



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, FORT WORTH DISTRICT
P.O. BOX 17300
FORT WORTH, TX 76102-0300

28 April 2025

**REQUEST FOR STATEMENT OF INTEREST
W9126G262SOI9201**

*Applicants must be a member in one of the following
Cooperative Ecosystem Studies Units Regions:
Colorado Plateau/Great Plains/Rocky Mountains*

Project Title: Cultural Resources Technical Guidance Support for Joint Base San Antonio, Texas

A cooperative agreement is being offered ONLY to members of the Cooperative Ecosystem Studies Units (CESU) Program Region(s) identified above. Award will be made upon mutual agreement and acceptance of the terms and conditions contained in the request for proposal and the recipient's CESU Joint and Cooperative Agreement (also known as the CESU Master Agreement).

NOTE: The established CESU indirect rate is 17.5%.

Responses to this Request for Statements of Interest will be used to identify potential organizations for this project.

Approximately **\$479,752.50** is expected to be available to support this project for Task 1 and Task 2 of the **Base Period**. Additional funding may be available to the successful recipient for optional tasks and/or follow on work in subsequent years.

Period of Performance. The base period of the agreement will extend 12 months from date of award. There may be up to five 12-month follow-on periods based on availability of funding.

Description of Anticipated Work: See attached Statement of Objectives

NOTE: At this time we are only requesting that you demonstrate available qualifications and capability for performing similar or same type of work by submitting a Statement of Interest. A full proposal and budget are NOT requested at this time.

Preparation of your Statement of Interest: Provide the following (Maximum length: 2 pages, single-spaced, 12 pt. font):

1. Name, Organization, CAGE Code, Unique Entity ID, CESU Region, and Contact Information (Email)
2. Brief Statement of Qualifications (including):
 - a. Biographical sketch of the Principal Investigator, to include specific experience and capabilities in areas related to this project's requirements
 - b. Relevant past projects and clients with brief descriptions of these projects
 - c. Staff, faculty or students available to work on this project and their areas of expertise
 - d. Brief description of other capabilities to successfully complete the project: (e.g. equipment, laboratory facilities, greenhouse facilities, field facilities, etc.)

Submission of Your Statement of Interest

- Statements of Interest (SOI) are due by **Noon Central Time, 28 May 2026** via email to the parties listed below.
- Direct questions no later than Noon Central Time, 7 May 2026, via email to the parties listed below.

Yvonne Howard
Grants Specialist
USACE, Fort Worth District
Email: yvonne.howard@usace.army.mil

AND

Nicole (Niki) Baker
Project Manager
USACE, Fort Worth District
Email: nicole.d.baker@usace.army.mil

Review of Statements Received: All statements of interest received from a member of the CESU Region(s) identified above will be evaluated by a board comprised of one or more people at the receiving installation or activity, who will determine which statement(s) best meet the program objectives, offer the most highly qualified Principal Investigator, have the most relevant experience and the highest capability to successfully meet the program objectives. Submitters whose statements are determined to best meet the program objectives will be invited to submit a full proposal.

Timeline for Review of Statements of Interest: RSOIs are required to be posted on www.Grants.gov for 30 days prior to the Government making a decision and requesting full proposals.

TO BE ELIGIBLE FOR AWARD, THE RECIPIENT AND ANY PROPOSED SUBRECIPIENTS AND CONTRACT VENDORS MUST HAVE AN ACTIVE NIST SP 800-171 DOD ASSESSEMENT (PERFORMED WITHIN THE LAST 3 YEARS). Additional details are provided as a separate attachment to this document.

Thank you for your interest in our Cooperative Agreements Program.

CHERYL R. VENDEMIA
Grants Officer

Attachment: Statement of Objectives

STATEMENT OF OBJECTIVES (SOO)

Cultural Resources Technical Guidance Support for Joint Base San Antonio,
Texas

Air Force Civil Engineer Technical Support - Environmental Quality Branch

24 March 2026

1.0 PURPOSE

1.1 The Air Force Civil Engineer Center (AFCEC) Environmental Quality Branch (CZPQ) Cultural Resources Program ensures military mission activities are conducted in compliance with all applicable environmental laws, regulations and policies. Article I B of the Cooperative Ecosystem Study Unit (CESU) Cooperative and Joint Venture Agreement (known as the CESU Master Agreement) states the objectives are to: provide research, technical assistance and education to federal land management, environmental and research agencies and their potential partners; develop a program of research, technical assistance and education that involves the biological, physical, social sciences, and cultural sciences needed to address resource issues and interdisciplinary problem-solving at multiple scales and in an ecosystem context at the local, regional, and national level; and place special emphasis on the working collaboration among federal agencies and universities and their related partner institutions.

1.2 This work involves providing technical, strategic evaluation, and planning support and providing technical expertise for its Cultural Resources Program to ensure that Air Force meets all federal and environmental laws, Final Governing Standards, regulations, and policies while minimizing the impact of Air Forces activities on cultural and tribal resources. One of the AFCEC/CZPQ Cultural Resources Program's responsibilities is to provide technical expertise in the areas of cultural resources management and tribal relations pursuant to: DAFI 90-2002: Department of the Air Force Interactions with Federally Recognized Tribes, DAFMAN 32-7003: Environmental Conservation, 10 USC § 2684, Cooperative Agreements for Management of Cultural Resources, 54 USC § 300101 et seq, National Historic Preservation Act, 25 USC §§ 3001-3013, Native American Graves Protection and Repatriation Act (NAGPRA), 16 USC §§ 470aa – 470mm, Archaeological Resources Protection Act (ARPA), 42 USC § 4321 et seq., National Environmental Policy Act

2.0 AUTHORITY

2.1 In accordance and in agreement with the above stated goals, using 10 U.S.C. § 2684, the recipient agrees to provide the necessary personnel, equipment, and materials required to provide technical cultural resource

services that are completed in a manner that is conducive to the guidelines and mandates of the National Historic Preservation Act (54 U.S.C. 300101 et seq.), Native American Graves Protection and Repatriation Act (25 U.S.C. 3001 et seq.), the Archaeological Resources Protection Act (16 U.S.C. 470 et seq.), the National Environmental Policy Act (42 U.S.C. 4321 et seq.), and applicable regulations, Army Regulations 200-1. In accordance with 10 U.S.C. § 2684 (c), Application of Other Laws-Section 1535 and chapter 63 of title 31 shall not apply to a cooperative agreement entered into under this section.

2.2 In accordance with CESU Master Agreement, CESU projects must carry out a public purpose of support or stimulation, instead of acquiring goods or services for the exclusive direct benefit of the United States Government. Examples of carrying out a public purpose may include, but are not limited to, the following:

- Project results are made available to a wide audience (including nonfederal entities)
- Project results/outputs add to the scientific literature/knowledge base, with applicability and utility beyond the scope of the project footprint/study area
- Academic and other nonfederal partner institutions (and their personnel) gain professional experience, increase knowledge, and develop skills and abilities
- Students benefit from direct interaction with federal scientists, program and technical staff, and field unit managers

2.3 In accordance with the CESU Master Agreement, substantial involvement is expected between the Department of Defense and the recipient when carrying out the activity contemplated by the cooperative agreement. The DoD agrees to participate at a national level in support of the CESU program as accepted in the Master MOU for the establishment and continuation of the CESU program Article II 1-4 and Article VI 1-7.

The installation further agrees to provide substantial involvement to include, but are not limited to, the following:

- AFCEC/CZTQ Cultural Resources Program is involved in development of study methodology, data gathering, analysis, and/or report writing
- AFCEC/CZTQ Cultural Resources Program actively participates and collaborates in carrying out the project plan of work, reviews and approves activities, helps train or select project staff or trainees
- AFCEC/CZTQ Cultural Resources Program incurs in-kind or direct expenditures in carrying out the activities specified in the project agreement. Examples include, but are not limited to, the following:
 - Providing computing services
 - Providing staff with time to work on the project

3.0 DESCRIPTION OF OBJECTIVES

3.1 **Task 1: Cultural Resources Technical Guidance Support**

Provide cultural resources technical expertise support, in coordination with the Air Force Cultural Resources Subject Matter Expert (SME) and Subject Matter Specialists (SMSs), in the development of technical tools and guidance to support the Air Force Cultural Resources Program and AFCEC/CZTQ. Assist with the development of recommendations for execution strategies and implement improvements to policies and guidance documents as coordinated with the Cultural Resources Program.

This includes:

- 3.1.1 Updating the Airforce Cultural Resources Playbook and suggesting edits as applicable.
- 3.1.2 Drafting guidance documents associated with updating the Integrated Cultural Resources Management Plans (ICRMPs).
- 3.1.3 Assisting the AF with the cultural resources and tribal relation sections of the AF biannual environmental data call, this includes assistance in coordination of the meeting, meeting minutes, drafting documents associated with the meeting for the AF review, collecting data required before and after the meeting that is relevant to the subjects discussed, implementing applicable Department of Defense Instructions (DODIs), Air Force Instructions (AFIs), and Air Force Manuals (AFMANs) as directed by the AF technical point of contact (TPOC).
- 3.1.4 Provide technical support in developing the Cultural Resources briefing slides for the annual Environmental Management Review.

3.2 **Task 2: Cultural Resources Strategic Evaluation and Planning**

Provide cultural resources technical expertise, in coordination with the Air Force Cultural Resources SME and SMSs, in the performance of strategic evaluation, planning, and implementation of current Executive Order, DoW, and Air Force mandated environmental goals and objectives, identify Air Force enterprise-level environmental aspects, targets, and objectives to determine the level of congruence and adequacy of current and future efforts.

This includes:

- 3.2.1 Update the AF tracking systems such as the Cultural Resources Environmental Act Plan (EAP). Review results of the aforementioned Environmental data call (see Task 1 3.1.3) and associated records.
- 3.2.2 Identify how the Air Force can improve its metrics, assist in implementing those actions, and suggest improvements to data call.
- 3.2.3 Assist with monitoring the Historic Facility Inventory, to help sustain future year AF programmatic activities to support historic property preservation.

3.3 **Travel**

- 3.3.1 Travel is required twice annually to attend meetings within Washington DC or equivalent (one person round trip twice annually).
- 3.3.2 The NFE will be required to travel once annually to attend a meeting within San Antonio, Texas, or equivalent (one person round trip once annually).

4.0 **CONSIDERATIONS**

- Proposed Location: For Tasks 1 and 2: AFCEC/CZTQ, JBSA-Lackland, Bldg 1 and/or Home office.
- Travel costs will be reimbursable in accordance with Federal Joint Travel Regulations. Other direct costs will be reimbursed in accordance with the cooperative agreement terms. One trip to an Air Force installation in the continental United States is expected.
- The recipient may not allow any personnel who has possession of or who is under the influence of alcohol or other illegal substances to perform work. Government rules, regulations, laws, directives and requirements that are issued during the term of the project relating to law and order, administration and security on the installation will be applicable to all recipient employees or representatives who enter the installation. Violation of such rules, regulations, laws, directives or requirements will be grounds for removal (permanent or temporary as the Government determines) from the work site by the JBSA POC. The recipient may not allow any personnel to be identified as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population.

- The recipient personnel are independent and will not be an agent of the government. The recipient's personnel are responsible for complying with applicable OSHA standards, DoD, AFCEC, Federal, state, and JB SA safety and health requirements to include organizational safety and equipment maintenance standard operating procedures. The recipient must perform the objectives of this SOO within the framework and requirements of the AFCEC/CZ Environmental Management System (EMS).
- All documents, maps, photographs, graphics, computer files, and the like developed by the recipient while completing the requirements of this SOO are government property and will be delivered to the AFCEC POC upon completion of this project.
- The recipient shall release all data, reports, materials collected and developed during this project.
- The recipient is liable for all damages to persons or property, which may occur in connection with the work and services under this cooperative agreement and are caused by the recipient personnel negligent acts, without recourse against the Government.
- The recipient must provide transportation for travel to and from the field. Government-Owned Vehicles (GOVs) may not be available for use during the performance of tasks within this SOO.

5.0 QUALIFICATIONS

Recipient personnel assigned to support the Cultural Resource Program shall have a demonstrable level of knowledge, skill, and experience in working with the National Historic Preservation Act (NHPA) and other cultural resources laws and executive orders.

Recipient personnel must meet at minimum the professional standards outlined by the Secretary of the Interior for archaeology and/or architectural history, as well as three years of prior experience with land managing Federal agencies regarding cultural resources. Specific experience preferable in Sections 110 and 106 of the NHPA and tribal consultation within the context of DoD, a DoD Department (e.g., Air Force), and/or an individual military installation.

The recipient shall provide technically proficient employees with skills required to carry out the requirements of this SOO.

Recipient personnel are also required to have a functional knowledge of Microsoft Office software applications. Knowledge of computer software is required to write correspondence, update social media, complete forms and records as to Air Force policies and standards, manage electronic and paper filing systems, and develop and manage databases using Microsoft Excel and Access.

The recipient personnel performing this work will be required to frequently perform field work and shall be experienced with working in outdoor conditions.

6.0 GOVERNMENT FURNISHED MATERIALS OR PROPERTY

Government furnished materials or property is governed by 2 C.F.R. Part 200.312 (a) which states: Title to Federally owned property remains vested in the Federal Government. The recipient or subrecipient must submit an inventory listing of Federally owned property in its custody to the Federal agency or pass-through entity on an annual basis. The recipient or subrecipient must request disposition instructions from the Federal agency or pass-through entity upon completion of the Federal award or when the property is no longer needed.

7.0 PERIOD OF PERFORMANCE

The base period of agreement will extend 12 months from the date of award. Subject to availability of funds and government needs, up to 5 follow-on periods extending 12 months each may be available.

8.0 COORDINATION

USACE POC:
Niki Baker
Project Manager
USACE Fort Worth District
Nicole.D.Baker@usace.army.mil
Office: (918) 669-4939

AFCEC/CZTQ POC:
Ms. Alison Rubio, M.S.
Air Force Cultural Resources Subject Matter Specialist AFCEC/CZTQ
2261 Hughes Ave, Suite 155
JBSA-Lackland, San Antonio, TX 78226
(508) 341-2161
alison.rubio@us.af.mil

9.0 DELIVERABLES

- 9.1 Progress Reports (Quarterly)- One (1) typed letter report describing progress on the project. The report shall be due as of the last day of the third month (quarterly) and shall be transmitted via electronic mail, facsimile, or regular mail no later than the 10th calendar day following the end of the reporting period. Invoices for partial payment shall be submitted to coincide with receipt of the monthly progress reports. No partial payment will be approved unless the government has received all progress reports which are due.
- 9.2 Annual Inventory – Federally owned property - an annual inventory listing Federal property (to include description of the property, a serial number or other identification number) that is in the custody of the recipient; Copies to be sent to USACE – SWF and AFCEC/CZTQ.
- 9.3 Annual Inventory – Acquired Property purchased with funding from award - property records must be maintained that includes description of the property, serial number or other identification number, source of funding, who holds title, acquisition date, cost of property, percentage of Federal participation in project costs, location, use and condition of property, and ultimate disposition including date of disposal and sale price. A physical inventory must be taken and results reconciled every two years. Copies of the inventory to be sent annually to USACE – SWF and AFCEC/CZTQ.
- 9.4 Annual Report (if the project is longer than one year). One (1) paper copy of an annual report should be submitted no later than one month before end of each year. At a minimum, the report shall contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. AFCEC/CZTQ staff will review and provide comments, if any, within fifteen (15) calendar days after receipt.
- 9.5 Draft Final Project Report. Three (3) paper copy of a draft final report, and electronically using MS Word should be submitted no later than one month before end of the project. At a minimum, the report shall contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. AFCEC/CZTQ staff will review and provide comments, if any, within fifteen (15) calendar days after receipt.
- 9.6 Final Project Report. Three (3) paper copy and electronically using MS Word of the final report, incorporating AFCEC/CZTQ review comments on the draft, if any, shall be submitted no later than fifteen (15) days after receipt of AFCEC/CZTQ comments. Additionally, one (1) copy of

the final report shall be submitted in a MS Word file(s), on digital media.

10.0 POST AWARD and INVOICE PROCESSES

10.1 Payment Requests and Progress Reports (Invoice Package) - Submit Payment Request and additional required documents to: swf-cesu-invoice@usace.army.mil. Carbon Copy the assigned USACE Project Manager as well as your organization's point of contacts (POCs) for the additional required documents and for delinquent accounts.

10.1.1 Frequency: Quarterly plus 30-day grace period (except for the final invoice package noted below). If the coverage dates are not quarterly or preapproved by the PM (or the first/last submittal), the invoice package will be **rejected**.

Quarters	Invoice pkgs due No Later Than
Q1: Oct-Dec	Q1: 31 Jan
Q2: Jan-Mar	Q2: 30 Apr
Q3: Apr-Jun	Q3: 30 Jul
Q4: Jul-Sep	Q4: 31 Oct

10.2 Payment Requests **must** be submitted on form SF270 Request for Advance or Reimbursement **with the accompanying Standard Form-Performance Progress Report (SF- PPR), otherwise the SF270 will be rejected.**

10.3 SF270 Request for Advance or Reimbursement

10.3.1 Block 9, Recipient Organization. **For successful set up of Electronic Transfer of Funds (EFT), the Recipient's name and address shall reflect the exact name and physical address that appears in the System for Award Management (SAM), <https://sam.gov/>.**

10.3.2 Blocks 11, (a), (b), & (c) are for the description of funds. Preferred description is: CLIN/POP Type, POP start and end dates, amount awarded (see example below); at minimum include the CLIN. If the description or the minimum CLIN information is missing, the **SF270 and SF-PPR will be rejected.**

Example:

**CLIN 0001 /
Base 22SEP23 – 21SEP24
\$100,000.00**

Funding must be separated as specified on the Award document.

Sub-CLINs that specify “*for funding only*” (e.g., numbered 000101, 000102, etc.) may be rolled into the primary CLIN (e.g., 0001) unless otherwise instructed. All others required PM approval.

The SF270 may have multiple pages. An SF270 in Excel format may be requested at: swf-cesu-invoice@usace.army.mil, however, **must be submitted in pdf format otherwise will be rejected.**

10.3.3 SF-PPR Standard Form-Performance Progress Report: The Recipient shall tailor the SF-PPR to include, at minimum, the following information:

- Separate details by CLIN as applicable
- Achievements (must detail work during quarter associated with the invoice)
- Percent Completion
- Project Status
- Problems encountered and impact of activities and personnel on schedule.
- Anticipated work in next reporting period.

If the SF-PPR is incomplete, the SF-PPR and SF270 will be rejected.

A tailored SF-PPR form may be requested at:
swf-cesu-invoice@usace.army.mil.

10.4 The **Final** invoice package is due no later than 90 days from final (funded/exercised) POP end date and must include the following documents: If any of the required information below is missing, the final invoice package will be **rejected**.

Final SF270
SF-PPR
Final SF425
DD882
SF428 plus attachment B (C&S if applicable)
SF298
Final Report

Forms may be requested from the district office at swf-cesu-invoice@usace.army.mil or found at: <https://www.grants.gov/forms>

11.0 ADMINISTRATION

This cooperative agreement is awarded to a CESU Master Agreement

Recipient only upon mutual agreement and official authorization by both parties of the acceptance of the application of the CESU Network IDC rate (17.5%).

Any resulting cooperative agreement will be subject to and recipient shall comply with 2 CFR §§ 200.313 "Equipment", 200.314 "Supplies", and 200.315 "Intangible Property" which includes use of research data.

[End of SOO]