

Scope of Work
PLAN, UPDATE, INRMP KEESLER AFB
CESU 18-07
Project MAHGOS401518

GENERAL: Projects for execution under this CA by USACE do not include any functions to be performed that are inherently governmental. This determination is made with the assessment that places emphasis on the degree to which conditions and facts restrict the discretionary authority, decision-making responsibility, or accountability of Government officials using NFE services or work products.

This CA shall not be used for performance of personal services. These tasks provided by the customer for execution under this CA by USACE do not include functions to be performed that are personal services.

Any modifications to Cooperative Agreement activities as outlined by this SOW/PWS must be channeled through the Grants Officer's Technical Representative (GOTR) and Grants Officer (GO) prior to Non-Federal Entity (NFE) implementation.

NFE personnel shall also wear a distinctive NFE furnished security (ID) badge/lanyard readily identifying the individual as a NFE employee. The badge shall be worn in a conspicuous place at all times when performing work under the Cooperative Agreement including attendance at Government meetings and conferences that take place outside of the Government facility.

NFE personnel shall identify themselves as an NFE employee when answering or placing calls on a Government telephone and when leaving outgoing or incoming messages on voice mail. Use of acronyms in this identification is insufficient to meet this requirement.

All NFE email signatures shall identify them as such and will include their employer's name.

PERIOD OF PERFORMANCE: 10-months technical support from time of award

COOPERATIVE AGREEMENT, FEDERAL SUBSTANTIAL INVOLVEMENT: The Government will be substantially involved in the agreement by providing agency review and approval required at the completion of one stage of the work, prior to moving on to subsequent phases.

GOVERNMENT POCs:

1. USACE Omaha District POC: Mr. David Leptien PM, (402) 995-2742, david.b.leptien@usace.army.mil
2. USACE Omaha District POC: Ms. Kali Evans, GOTR, (402) 995-2295, kali.l.evans@usace.army.mil
3. USACE Omaha District POC: Ms. Stephanie Rostermundt, Grants Officer, (402) 995-2083, stephanie.a.rostermundt@usace.army.mil

This scope of work addresses the following tasks:

PROJECT NUMBER	TITLE	LOCATION
MAHGOS401518	PLAN, UPDATE, INRMP	KEESLER AFB

DESCRIPTION:

Integrated Natural Resources Management Plan (INRMP) Revision: A partial Sikes Act 5-Year revision was signed in February 2014. The NFE shall complete additional updates required to 1) convert the form into the new Air Force Electronic Management Plan (EMP) format and upload to the EMP site, and 2) fill in historical information, 3) add information from recent studies and reports, 4) identify and include other general updates that were not accomplished in 2014.

TASKS:

- The NFE shall provide biological support for a complete update of the INRMP, gaining regulatory signatures, providing support and attending an Annual Meeting, and developing a revised INRMP utilizing Air Force template
- Support the installation in coordination of the plan with the base users, local stakeholders, regulatory agencies, and Keesler AFB to make necessary changes and updates to the species information, goals and objectives, and project work plans in the INRMP.
- Prepare paperwork, submit update to two regulatory agencies (U.S. Fish and Wildlife and the Mississippi Department of Wildlife, Fisheries and Parks) for review, and attend two meetings with said regulatory agencies.

Preferred Qualifications: Support personnel may have five years' experience writing AF plans, specifically biological experience with NR management plans, and have strong writing/editing skills to facilitate the re-write of the INRMP into AF standard.

DELIVERABLES:

Monthly Reports/ Meetings	The NFE shall provide monthly reports that describe all work completed. Monthly reports are to be delivered on the 10th day of each month via email.	By the 10 th day of each month	USACE GOTR, AFCEC POC, KEESLER POC
Schedule	Develop Schedule and list of information needed	Within 60-days of award	USACE GOTR, AFCEC POC, KEESLER POC
Meeting Minutes	Attend stakeholder/regulatory meetings and provide minutes within 2 weeks.	Within 2-weeks following the completion of the meeting	USACE GOTR, AFCEC POC, KEESLER POC
Preliminary Draft	Produce a plan (electronic version) for AF internal review; provide response to AF comments. A summary of changes should be created.	Within 6-months of award	USACE GOTR, AFCEC POC, KEESLER POC
Draft INRMP	Produce a plan (4 electronic CD copies, 4 hard copies) for external review; Prepare package for stakeholder review, prepare & purchase newspaper announcement, and submit hard copy to the local library for review; Provide response to external comments. Include a summary of changes table.	Within 8-months of award	USACE GOTR (ELECTRONIC ONLY), AFCEC POC, KEESLER POC
Final INRMP	Final Plan with all comments addressed (4 electronic CD copies, 4 hard copies)	Within 10-months of award	USACE GOTR (ELECTRONIC ONLY), AFCEC

			POC, KEESLER POC
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*For the Schedule portion under Deliverables; the schedule will be developed in coordination with the NFE, the USACE GOTR, USACE PM, and the Natural Resource Management Team at Keesler AFB.