo ops aqm g&a
pdl wo ops aqm Procurement Analysts



United States
Department of
Agriculture

Forest
Service

Pacific
Southwest
Region

Regional Office, R5
1323 Club Drive
Vallejo, CA 94592
(707) 562-8737 Voice
(707) 562-9240 Text (TDD)

File Code: 1580/6300
Route To:

Date: August 5, 2014

Subject: Consideration to Local Contractors in Evaluations

To: Region 5 Staff Directors and Forest Supervisors

The Forest Service has been given the authority to give consideration to local contractors or cooperators in evaluating offers provided in response to federal projects funded by certain appropriations for defined types of projects. This authority has been granted to the Forest Service through the Consolidated Appropriations Act through fiscal year 2015 at which time the authority may be extended. The language authorizes use of specified evaluation criteria in acquisition instruments to enhance effects on certain rural communities.

The Forest Service may include consideration of local contractors and cooperators who are from, and who provide employment and training for dislocated and displaced workers in economically disadvantaged rural communities including contracts, grants or agreements, for hazardous fuels reduction, watershed or water quality monitoring or restoration, wildlife or fish population monitoring, or habitat restoration or management. This definition includes those historically timber-dependent areas that have been affected by reduced timber harvesting on federal lands and other forest-dependent rural communities isolated from significant alternative employment opportunities. The terms "rural community" and "economically disadvantaged" shall have the same meanings as in Section 2374 of Public Law 101-624.

As with all evaluation criteria, the actual language and relative importance given the criteria is dependent on the circumstances of the work and location of each contract, grant, or cooperative agreement. However, Contract Specialists and Grants and Agreement Specialists should assure that the intent of the statutory authority is reflected in all contracts and agreements for restoration type work.

Additionally, Forest Service Handbook 2409.19, Chapter 60-Stewardship Contracting states that the Contracting Officer shall award all Stewardship Contracts on a best value basis, including consideration of criteria other than cost or price. One of the suggested criteria to use for evaluation in all Stewardship Contracts is the utilization of local workforce (the types of jobs and number of workers to be hired and/or employed from the defined local area in completing required work).

Although this authority can be applied to projects funded through any appropriation provided the specific project meets the defined criteria, this region would like to emphasize the use of this authority specifically for stewardship projects, collaborative forest landscape restoration funded projects, and fire restoration projects, so that we can further align ourselves with the intent of these programs.



For further information on how the Forest Service can utilize this authority, please refer to the following source of information, consideration for local contractors toolbox located at Region 5 AQM webpage:

<http://www.fs.usda.gov/main/r5/workingtogether/contracting>

When using this authority in anticipation of advertising and awarding contracts to other than Small Business, HubZone, 8(a), SDVOSB, and WOSB contractors, please specifically address this in your market research and 1205 Small Business Clearance Request. Also, when using this authority in contracting, please include language in your pre-solicitation, or request for proposal, that indicates use of this authority and includes specific evaluating criteria and responsiveness determinations.



PIERCE E. TUCKER
Director, Acquisition Management

cc: Theodoris Broussard, Kellie Hamilton, Don Tinsley, Sheila Finney, Edmond Avakem,
Andrei Rykoff

Evaluation Factors for Project with Appropriated Funding (R5)

FAR 52.212-1 –Addendum to:

Quoters shall provide the following information:

1. Relevant Past Performance

Contractor shall submit a list of projects (similar to the type in this solicitation) completed within the last 3 years, including the name and phone number of the contract administrator. Include information on the technical demands and complexity of each project. The Government may research Contractor's performance on any federal, state, local, and commercial contract performance of the Contractor that is known to the Government, but not included on the submitted Performance Information. Additionally, personal experience and evaluator knowledge of Contractor performance may be utilized. Offerors may use the attached form to provide completed comparable projects.

2. Benefit to the Local Community

Information on the Contractor's planned workforce for this project, including each employee's qualifications and area of residence. Contractors shall describe how the award of this contract will benefit the local community. The local community is defined as Grant and Harney County, Oregon. Adjoining counties will be considered the next most impactful. The Contractor's local community benefit proposal will become a part of any resultant contract.

Contractors are cautioned that sufficient and detailed information must be presented in their technical offer to enable the Government to evaluate their offers fully in accordance with the evaluation and award criteria contained herein. The Government is not obligated to ask for additional information and in the absence of appropriate information the offer will be rated deficient.

Note: If the contractor does not provide relevant past performance information, or indicates a lack of Relevant Past Performance with its offer, the Contracting Officer need not pursue further information if it is clear that the Contractor's price is not competitive.

The Office of Management and Budget (OMB) has authorized Federal agencies to collect past performance information under OMB clearance number 9000-0142

FAR 52.212-2 Evaluation - Commercial Items (JAN 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible Contractor whose quote conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate quotes and are listed in descending order of importance:

1. Relevant Past Performance

Relevant past performance will be evaluated in terms of Contractor's performance on recent thinning, hand piling, and burning work based on information obtained from references provided by Contractor and other sources. If Contractor has no record of past performance, the quote will be rated neutrally.

The Government will consider the relevance of past performance information obtained in relation to the scope of this procurement with respect to similar efforts, the length and scope, number, complexity, and diversity of contracts completed by the firm. Past performance, either positive or negative, which is considered by the Government to be more closely related to the scope of this effort will be given additional weight in the evaluation process.

Evaluation Factors for Project with Appropriated Funding (R5)

Contractors with past performance data will be evaluated in the same manner as all other evaluation factors; however, those Contractors with no past performance data will be treated as an unknown performance risk and neither be evaluated favorably nor unfavorably. Therefore, Contractors will receive credit for good past performance, lose credit for poor past performance, and neither receive nor lose credit for no relevant past performance.

*An excellent rating would be achieved under relevant past performance if, in the last three years, the Contractor has completed at least 2 projects similar to that being solicited in a timely manner, with a pay range of 90% or higher, with high customer satisfaction/business relations in specific reforestation contracts. (Government evaluators will select contract administrators to contact regarding customer satisfaction.)

2. Benefit to the Local Community

The Government will evaluate the methods proposed by each contractor for benefiting the local community. The evaluation will include a determination as to how realistic and achievable the proposed methods are with added consideration for the impact and magnitude to which the local community will benefit from their operations. Local community for this solicitation means Grant and Harney County being the most important and adjoining counties next.

(b) *Options*. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

Note: Award will be made to the Contractor whose technical/price relationship is the most advantageous to the government. The critical factor in making any price/technical tradeoff is not the spread between the technical scores, but rather what is the significance of the difference. The significance of the spread in scores will be determined on the basis of what the difference might mean in terms of performance and what it would cost the government to take advantage of it. Award may not necessarily be made to the quoter submitting the lowest quote. The Government reserves the right to make price/technical tradeoffs that are in the best interest and to the advantage of the Government.

Relevant past performance and benefit to the local community, when combined, are approximately equal to price. The degree of importance of pricing will increase with the degree of equality of the quotes in relation to the other factors on which selection is to be based, or when the price is so significantly high as to diminish the value of the technical superiority to the Government.

SAMPLE – Section M for Stewardship Evaluation Factors

Evaluation Criteria - Offerors will be notified in the solicitation to submit offers as follows:

I. Technical Proposal Instructions:

Technical proposals will be evaluated to determine the ability of the contractor to meet the requirements of the Government. Therefore, the technical proposal must present sufficient information to reflect a thorough understanding of the requirements and a detailed description of the organization, techniques, procedures and program for achieving the objectives of the specifications/statement of work. Proposals that merely paraphrase the requirements of the Government's specifications/statement of work, or use such phrases as "will comply" or "standard techniques will be employed" will be considered unacceptable and will not be considered further.

II. As a minimum, the proposal must clearly provide the following:

Technical Approach:

- a. Contractor shall provide a plan of operations for both restoration service type work activities and product removal including the timeline (start and completion dates) and the rationale for work activities to ensure all contractual work will be completed by the contract end date. Contractor shall describe all staff and/or subcontractors that will be utilized and any diverse removal and delivery systems. Contractors are advised to review the solicitation for additional operational requirements and restrictions. Also, describe how you plan to organize, schedule, and staff woody biomass removal if included in the contract.
- b. Contractor shall provide a quality control plan for service type work items and product removal and the measures you will use to ensure the plan is followed. Contractor shall also provide a safety plan that discusses the multiple hazards inherent in the work identified in the sample contract. Contractor shall include mitigation measures in the safety plan.
- c. Contractor shall provide resumes for the contract manager and the on-the-ground supervisor to be assigned to this project. Contractor shall describe their ability to complete the multitude of activities listed within this project including product removal and all restoration type work activities. If multiple subcontractors will be used, Contractor shall describe their plan for managing all subcontractors.
- d. Contractor shall provide a list of equipment to be used on this project and all equipment capability. Contractor shall also prepare a response to each of the end results indicating how Contractor will use and deploy your equipment and personnel, and/or subcontractors, in achieving the specified end results.
- e. Contractor shall describe their production capability to accomplish this project within the specified contract time i.e. how many logging subcontractors will be needed to complete the required work?

III. Relevant Past Performance: The technical proposal must address past performance for both the Offeror and any proposed major subcontractors (subcontractors performing at least 15% of the work). Offerors shall provide the information listed below. Performance information will be requested from references provided and other known clients. Contractor shall submit a list of similar project work that was completed by their firm or any of their proposed subcontractors in the last 3 years. Emphasis will be placed on past work specifically related to the work elements in the solicitation. Contractors may also describe past accomplishments that indicate the firm's ability to perform the work required by this solicitation.

a. Contractors shall provide:

- Names, telephone numbers, and FAX numbers of principal officials in charge of the project who are familiar with Contractor's performance.
- A description of the work performance,
- The agency/company or individuals they worked for,
- The size (value) and location of the contracts,
- Contract numbers.

Contractor shall provide information on any problems encountered on the identified contracts and corrective actions taken.

Individuals or businesses without prior contracts as a business entity, shall list contracts and subcontracts completed under other names or by their employees.

At the option of the offeror, this list of past performance references may be provided prior to the due date of proposals, reference Block 9 of the Solicitation, Offer and Award Form.

However, the list **MUST** be provided **NO LATER** than the due date/time of Proposals.

The Office of Management and Budget (OMB) has authorized Federal agencies to collect past performance information under OMB clearance number 9000-0142. Both this information provided in the proposal, and Government records will be used to evaluate the offeror's past performance; however, references other than those listed may also be contacted.

- 1. Key Personnel.** Contractor shall provide the resume of the person to be designated as the Project Manager. Contractor shall include a list of projects managed by this individual within the last three years, including reference names and phone numbers for these projects.

2. **Benefit to Local Community** *(In accordance with the authority granted under Section 347 Omnibus Consolidated Appropriations Act of FY 1999, as Amended by Sec. 323 of P.L. 108-7, 2003)*
“Local” community for this project is defined as _____ Counties, _____ State.
3. **Forest Products Processing in the Local Community** –Provide the name and location of all processing facilities. Identify the percent of product processed locally by product type such as saw timber, chips and biomass, and whether the offeror will assist in establishing local processing capacity if it is not currently available in the local area.
4. **Jobs and Job Quality in the Local Community** – Provide the location of the prime contractor’s place of business. Provide the location of all sub-contractors’ locations. Provide detailed information on the offeror’s and all subcontractors’ workforces. Provide job title and city location of each employee who will work on this project. Describe any new jobs that will be created, the number of jobs that will be retained, any enhancements that will be created, and any training of local workforce where necessary skills are lacking. Be sure to list all job types, such as managerial, mechanical, and manual labor. List the percentage of local workforce compared to the prime’s and subcontractors’ overall workforces to be used on this project.
5. **Involvement of Other Local Community Groups** – Describe the type and amount of involvement of any other local community groups that will be involved in this project. List the percentage of the overall project that will be accomplished by these entities.