

**ANNUAL REPORT
FISCAL YEAR 2003
OFFICE OF ACQUISITION MANAGEMENT
HARPERS FERRY CENTER**

During Fiscal Year 2003, the Office of Acquisition Management, Harpers Ferry Center, obligated and/or received approximately \$16,990,601 million dollars in support of the interpretive media departments at the Harpers Ferry Center, the Historic Preservation Training Center, and the Appalachian Trail Project Office. The Servicewide Uniform Program is also part of this total. This resulted in over 1,965 acquisition actions in Fiscal Year 2003. This figure also includes the Harpers Ferry Center Task Order Assistance Program. This program assisted **21** parks in the obligation of \$529,039.

Major contracts completed or in progress in Fiscal Year 2003 include the Multiagency Uniform Program, an ongoing contract for preliminary schematic design and the subsequent development, production and installation of interpretive media for the Monroe School at the Brown v. Board of Education National Historic Site and three separate contract awards for the Lewis and Clark Mobile Tent Exhibit which included planning and design, fabrication, and an audio tour.

Other negotiated contracts include:

Artwork

- Horseshoe Bend National Military Park
- Florissant Fossil Beds

AV Production

- Arkansas Post National Memorial
- Big Thicket National Preserve
- Marsh-Billings National Historical Park
- New River Gorge National River
- Harpers Ferry National Historical Park
- Dayton Aviation Heritage National Historical Park
- Independence National Historical Park
- Joint Ventures Conference
- WASO Park Planning
- Stones River National Battlefield
- Federal Highways Administration Video
- Manzanar Exhibit Videos
- Olympic AV Installation
- Yellowstone National Park

Exhibit Planning, Design and Fabrication

- Natchez Trace Design-Build for Interpretive Exhibits
- Dayton Aviation Heritage National Historical Park for the Wright Dunbar Interpretive Center and Huffman Prairie Interpretive Center
- Dayton Aviation Heritage National Historical Park for the Wright Cycle Company

Exhibit Planning and Design

- Lincoln Boyhood National Memorial and Lincoln Home National Historic Site
- Lassen Volcanic National Park
- Homestead National Monument
- Selma to Montgomery National Historic Trail
- Gateway National Recreation Area
- Grand Portage National Monument
- Timpanagos Cave National Monument
- Timucuan Ecological and Historic Site
- Badlands National Park
- Shenandoah National Park
- Manzanar National Historic Site

Exhibit Fabrication

- Dickey Ridge Visitor Center Exhibits, Shenandoah National Park, Luray, Virginia
- The Museum of North Carolina Minerals, Blue Ridge Parkway, North Carolina
- Resource & Education Center Exhibits, Missouri National Recreational River, Ponca State Park, Ponca, Nebraska.
- Ribault Club Visitor Center Exhibits, Timucuan Ecological and Historic Preserve, Jacksonville, Florida
- Visitor Center Exhibits, Cumberland Gap National Historical Park, Middlesboro, Kentucky
- Visitor Center Exhibits, Stones River National Battlefield, Murfreesboro, Tennessee
- Sagamore Hill National Historic Site
- Devils Tower National Monument
- De Soto National Memorial
- New Bedford Whaling National Historical Park

Graphic Identity Program

- Refinement of Sign System Design

Graphic Design Website

- Parknet
- Dayton Aviation Heritage National Historical Park

Wayside Exhibit Panels

- New Bedford Whaling National Historical Park
- De Soto National Memorial

Wayside Porcelain Enamel Imaging

- Grand Canyon National Park

New IDIQ Contracts

- Six contracts for Multimedia Planning and Production.
- Ten contracts for Complete Audiovisual Productions and Audiovisual Production Services.
- One contract for DVD Players.
- One contract for Closed Captioned Display Units.
- One contract for Digital Production Services.

Other

- Mailroom and Receptionist Services with Hagerstown Goodwill Industries (JWOD Contract)
- A Design/Build contract for HVAC renovations at Harpers Ferry Center with Southeastern Construction (8a contract)
- Lighthouse Renovation at Point Lookout, Maryland for HPTC with All Points Logistics(8a contract)
- Wilna House Construction Project for HPTC with All Points Logistics (8a contract)

The credit card program continues to be a success. Obligations by credit card in the acquisition management office equaled \$520,915. This does not include the Harpers Ferry Center and Historic Preservation Training Center's 168 cardholder purchases which totaled approximately \$1,595,462. In addition, payments under the Multiagency Uniform Contract were paid by credit card in the amount of \$7,603,346.

Acquisition Management staff lead and participated in a Servicewide workgroup for the revision of the National Park Service Agreements Handbook. This Handbook contains Servicewide guidance on interagency, cooperative, and other types of agreements. The final draft was completed on October 1, 2002, and is currently being used Servicewide. The office also played a lead role in a Departmentwide workgroup for Federal Assistance Award Data System (FAADS) which is reporting module for Agreements.

The Servicewide IDIQ database continues to be administered by this office.

Special emphasis goals for 8(a) Firms were over 100% met. See Page 5.

Fiscal Year 2003 Program

Procurement

	<u>Dollars</u>	<u>Actions</u>
Contracts	\$6,347,454	461
▪ Payments Made by Purchase Card	7,603,346	67
Small Purchases	1,236,094	228
Third Party Draft And Imprest Fund	144,521	371
Purchase Cards	520,915	547
Federal Express BPA	65,221	250
TOTAL	\$ 15,917,551	1,924

Task Order Assistance

Task Order Assistance Program	\$ 529,039	21
TOTAL	\$ 529,039	21

Assistance

Interagency Agreements	\$ 50,986	4
Cooperative Agreements	3,550	3
General Agreements	-0-	0
TOTAL	\$ 54,536	7

Funds Received

General Agreements	\$ 30,171	1
Interagency Agreements	294,090	9
Reimbursable Agreements	165,214	3
TOTAL	\$489,475	13

TOTAL	\$ 16,990,601	1,965
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TOTAL PROCUREMENT OBLIGATIONS: \$15,917,551*

	<u>Goal</u>	<u>Prime Obligations</u>	<u>Small Business Subcontracting Obligations</u>	<u>Total Obligations</u>
<u>Small Business</u>	\$9,000,000	\$7,140,900	\$ 1,906,413	\$9,047,313
<u>Large Business</u>	-0-	\$8,776,651	\$ <1,906,413>	\$6,870,238

GOALS

	<u>Goal</u>	<u>Prime Obligations</u>	<u>Small Business Subcontracting Obligations</u>	<u>Total Obligations</u>
<u>Minority Business</u>	\$800,000	\$562,965	\$ 0	\$562,965
<u>SBA 8(a) firms</u>	\$400,000	\$527,652	\$ 0	\$527,652
<u>Other than 8(a) Firms</u>	\$400,000	\$ 35,313	\$ 0	\$35,313
<u>Women-Owned Business</u>	\$600,000	\$347,777	\$ 194,781	\$ 542,558
<u>JWOD</u>		\$ 80,865	\$ -0-	\$ 80,865
<u>Veteran-Owned</u>		\$ 0	\$ 337,420	\$ 337,420

*Total amount does not include Task Order Assistance, Interagency and Cooperative Agreements, or funds received.