

IDIQ THINKplan

This checklist is to help you in planning the work you want the contractor to perform. You should be able to prepare a scope of work using this checklist and the contract. You must refer back to the contract for specific information about what is required and allowed. Keep in mind - the more you tasks you include in the scope of work, the higher the cost. This is important when you are short of funding.

Phase I/Starting out

I want the Contractor to:

Task	Provide supplies	Special Requirements	Contract #
Charette/Workshop			
Travel to the site			4.2A1
Plan the charette or design workshop		Include under appropriate phase of exhibit planning	4.2.A.2
Facilitate the charette or design workshop		Include under appropriate phase of exhibit planning	4.2.A.3
Prepare a report		# copies- Include under appropriate phase of exhibit planning	4.2.A.4
Participate in a charette or design workshop.		Include under appropriate phase of exhibit planning	4.2.A.5
Is this some other kind of workshop?		Include under appropriate phase of exhibit planning	

Task	Provide supplies	Special Requirements	
Evaluation			
Conduct all three phases of evaluation and prepare report(s)		# copies - Include under appropriate phase of exhibit planning	4.2.B.1
Conduct one or more phases of evaluation and prepare report(s)		Include under appropriate phase of exhibit planning	4.2.B.1 phases defined
Participate in an evaluation		Include under appropriate phase of exhibit planning	4.2.B.3
Participate in an evaluation and prepare report(s)		# copies - Include under appropriate phase of exhibit planning	4.2.B.3 4.2.B.2
-Is this something different but somewhat similar		Include under appropriate phase of exhibit planning	

Task	Travel	Special Requirements	
Research			
Conduct full search to interpret themes to be used in the exhibit		Include under appropriate phase of exhibit planning	4.2.C.1
Conduct search to find specific information regarding the exhibit themes.		Include under appropriate phase of exhibit planning	4.2.C.1 with definitions
Conduct full search to find out what is available as far as exhibit objects and graphics.		Include under appropriate phase of exhibit planning	4.2.C.1 with definitions
Conduct limited search to find out what is available as far as objects and graphics		Include under appropriate phase of exhibit planning	4.2.C.1 with definitions
Conduct limited search to find specific material		Include under appropriate phase of exhibit planning	4.2.C.1 with definitions
Prepare a report(s)		# copies, # reports - Include under appropriate phase of exhibit planning	4.2.C.2 with definitions
And in addition:			
Prepare Resource Packages as directed in the contract		# copies - Include under appropriate phase of exhibit planning	4.2.C.2
Prepare Resource Packages as directed in this Task Order		# copies - Include under appropriate phase of exhibit planning	4.2.C.2 with definitions
Other research needed.		Include under appropriate phase of exhibit planning	4.2.C.1

Task	Travel	Copies	Special Requirements	
Schematic Plan				
Develop and produce a schematic plan				4.2.D.1

-Use plan format				4.2.D.2
-Provide production estimate				4.2.D.3
-Present the Schematic Plan				4.2.D.4
-Revise the Schematic Plan				4.2.D.5
Develop and produce a schematic plan with only some of the things in the contract specified in the Task Order				4.2.D.1 with definition
Develop and produce a very limited schematic plan as specified in the Task Order				4.2.D.1 with definition
Develop and produce a schematic plan which is more of a trip report				4.2.D.1 with definition
Develop several alternative plans for selection by the park				4.2.D.1 with alternatives called out
And in addition:				
Participate in a VA at this stage				4.2.E.1
Prepare a model of the exhibit.				4.2.J.3
Present the schematic plan to the park				4.2.D.4
What I want is a concept plan-skip the schematic				
Perform Front-end evaluation				4.2.B.1
Participate in Front-end evaluation				4.2.B.2
Prepare an evaluation report				4.2.B.3

PhaseII/Mid-point

I want the Contractor to:

Task	Travel	Copies	Special Requirements	
Concept Plan				
Develop and produce a concept plan with all contract elements				4.2.F.1
Use plan format				4.2.F.2

Provide production estimate				4.2.F.3
Include planning and design for AV programs and interactives				4.2.F.4
Use NPS numbering system				4.2.F.5
Use NPS planning database for entire project				4.2.F.6
Use NPS planning database for specific reports				4.2.F.6
Present Concept Plan				4.2.F.7
Prepare revisions				4.2.F.8
Develop and produce a concept plan with only some of the things in the contract specified in the Task Order				4.2.F.1 with definition
Develop and produce a very limited concept plan as specified in the Task Order				4.2.F.1 with definition
Develop and produce a concept plan, which has enough information to be used in a bid package.				4.2.F.1 with definition
Develop and produce a concept plan using a schematic plan developed by others.				4.2.F.1 with definition
And in addition:				
Participate in a VA at this stage				4.2.E.1
Prepare a production estimate with pricing options				4.2.F.3
Prepare a model of the exhibit.				4.2.J.3
Prepare prototypes for Formative evaluation.				4.2.J.4
Perform Formative evaluation				4.2.B.1
Participate in Formative evaluation.				4.2.B.3
Prepare Evaluation Report				4.2.B.2

Task	Travel	Provide supplies	Special Requirements	
Find and Select Graphics, Artifacts and Display Items				
Find and select graphics, artifacts and display items, travel to find sources.			Include under appropriate phase of exhibit planning	4.2.G.1 4.2.G.2
Select graphics, artifacts and display items from the existing park/HFC archives, limited travel.			Include under appropriate phase of exhibit planning	4.2.G.1 4.2.G.2
Select graphics, artifacts and display items from an existing resource package prepared by others.			Include under appropriate phase of exhibit planning	4.2.G.1 4.2.G.2
Select artifacts from the park collection during charette, workshop, or schematic phase			Include under appropriate phase of exhibit planning	4.2.G.2
Select artifacts from other collections for loan.			Include under appropriate phase of exhibit planning	4.2.G.2
Select graphics from the park/HFC archives.			Include under appropriate phase of exhibit planning	4.2.G.1
Find and select display items from various sources.			Include under appropriate phase of exhibit planning	4.2.G.2
Purchase graphic use rights and artifacts			Include under appropriate phase of exhibit planning	4.2.G.1 4.2.G.2
Purchase graphic use rights			Include under appropriate phase of exhibit planning	4.2.G.1
Purchase artifacts and objects.			Include under appropriate phase of exhibit planning	4.2.G.2

Phase III/Final stages

I want the Contractor to:

Task	Travel	Copies	Special Requirements	
Final Plan				
Develop and produce a final plan with all contract elements				4.2.H.1
-Write exhibit text				4.2.H.2
-Produce exhibit layouts				4.2.H.3
-Produce design control drawings				4.2.H.4
-Provide production estimate				4.2.H.5
-Provide AV treatments				4.2.H.6
-Provide AV equipment and wiring diagrams				4.2.H.7
-Provide material, color and finish samples				4.2.H.8
-Provide graphic and artifact facsimile pages				4.2.H.9
-Provide graphic facsimile pages				4.2.H.9
-Provide artifact facsimile pages				4.2.H.9
-Provide art and style references				4.2.H.10
-Provide original graphics and artwork				4.2.H.11
-Provide original graphics				4.2.H.11
-Provide original artwork				4.2.H.11
-Provide production schedules				4.2.H.12
-Present final plan				4.2.H.13
-Revise final plan				4.2.H.14
Develop and produce a final plan with only some of the things in the contract, as specified in the Task Order				4.2.H.1 with definition

Develop and produce limited parts of a final plan as specified in the Task Order				4.2.H.1 with definition
Develop and produce a final plan using a material developed by others.				4.2.H.1 with definition
And in addition:				
Produce details for specific exhibit elements				4.2.H.4
Participate in a VA at this stage				4.2.E.1
Prepare a production estimate with pricing options.				4.2.H.5
Prepare a model of the exhibit.				4.2.J.3
Prepare prototypes for Formative evaluation.				4.2.J.4
Prepare prototype for unusual exhibit element.				4.2.J.4
Perform Formative evaluation				4.2.B.1
Participate in Formative evaluation.				4.2.B.3
-Prepare evaluation report				4.2.B.2

Task	Travel	Provide supplies	Special Requirements	
Develop Support Materials				
Develop promotional materials: renderings, sales packages, power-point presentations.			Include under appropriate phase of exhibit planning	4.2.J.1
Develop perspective renderings: color or black and white, details, sketchy.			Include under appropriate phase of exhibit planning	4.2.J.2
Build a model of the exhibits: white model, fully defined, building and exhibit space.			Include under appropriate phase of exhibit planning	4.2.J.3
Develop and build prototypes for testing or evaluation.			Include under appropriate phase of exhibit planning	4.2.J.4

Develop other types of materials as specified in the Task Order.			Include under appropriate phase of exhibit planning	4.2.J
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Phase IV/Finishing Up
I want the Contractor to:

Task	Travel	Special Requirements	
Fabrication Review Services			
Prepare all production-ready graphics according to the contract.			4.2.K.1
Prepare certain production-ready graphics as specified in the Task Order.			4.2.K.1 with definition
Revise production-ready graphics to correct errors, omissions, or missing material.			4.2.K.2
Revise exhibit drawings as specified in the contract.			4.2.K.2
Revise exhibit drawings as specified in the Task Order.			4.2.K.2 with definition
Review shop drawings as prepared by the fabricator.			4.2.K.3
Attend fabrication meetings and inspect work in the fabrication shop as in the contract.			4.2.K.4
Attend fabrication meetings and inspect work in the fabrication shop as specified in the Task Order.			4.2.K.4 with definition
Attend the post award meeting and review drawings with the fabricator.			4.2.K.4 with definition
Attend shop inspections.			4.2.K.4 with definition

How Well is the Comprehensive Plan Working? This is a rating of the Project Manager's performance.

Comprehensive Plan Checklist

Is the Contractor Doing This?	Yes	No	Comment	Check Contract
The Project Manager:				4.1
Insures quality control				4.1.A
Has authority to speak for the Contractor				4.1.B
Reviews material received from park/HFC				4.1.C
Insures that material is passed on to in-house staff or subcontractors who are doing the actual work.				4.1.C
Reviews material sent to park/HFC by in-house and subcontracted workers.				4.1.C
Insures that material is revised according to comments				4.1.C
Coordinates work schedules of contractor with HFC/park.				4.1.D
Takes care of Government-furnished material.				4.1.E
Prepares submittals				4.1.G
-Preliminary submittals				4.1.G.1
-Revised submittals				4.1.G.2
-Provides 3 copies of submittals				4.1.G.3
Performs as described in the comprehensive plan.				4.1.H