

**ANNUAL REPORT
FISCAL YEAR 2007
OFFICE OF ACQUISITION MANAGEMENT
HARPERS FERRY CENTER**

During Fiscal Year 2007, the Office of Acquisition Management obligated \$12,351,548 in support of the Washington Partnership and Visitor Experience Office, interpretive media departments at the Harpers Ferry Center (HFC) and the Appalachian Trail Project Office. This resulted in 1,118 acquisition actions. This figure also includes the HFC Task Order Assistance Program which assisted 22 parks in the obligation of \$2,400,816. All special emphasis goals were met and exceeded.

Through the Servicewide Sign Management Program, \$3.4 million was obligated throughout the National Park Service. Included in this total was award of 158 actions which totaled \$1,154,485 for projects administered by HFC. In late September, Modification Number Three was executed to exercise Year Three services. The modification included a total pricing revision for Visitor Information and Park Identification Signs, eliminated the mandatory requirement for Traffic Regulatory Signs, revision to reports, clarification in regards to archiving, and the addition of a post follow-up survey to the contract. Negotiations began in March 2007 and concluded in late September 2007.

Larger negotiated orders placed under the Servicewide Sign Management Program included sign requirements for the following parks:

- Cape Lookout National Seashore
- Craters of the Moon National Preserve
- Gulf Islands National Seashore
- San Juan National Historic Site

Indefinite Delivery Indefinite Quantity (IDIQ) contracts awarded this fiscal year included the following:

1. Ten departmentwide IDIQ contracts for Museum Interpretive Exhibit Fabrication. These contracts provide parks with assistance in rehabilitation or replacement of old and outdated exhibits, and production of new elements for parks with no exhibits. Work includes travel to the park areas to meet with park staff, site inspections, review existing plan and/or scope of work, preparation of a cost estimate, conduct measurements, and fabrication and installation of exhibit elements. These contracts were negotiated for one year with the option for four additional years.
2. Ten departmentwide IDIQ contracts for Museum Interpretive Exhibit Planning and Design. These contracts respond to a need to develop, plan, and design interpretive media. Projects range from small exhibits at specific sites to major museum installations. Target ranges for production will be included in each individual task order and will vary depending on the complexity of each individual project. These contracts were negotiated for one year with the option for four additional years.

3. Five servicewide IDIQ contracts for Interpretive Planning Services with the primary focus on long-range interpretive planning (LRIP). These contracts provide overall vision and long-term interpretive goals. Long-term is defined as a period of five to 10 years. Project size will be determined by the needs of the individual park. These contracts were negotiated for one year with the option for four additional years
4. Three servicewide IDIQ contracts for Specialized Cartographic Services. These contracts provide design and production services to create accurate, visually appealing, cartographic presentations that safely direct visitors around the park in a manner that preserves the resource yet showcases the park's unique characteristics. Production techniques are standardized to make revision work efficient. These contracts were negotiated for one year with the option for four additional years
5. Two servicewide IDIQ contracts for Conservation of Paper, Photos and Books. These contracts provide assistance in providing conservation services to the National Park Service. Work involves conservation treatment of paper, photos, and books as well as housing and mounting the artifacts for storage and exhibits. Facilities in which NPS museum collections are located include visitor centers and historic buildings of various types including homes, public buildings, forts, industrial buildings, and architectural monuments or memorials. These contracts were negotiated for one year with the option for four additional years
6. Three departmentwide IDIQ contracts for new media mapping services and digital terrain models. These contracts use the latest technology to provide new media map products and digitally-generated terrain models to enrich the experience of visitors while at a park, on the Web, and via portable electronic devices and other emerging technology. These contracts were negotiated for one year with the option for four additional years

Large negotiated contracts under the IDIQ contract network included the following:

AV Production

- Trail of Tears National Historic Trail
- Shiloh National Military Park
- Klondike Gold Rush National Historical Park
- Lincoln Home National Historic Park
- Gulf Islands National Seashore
- Pipestone National Monument
- Gulf Islands National Park

Exhibit Planning and Design

- William M. Colmer Visitor Center of Gulf Islands National Seashore
- Ninety Six National Historic Site

Exhibit Fabrication

- Tuskegee Airmen National Historic Site, Tuskegee Institute, Alabama
- Channel Islands National Seashore, Marine Life Exhibit
- Gulf Islands National Park - Fort Barrancas
- Tumacacori National Park

Other major contracts included:

Construction

- Annex Center, HFC
- IDC Building, HFC
- Byrd Brady House, HFC

Other Contracts

- Three new contracts for Artifact Conservation Services
- One new contract for Photographer – Alaska Region

Obligations by purchase card in the Acquisition Management Office totaled \$237,252. In addition, HFC administers a purchase card program which has 53 active purchase cardholders.

Staff from the Office of Acquisition Management continued to lead and participate in a servicewide workgroup for ongoing revisions to the National Park Service Agreements Handbook. This handbook contains servicewide guidance on interagency, cooperative, and other types of agreements. The final draft was endorsed by the Associate Director of Business Practices and Workforce Development on April 13, 2004. The update this year focused on the administrative process for working with the Student Conservation Association (SCA). It was updated to add a template for task agreements, an ATR designation memorandum, and a list of Frequently Asked Questions (FAQ's). Regional SCA contacts were also designated.

The Office of Acquisition Management at HFC played a lead role in the administration of the Federal Assistance Award Data System (FAADS) which is the reporting module for Federal Financial Assistance. This responsibility was transferred to the Washington Office in August 2007.

The Office of Acquisition Management continues to administer the servicewide IDIQ database and provide Procurement Desktop assistance to the Harpers Ferry Center.

The Deputy Associate Manager and one Contracting Officer obtained FAC-C certification. In addition, three Contracting Officers are actively working on the completion of their training and certification packages.

Fiscal Year 2007 Program

Procurement

	<u>Dollars</u>	<u>Actions</u>
Contracts	\$ 6,819,366	408
Small Purchases	1,586,893	231
Third Party Drafts	133,513	243
Purchase Cards	237,252	50
Signage Program	<u>1,154,520</u>	<u>158</u>
TOTAL	\$ 9,931,543	1,090

Task Order Assistance

Task Order Assistance Program	<u>\$ 2,400,816</u>	22
TOTAL	\$ 2,400,816	22

Assistance

Interagency Agreements	\$ 13,764	2
Cooperative Agreements	6,480	2
Other Agreements	<u>0</u>	<u>1</u>
TOTAL	\$ 20,244	4

Funds Received

Interagency Agreements	\$ 0	0
Cooperative Agreements	0	0
Other Agreements	<u>(1,055)</u>	2
TOTAL	\$ (1,055)	2

TOTAL	\$ 12,351,548	1,118
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TOTAL PROCUREMENT OBLIGATIONS: \$9,931,543*

	<u>Goal</u>	<u>Prime Obligations</u>	<u>Small Business Subcontracting Obligations</u>	<u>Total Obligations</u>
<u>Small Business</u>	\$ 9,000,000	\$ 9,174,615	\$ -0-	\$ 9,174,615
<u>Large Business</u>	-0-	\$ 756,928	\$ -0-	\$ 756,928

GOALS

	<u>Goal</u>	<u>Prime Obligations</u>	<u>Small Business Subcontracting Obligations</u>	<u>Total Obligations</u>
<u>Minority Business</u>	\$ 800,000	\$ 1,666,345	\$ -0-	\$ 1,666,345
<u>SBA 8(a) firms</u>	\$ 400,000	\$ 1,118,584	\$ -0-	\$ 1,118,584
<u>Other than 8(a) Firms</u>	\$ 400,000	\$ 547,761	\$ -0-	\$ 547,761
<u>Women-Owned Business</u>	\$ 600,000	\$ 895,790	\$ -0-	\$ 895,790
<u>JWOD</u>		\$ 184,081	\$ -0-	\$ 184,081
<u>HUBZone</u>		\$ 179,900	\$ -0-	\$ 179,900
<u>Veteran-Owned</u>		\$ 1,807,472	\$ -0-	\$ 1,807,472

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