

## Funding Opportunity Announcement

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| <b>Funding Agency: U.S. Army Corps of Engineers, Vicksburg District</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Funding Opportunity No: W912EE-19-FOA-0001</b><br><b>CFDA No: 12.010</b><br><b>Program Title: Museum Operations</b> |
| <b>Issued:</b><br><b>May 1,</b><br><b>2019</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Application Due Date: May 30, 2019</b>                                                                              |
| <b>Overview:</b> <p>The U.S. Army Corps of Engineers, Vicksburg District (USACE, MVK) develops and operates water resource and public lands across portions of Mississippi, Arkansas, and Louisiana and has a major economic impact on the City of Vicksburg, MS. The Jesse Brent Lower Mississippi River Museum (JBLMRM) is a popular tourist attraction in Vicksburg which provides educational and recreational opportunity for visitors from around the world to learn about the lower Mississippi River, USACE, The Mississippi River Commission, and the history of Vicksburg, Mississippi. Its main objective is to further training and provide opportunities to educate the public about water resources development projects. It also provides a setting for multiple groups and municipalities to hold meetings.</p> <p>33 USC 2339 Section 213(a) of WRDA 2000 (Public Law 106-541; codified in 33 U.S.C. § 2339) authorizes USACE to enter into cooperative agreements with non-Federal public and nonprofit entities for services relating to natural resources conservation or recreation management at USACE Civil Works projects.</p> <p>USACE seeks an opportunity to enter into a cooperative agreement with a non-Federal public and nonprofit entities for operations of the Jesse Brent Lower Mississippi River Museum (JBLMRM) and Motor Vessel Mississippi IV (MV/MS IV) in order to provide for numerous community benefits.</p> <p>The cooperative agreement will be awarded competitively to a non-Federal public or nonprofit entity with knowledge of managing museums or similar projects.</p> <p>The cooperative agreement recipient (Recipient) shall provide personnel needed for facility maintenance, janitorial services, and daily operation of the museum.</p> <p>"Notice CFDA number 12.010-Youth Conservation Services is referenced in this announcement due to a system issue. For this announcement, the proposed new CFDA number 12.011 should be used for our Cooperative Agreement."</p> |                                                                                                                        |

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| <b>Estimated Total Funding:\$58,000</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                      |
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| <p><b>Contact Information:</b> Questions relating to Grants.gov including the registration process and system requirements should be directed to the Grants.gov Contact Center at 1-800-518-4726. For assistance with the requirements of this Funding Opportunity Announcement, please contact the Grants Officer, Mr. Timothy Black, Phone: 601-634-3296, Email: <a href="mailto:Timothy.D.Black@usace.army.mil">Timothy.D.Black@usace.army.mil</a></p>                                                                                                                                                                                                                                                                         |                                      |
| <p><b>Instructions to Applicants:</b><br/> The complete funding opportunity announcement, application forms, and instructions are available for download at Grants.gov.</p> <p>Applications in response to this Funding Opportunity Announcement shall be submitted by the application due date. Applications may be submitted by email or via the internet through Grants.gov.</p> <p>Applicants shall have a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the System of Award Management (SAM), and if submitting application via the internet, register with Grants.gov.</p> <p>See Section IV of the Funding Opportunity Announcement for complete application submission information.</p> |                                      |

## Section I: Funding Opportunity Description

The Recipient will:

- Provide personnel to run the daily operation of the museum (Sunday 1:00 p.m.– 4:00 p.m., Monday – Saturday 9:00 a.m. – 4:00 p.m.) year around during normal hours of operation (excluding posted holiday closures)
- Provide services, including but not limited, interpretive services, welcome and sign-in visitors, coordinate event scheduling, and assist with running special events.
- Opening and closing the museum to coincide with the posted hours of operation.
- Assist with scheduling volunteers for front desk operation and provide museum tours.
- Assist with recruiting and training of new volunteers.
- Provide general facility maintenance, including but not limited to:
  - Maintaining and ensuring a clean, neat, and presentable appearance at all times for the public, etc.;
  - Performing maintenance and preventative maintenance for the interior and exterior, including but not limited to;
    - Doors, windows, ADA items, lights, exhibits, displays, aquarium, HVAC, plumbing, electrical, alarm systems, utility connections, etc.;
  - Coordinates the ongoing maintenance and repairs.
- Responsible for the security of any keys issued.
- Maintain communication with the District regarding all accidents and incidences occurring on museum property.
- Maintain the daily visitation logs and provide available information to the public.
- Prepares and submits weekly/monthly maintenance reports as needed.
- May be required to lift up to 15 lbs. on an occasional basis;
- Ability to climb up and down stairs and boat ladders daily;
- Act in conformance with State and Federal laws and regulations pertaining to Wage and Hours, Equal Employment Opportunity, Civil Rights, and Child Labor.

## Section II: Award Information

Cooperative Agreement first year funding is estimated at \$58,000 with four additional 12 month option periods. USACE anticipates an approximate 3% maximum increase in cost per additional year. Term of this Cooperative Agreement shall be 15 July 2019 through 13 July 2024. The Government will provide the JBLMRM facility to include the main building, Motor Vessel Mississippi IV, and the MS River Model for education and recreational opportunities for the visiting public. The Government will provide

technical assistance, supply all equipment (tools and materials), utilities, and provide major maintenance for the project.

### **Section III: Eligibility Information**

1. Eligible Applicants – Unrestricted
2. Cost Sharing – Recipient to provide in-kind services
3. Other – non-Federal public and nonprofit entities

### **Section IV: Application and Submission Information**

1. Address to Request Application Package

The complete funding opportunity announcement, application forms, and instructions are available for download at Grants.gov. USACE is not responsible for any loss of internet connectivity or for an applicant's inability to access documents posted at the referenced website.

The administrative point of contact is Anna Crawford (601) 634-5320, [Anna.Crawford@usace.army.mil](mailto:Anna.Crawford@usace.army.mil).

2. Content and Form of Application Submission

All mandatory forms and any applicable optional forms must be completed in accordance with the instructions on the forms and the additional instructions below.

- a. SF 424 - Application for Federal Assistance
- b. SF 424 A – Budget Information for Non-Construction Programs
- c. SF 424 B – Assurances – Non-Construction Programs
- d. Program Abstract – Brief program description illustrating applicant's ability to meet the goals and objectives described in Section I of the announcement.

3. *Unique entity identifier and System for Award Management (SAM)*

Each applicant is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

4. Application shall be submitted NO LATER THAN May 30, 2019 by 2:00 PM CST.

5. Submission Instructions

Applications may be submitted by e-mail or via the internet. Choose **ONE** of the following submission methods:

- a. E-mail:

Format all documents to print on Letter (8 ½ x 11") paper. E-mail application to [Anna.Crawford@usace.army.mil](mailto:Anna.Crawford@usace.army.mil)

- Tip: For completion and submission of the mandatory application package forms by email, click on the application forms in the "Preview Forms" section, download them, and fill them out individually.

- b. Internet:

Applicants are not required to submit applications through Grants.gov. However, if applications are submitted via the internet, applicants are responsible for ensuring that their Grants.gov application submission is received in its entirety. The Government bears no responsibility for data errors resulting from transmission of conversion processes associated with electronic submissions. The Government will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website.

All applicants choosing to use Grants.gov to submit applications must be registered and have an account with Grants.gov. It may take up to three weeks to complete Grants.gov registration. For more information on registration, go to <http://www.grants.gov/ForApplicants>.

## **Section V: Application Review Information**

### **1. Criteria**

The following criteria shall serve as the standard against which any response to this announcement will be evaluated.

#### **a. Initial Review**

The Government will perform an initial review to determine that the applicant is (1) eligible in accordance with Section III of the announcement; (2) all information required by Section IV has been submitted; and (3) all mandatory requirements are satisfied.

#### **b. Merit Review**

A best value award decision will be based on cost and other factors. All evaluation factors other than cost, when combined, are significantly more important than cost. However, cost rises in importance relative to the inability of non-cost factors to provide a meaningful discriminator of technical superiority.

The non-cost evaluation factors are:

(Factor 1) Technical Capability (expertise/experience)

(Factor 2) Past Performance

Factors (1) and (2) are equal in importance.

Each merit review criteria will be rated with the following descriptions:

- Exceeds – Exceeds the program support requirements listed in Section I
- Meets – Meets the program support requirements listed in Section I
- Does Not Meet – Does not meet the program support requirements listed in Section I

### **FACTOR 1: TECHNICAL CAPABILITY**

The Offeror must submit evidence of its capability to meet the minimum requirements as specified. To demonstrate satisfactory technical capability, Offeror must demonstrate that they (a) possess relevant and recent experience on similar projects and, (b) possess the current ability to successfully perform this project.

Relevant is defined as projects of a same or similar scope, size, and complexity which requires a commensurate level of activities and labor to complete. To be deemed relevant, Offeror must possess experience with at least one project of a similar type, size, scope, and complexity.

Recent is defined as projects of a same or similar scope, size, and complexity which requires a commensurate level of activities and labor performed within the last three to five (3-5) years from the date of this solicitation.

The offer's ability to perform will include an examination of key personnel.

Offeror shall submit resumes to include specialized training or certifications for the proposed key personnel. The government will evaluate whether that personnel has successfully performed work of similar type, size, scope, and complexity.

Offeror SHALL also provide any other information that will enable the Government to determine the Offeror's current capability to successfully complete the work for this requirement. Failure to provide documentation demonstrating the Offeror's current ability to perform will result in a "does not meet" rating for technical capability. The following factors will be used to determine Offeror's ability to successfully perform this project:

- Have a high degree of knowledge of the functions and operations of the Museum;
- High degree of knowledge of the methods and techniques of promoting the Museum;
- High degree of or the ability to acquire knowledge of the City's geography, points of interest, and history;
- High level of skill in recruiting, training, and directing the work of volunteers;
- High level of skill in effective oral and written communication;
- High level of skill in establishing and maintaining effective working relationships with co-workers, other agencies, private tour businesses, and the public;
- Three (3) years of experience in a service industry; prior experience in the tourism industry is preferred; or equivalent combination of education and experience which provides the required knowledge, skills, and abilities;

## FACTOR 2: PAST PERFORMANCE

Past performance is an assessment of the Offeror's probability of meeting the minimum past performance solicitation requirements. This assessment is based on the Offeror's record of relevant and recent past performance information that pertain to the services outlined in this requirement.

To demonstrate past performance, the Offeror shall provide documentation of satisfactory performance on past or current contracts, work, etc. of a similar type, size, scope and complexity, performed within the last three to five (3-5) years from the date of this agreement, including references, with names and contact information of the references who can verify such past performance.

Past performance information of key personnel may be provided if the company has limited or no past performance. In the case of an Offeror without a record of relevant past performance or for whom information on past performance is not available, the Offeror will be evaluated as neutral on Past Performance, providing the Offeror supplies a certified statement with their offer that no past performance information is available. The Government's approach to evaluating past performance is to check the references provided by the contractor to verify satisfactory past performance as well as data obtained from other sources available i.e. government database, past contract files, etc.

The Offeror is cautioned that while the Government will consider data from other sources, the burden of demonstrating satisfactory past performance rests with the Offeror.

If an offeror's application is rated "does not meet" in either of the evaluated areas (technical capability or past performance), this will render the application as technically unacceptable overall, and the offer will be removed from further consideration for award.

### c. Budget Review

Cooperative agreement will be funded using Mississippi River Levee Maintenance, Mississippi River and Tributary appropriation funds. Budget review will be performed along with other budget execution using the current year program to track execution.

## 2. Review and Selection Process

USACE will review all applicants and determine justification for the selection. Timely applications will be evaluated in accordance with the process outlined above.

**Section VI: Award Administration Information**

1. Award Notices

Written notice of award will be given in conjunction with issuance of a cooperative agreement signed by a Grants Officer. The cooperative agreement will contain the effective date of the agreement, the period of performance, funding information, and all terms and conditions. The

recipient is required to sign and return the document before work under the agreement commences.

**Work described in this announcement SHALL NOT begin without prior authorization from a Grants Officer.**

2. Administrative Requirements

The cooperative agreement issued as a result of this announcement is subject to the administrative requirements in 2 CFR Subtitle A; 2 CFR Subtitle B, Ch. XI, Part 1103; and 32

The cooperative agreement issued under this announcement will establish reporting requirements which, in general, will consist of general monthly report of accountability. See 2 CFR Sections 200.327 for financial reporting requirements, 200.328 for performance reporting requirements, and 200.329 for real property reporting requirements.

**Section VII: Agency Contact**

Anna Crawford, Grants Specialist, Contracting Division

USACE, Engineer Research and Development Center

3909 Halls Ferry Road, Vicksburg, MS 39180

Tel: 601-634-5320

E-mail: [Anna.Crawford@usace.army.mil](mailto:Anna.Crawford@usace.army.mil)

**Section VIII: Other Information**

**\*\*SITE VISIT\*\***

The Government will host a single organized site visit at the Jesse Brent Lower Mississippi River Museum (JBLMRM), 910 Washington Street, Vicksburg, MS 39183, on Thursday, May 23, 2019 beginning at 10:00 am Central Time. The purpose of the site visit is to allow offerors the opportunity to view the museum facility. Offerors shall provide their own transportation. Offerors shall not solicit advice or guidance from Government personnel regarding application preparation. All interested parties who want to attend the site visit are REQUIRED to submit the following information to Anna Crawford via email at [Anna.Crawford@usace.army.mil](mailto:Anna.Crawford@usace.army.mil) NO LATER THAN 2:00 pm Central Time Thursday, May 16, in order to be accompanied through the site:

1. Company Name and Address
2. First and last name, email, and phone number of all employees attending site visit
3. Total number of employees attending site visit