



**National Park Service
U.S. Department of the Interior**

NOTICE OF INTENT TO AWARD

This Funding Announcement is not a request for applications. This announcement is to provide public notice of the National Park Service's intention to fund the following project activities without full and open competition.

ABSTRACT	
Funding Announcement	P14AS00080
Project Title	Business Plan Interns Modification 1
Recipient	Net Impact
Principle Investigator / Program Manager	Liz Maw
Total Anticipated Award Amount	\$226,813.00
Cost Share	None
New Award or Continuation?	Continuation of Cooperative Agreement H0010110003
Anticipated Length of Agreement	January 1, 2014 to December 31, 2014
Anticipated Period of Performance	January 1, 2014 to December 31, 2014
Award Instrument	Cooperative Agreement
Statutory Authority	16 USC 1g
CFDA # and Title	15.945 Cooperative Research and Training Programs – Resources of the National Park System
Single Source Justification Criteria Cited	(2) Continuation
NPS Point of Contact	June Zastrow, 303-987-6718, June_zastrow@nps.gov

OVERVIEW

Cooperative Agreement Number H0010110003 was entered into by and between the Department of the Interior, National Park Service (NPS), and Net Impact for the purpose of cooperating in the placement of graduate students and other qualified persons in park units to serve as interns.

The primary program model for this agreement is the Business Plan Internship (BPI) program. The BPI program is focused on graduate level students engaged in projects that address specific operational analysis needs of park units and/or program offices. BPI interns are grouped in 2 or 3 person teams and placed on-site, to complete multi-week projects. Project management is provided by the Washington Office of the Comptroller's Business Management Group (BMG).

RECIPIENT INVOLVEMENT

A. RECRUITING FOR INTERNSHIP POSITIONS

1. Net Impact shall:
 - a. Post the job announcement to school career services sites and specific job boards.
 - b. Coordinate virtual info sessions.
 - c. Accept applications from candidates, conduct initial screening (review applications for completeness and eligibility), and forward applications as a package to NPS for review.
 - d. Schedule interview times with selected candidates.
 - e. Create an application database to track the status of all applications.
 - f. Communicate application status to candidates.

B. TRAINING

1. Net Impact shall:
 - a. Coordinate training session logistics with interns.
 - b. Make intern travel arrangements to training session.
 - c. Have a representative attend part of training to familiarize themselves with the program and candidates.
 - d. Give a short presentation to interns and NPS staff about Net Impact, the partnership, and logistical requirements.

C. INTERNSHIP MANAGEMENT

1. Net Impact shall:
 - a. Make intern travel arrangements to and from duty stations or reimburse students for travel expenses.
 - b. Ensure appropriate liability insurance coverage is in place.
 - c. Dismiss an intern only upon consultation with the National Park Service.
 - d. Assist in making arrangements for intern housing if the Host Park or program is absolutely unable to provide accommodations.

- e. Make intern travel arrangements and coordinate logistics for travel required during the internship period, if necessary.
- f. Perform items a-f for fall/winter BPI interns, when deemed necessary.
- g. Host and maintain a BPI website for recruiting and communication purposes, including a web form that students can use to submit applications electronically.

D. PROGRAM DESIGN AND EVALUATION

- 1. Net Impact shall:
 - a. Develop a work plan for the year, with an agreed timeline in recruiting for internship positions..
 - b. Analyze BPI recruiting efforts and advise NPS on a recruiting strategy going forward, especially as it pertains to recruiting and retaining diverse candidates.
 - c. Develop marketing materials in support of the recruiting strategy.
 - d. Analyze program impact information from participating NPS staff and for areas of improvement.
 - e. Make program design suggestions based on experience with other internship programs as well as external research and best practices.

NATIONAL PARK SERVICE INVOLVEMENT

Substantial involvement on the part the National Park Service is anticipated for the successful completion of the objectives to be funded by this award. In particular, the National Park Service will be responsible for the following:

A. RECRUITING FOR INTERNSHIP POSITIONS

- 1. The NPS shall:
 - a. Determine the number and nature of positions to be filled.
 - b. Determine program dates and create the job announcement.
 - c. Collaborate with Net Impact on selection and placement of applicants.

B. TRAINING

- 1. The NPS shall:
 - a. Determine training dates and location.
 - b. Communicate with NPS staff and interns about training content.
 - c. Create training agenda.
 - d. Update training manual and other materials.
 - e. Arrange for speakers and presentations.
 - f. Coordinate meeting space for the training event.

C. INTERNSHIP MANAGEMENT

- 1. The NPS shall:

- a. Determine participating parks and selected projects.
- b. Coordinate internship logistics with NPS staff.
- c. Collaborate on placement of interns.
- d. Make site visits and provide technical assistance to NPS staff and interns.
- e. Coordinate background checks for interns.
- f. Provide housing and local transportation for interns, if needed. Interns will be subject to NPS rules and regulations if either or both of these services are provided.
- g. Enroll all Net Impact Business Planning Interns in the NPS Volunteers in the Park program for purposes of tort claims and worker's compensation coverage.

BOTH PARTIES

- a. Provide staff time and effort to recruit, place, and train students to successfully carry out the Business Plan Internship.
- b. Meet no less than annually to discuss the terms and conditions of this Agreement to insure they are still meeting the needs of each, and that the original scope is still valid.
- c. Work together to create evaluation surveys for interns to cover recruiting, onboarding, training, and internship management practices.
- d. Work together to create an evaluation survey for park staff involved in the program.

SINGLE-SOURCE JUSTIFICATION

DEPARTMENT OF THE INTERIOR SINGLE SOURCE POLICY REQUIREMENTS
Department of the Interior Policy (505 DM 2) requires a written justification which explains why competition is not practicable for each single-source award. The justification must address one or more of the following criteria as well as discussion of the program legislative history, unique capabilities of the proposed recipient, and cost-sharing contribution offered by the proposed recipient, as applicable.
In order for an assistance award to be made without competition, the award must satisfy one or more of the following criteria: (1) Unsolicited Proposal – The proposed award is the result of an unsolicited assistance application which represents a unique or innovative idea, method, or approach which is not the subject of a current or planned contract or assistance award, but which is deemed advantageous to the program objectives; (2) Continuation – The activity to be funded is necessary to the satisfactory completion of, or is a continuation of an activity presently being funded, and for which competition would have a significant adverse effect on the continuity or completion of the activity; (3) Legislative intent – The language in the applicable authorizing legislation or

legislative history clearly indicates Congress' intent to restrict the award to a particular recipient of purpose;

- (4) Unique Qualifications – The applicant is uniquely qualified to perform the activity based upon a variety of demonstrable factors such as location, property ownership, voluntary support capacity, cost-sharing ability if applicable, technical expertise, or other such unique qualifications;
- (5) Emergencies – Program/award where there is insufficient time available (due to a compelling and unusual urgency, or substantial danger to health or safety) for adequate competitive procedures to be followed.

The National Park Service did not solicit full and open competition for this award based the following criteria:

(2) CONTINUATION

Single Source Justification Description:

THIS IS A NOTICE OF INTENT TO AWARD

This Modification 0001 for Task Agreement (P14AC00038) under Cooperative Agreement (H0010110003) in the amount of \$226,813.00 with a period of performance from January 1, 2014 until December 31, 2014. Total value of Task Agreement is \$309,075.00.

STATUTORY AUTHORITY

16 U.S.C. 1g authorizes the NPS to enter into cooperative agreements that involve the transfer of NPS appropriated funds to state, local and tribal governments, other public entities, educational institutions, and private nonprofit organizations for the public purpose of carrying out National Park Service programs