

UNITED STATES
DEPARTMENT OF INTERIOR
NATIONAL PARK SERVICE
INTERAGENCY AGREEMENT

1. Fiscal Year 2001	2. IA No. 3. Other Agency No.	4. Type Original <input checked="" type="checkbox"/> Mod <input type="checkbox"/>	5. Modification No.
6. This agreement is entered into by the National Park Service, Harpers Ferry Center Office of Acquisition Management, P.O. Box 50, Taylor Street Harpers Ferry, West Virginia 25425-0050		7. Amount of this transaction See Article VI -Award and Payment	NTE 27,600
		8. Previous amount, if applicable	Fixed \$15,600 NTE \$12,000
		9. Total amount	NTE \$27,600
11. Name of Agency: U.S. Army Corps of Engineers 20 Massachusetts Avenue, NW Washington, DC 20314-1000		10. Under the authority of: Economy Act, 31 USC 1535	
		12. Economy Act determination attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
		13. BPC approval? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
14. Statement of work - Multiagency Uniform Program (See Article III) To perform work as described herein for the agency named in item 11. <input type="checkbox"/> To have work performed for NPS by the agency named in item 11. <input checked="" type="checkbox"/>		15. Term of Agreement (See Article IV) Effective Date: 6/30/00 Completion Date: 9/30/01	
		PAYING AGENCY	BILLING AGENCY
16. Agency Location Code	16a. 00008736	16b.	
17. Fund account symbol/appropriation	17a.	17b.	
18. Period of fund availability	18a. 10/01/00-9/30/01	18b.	
19. Account/cost structure	19a.	19b.	
20. Procurement document number	20a. N2640A0001	20b.	
21. Name of agency contact	21a. Georgetta Singleton	21b.	
22. Contact's telephone number	22a. 912-652-5065	22b.	
23. Billing method: SF-1080 <input type="checkbox"/> OPAC <input checked="" type="checkbox"/> Other (identify)			
24. Billing frequency: Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Other - See Article VI, Award and Payment			
25. Bill to (Name and address, including zip code):			
Execution of this agreement constitutes an obligation against the requesting agency, and authority for the servicing agency to proceed with the work and services to be performed.			
26a. Approved for the National Park Service by:		Date: _____	
Chris Andress, Chief, Ranger Activities Program, WASO		_____	
JoAnne Grove, Contracting Officer, HFC		Date: _____	
26b. Approved for the U.S. Army Corps of Engineers by:		Date: 29 JUNE 2000	
Charles M. Hess, Chief Operations Division Office of Deputy Commanding General for Civil Works		_____	

ARTICLE I – BACKGROUND

The uniform requirements of four separate Land Management Agencies, the National Park Service, the U.S. Fish and Wildlife Service, the U.S. Army Corps of Engineers and the Office of Surface Mining have been combined in order to provide like civilian uniforms and accessories for approximately 24,200 employees. This consolidation of like uniforms by the four Agencies is referred to as the “Multiagency Uniform Program.” Included in the program is a complete range of duty and work uniforms, footwear, headwear, outerwear, and accessories purchased and/or manufactured to specifications of the four Agencies.

Each Agency has the responsibility for managing the civilian Multiagency Uniform Program for their respective agencies under the Federal Employees Allowance Act (1954), as amended (5 USC 5901-5903), and subsequent laws and regulations specific to each agency.

ARTICLE II – GOALS AND OBJECTIVES

The goals and objectives of the Multiagency Uniform Program are to:

- A. Project a distinctive and professional publicly recognized image to visitors and the American public;
- B. Provide employees with functional, durable, and comfortable clothing which is appropriate for assigned duties and area climates and fosters employee health and safety;
- C. Ensure the highest possible degree of consistency in uniform appearance that is commensurate with the diversity of tasks and climates;
- D. Maintain a uniform distribution system which provides quality uniforms in a timely manner and is financially accountable and cost effective; and
- E. Ensure that environmentally preferable and energy efficient products, processes, and services are utilized in the design, manufacture, packaging and distribution of uniform components.
- F. Provide for a coordinated, cost effective and accountable uniform program.

All four Agencies place great emphasis on professional appearance and consider the uniformed employee to be the most visible symbol for each. Uniforms that are comfortable, durable, easily maintained and professional in appearance are important to the image of all four Agencies and the ability of its employees to perform their duties.

ARTICLE III – SCOPE OF WORK

The purpose of this Agreement is to provide for the management of a joint uniform program with a single requirements contract for the National Park Service, the U.S. Fish and Wildlife Service, the U.S. Army Corps of Engineers, and the Office of Surface Mining.

Substantial involvement from different offices within the National Park Service and each Agency will be combined to provide the overall management and administration of the Multiagency Uniform Program.

Each office and responsibilities follow:

A. The Harpers Ferry Center will provide a Contracting Officer for the negotiation, management and administration of the uniform program contract.

Specifically, the Contracting Officer will:

- (1) Pursue and negotiate any discrepancies, disputes or problems with the Contractor on behalf of the program.
- (2) Coordinate with Agency COTRs on any changes or modifications to the contract. Negotiate any changes or modifications with the Contractor on a quarterly basis incorporating all official changes authorized during the period.
- (3) Review quarterly consolidated comments from the Agency COTRs on the Contractor's performance, finalize findings and discuss the results with the Contractor.
- (4) Reconcile the Contractor's performance at the end of the contract period. Determine deductions or incentives to the final contract and prepare modification to this Agreement documenting the annual incentive or deduction.
- (5) Process invoices and make payment by NPS purchase card twice a month to the Contractor for COE uniform components received and accepted.
- (6) Reconcile funds with the Agency at the end of the fiscal year and prepare annual financial report.

- B. The Ranger Activities, Washington Office will provide a staffed, permanent position with duties that specifically include the overall management of the uniform program. This person will be the contract COTR.

Specifically, the contract COTR will:

- (1) Coordinate with all Agency COTRs on any changes to the contract affecting all Agencies, and submit requests for changes and modifications to the contract.
- (2) Provide a lead representative to review and assist in the development of the environmental performance requirements of the program.
- (3) Pursue any technical discrepancies, disputes or problems with the Contractor on behalf of the program.
- (4) Establish and maintain the services of specialists to review and/or develop apparel technical specifications.
- (5) Provide the web server hardware and software that supports the database function of the program.
- (6) Schedule and consolidate quarterly performance reviews with all Agency COTRs.
- (7) Review online actual and constructive acceptance reports to support invoices for uniform components received and accepted by NPS employees;
- (8) Reconcile the Contractor's performance with the Contracting Officer at the end of the contract period. Determine deductions or incentives to the final contract payment.
- (9) Reconcile funds with the Contracting Officer at the end of the fiscal year and review and sign the annual financial report.
- (10) Incur travel costs for inspections and meetings.
- (11) Provide separate specifications for uniform components contained in the contract, participate in the evaluation of offerors and technical aspects of the solicitation as they pertain to the specific Agency.

C. The Administrative Program Center, Denver will:

- (1) Provide representatives to develop, review and maintain the uniform program gateway website.
- (2) Maintain web server hardware and software that supports the database function of the program.

D. The U.S. Army Corps of Engineers (COE) will provide a single Agency contact to support the Contracting Officer and the lead COTR in all technical and administrative matters of the uniform program.

Specifically, the Agency COTR will:

- (1) Annually allocate and provide an account number for the total aggregate negotiated price of the COE Uniform Program. This account number will be provided on or before June 30, 2000, and annually thereafter.
- (2) Provide contacts and authority for the National Park Service webmaster to develop and maintain the uniform program gateway website.
- (3) Authorize OPAC billings for an Administrative Fee on October 1, 2000, and annually thereafter.
- (4) Review online actual and constructive acceptance reports to support invoices for uniform components received and accepted by COE employees;
- (5) Authorize OPAC billings from the National Park Service on a quarterly basis for uniform components received and accepted by COE employees for the first three quarters and monthly during the fourth quarter.
- (6) Provide single and joint quarterly evaluations of the Contractor's performance.
- (7) Authorize OPAC billings of an annual Incentive Fee.
- (8) Incur COE travel costs for inspections and meetings.
- (9) Reconcile the Contractor's performance with the Contracting Officer at the end of the contract period. Determine deductions or incentives to the final contract payment.

- (10) Reconcile funds with the Contracting Officer at the end of the fiscal year and review and sign the annual financial report.
- (11) Provide separate specifications for uniform components contained in the contract, participate in the evaluation of offerors and technical aspects of the solicitation as they pertain to the specific Agency.

ARTICLE IV – TERM OF AGREEMENT

- A. This Agreement will become effective upon signature by all parties and extend through September 30, 2001.
- B. At the option of the Agency, this Agreement may be modified to extend the term for four separate twelve month periods. The total duration of this Agreement, including exercise of the options, will not exceed five years.

ARTICLE V – KEY OFFICIALS

The Key Officials for purpose of this Agreement are:

A. NATIONAL PARK SERVICE

(1) HARPERS FERRY CENTER

JoAnne Grove
Contracting Officer
Office: (304) 535-6482
Fax: (304) 535-6424
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Annette Abshire
Contract Specialist
Office: (304) 535-6495
Fax: (304) 535-6424
E-mail: annette_abshire@nps.gov

Address:

National Park Service
Harpers Ferry Center
Office of Acquisition Management
P.O. Box 50, Taylor Street
Harpers Ferry, West Virginia 25425-0015

(2) **RANGER ACTIVITIES**

Chris Andress

Chief, Ranger Activities Program

Office: (202) 208-4874

Fax: (202) 208-6756

E-mail: chris_andress@nps.gov

Ken Mabery

Contract COTR, NPS Uniform Coordinator

Office: (202) 208-6380

Fax: (202) 208-4689

E-mail: ken_mabery@nps.gov

Address:

U.S. Department of the Interior

National Park Service

1849 C Street, NW

Room 7408

Washington, DC 20240

Shawn Norton

Environmental Protection Specialist

Office: (202) 565-1260

E-mail: shawn_norton@nps.gov

Address:

U.S. Department of the Interior

National Park Service

Office of the Director

Room 7257

Washington, DC 20240

(3) **ADMINISTRATIVE PROGRAM CENTER, DENVER**

Sue Hawkins

Manager, Office of Acquisition Management

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Address:

National Park Service
Administrative Program Center
12795 West Alameda Parkway
Lakewood, Colorado 80228

B. **U.S. ARMY CORPS OF ENGINEERS**

Charles M. Hess
Chief, Operations Division
Office of Deputy Commanding General for Civil Works
Office: (202) 761-0196
Fax: (202) 761-1671
E-mail: charles.m.hess@usace.army.mil

Stephen Austin
Uniform Coordinator
Office: (202) 761-1796
Fax: (202) 761-1671
E-mail: stephen.b.austin@usace.army.mil

Address:

U.S. Army Corps of Engineers
20 Massachusetts Avenue, NW
Washington, DC 20314-1000

ARTICLE VI – AWARD AND PAYMENT

Under the terms of this Agreement funding will be provided by the COE as follows:

1. Administrative Fee

- A. The total administrative fee for all Agencies for the administration of the Multiagency Uniform Program for FY 2001 is \$130,000. The COE portion of this total is 12% or \$15,600.
- B. At the option of the Agency, this Agreement may be modified to extend the term of the Agreement. If this option is exercised, the administrative fee shall be increased by 5%. This increase will be applied to each option year.
- C. Advance payment of \$15,600 for Fiscal Year 2001 is authorized upon signature of this Agreement and will be based on availability of FY 2001 funds. Payment will be advanced on October 1, 2000 through OPAC.

2. Total Program Funds

- A. The total negotiated aggregate price for the COE Program for FY2001 is \$1,002,576. An authorization of funds for this amount is being made by signature of this Agreement and will be based on availability of FY 2001 funds.
- B. At the option of the Agency, this Agreement may be modified to extend the term of the Agreement. If this option is exercised, increases and decreases in unit prices set forth in Section B of the contract will be established or limited in accordance with the Producer Price Index.
- C. The NPS will OPAC COE on a quarterly basis for the second and third quarters of the fiscal year for these authorized purchase card expenditures. OPACs will occur on a monthly basis for authorized purchase card expenditures in the fourth quarter.

3. Incentive Fee

- A. The total incentive fee available under this contract is \$100,000 per year. The maximum COE portion of this total is 12% or NTE \$12,000.
- B. During the options periods of this contract there is no increase in the total incentive amount available.

- C. On September 1, 2001 and annually thereafter, the annual incentive or deduction will be made by modification to this Agreement.
- D. OPAC Payment will be authorized based on the definitized modification and will be based on the availability of FY 2001 funds.

ARTICLE VII – MODIFICATION

This Agreement may be modified through bilateral agreement between both parties. Any modification to the Agreement shall be confirmed in writing prior to performance of the change.

ARTICLE VIII – TERMINATION

This Agreement may not be terminated by any party; however, the COE may choose not to accept an option for continued performance by providing 120 days written notice to the NPS.