



United States Department of the Interior

NATIONAL PARK SERVICE
INTERIOR REGIONS 6, 7 & 8
1 Denver Federal Center, Building 50
Denver, CO 80225



IN REPLY REFER TO:
Commercial Services Program
CC-ROMO004-26

Memorandum

To: All Requesters of the Prospectus for a Concession Business Opportunity to Provide Firewood Sales within Rocky Mountain National Park

From: Acting Commercial Services Program Lead, Interior Regions 6, 7, & 8 *Erica Harris*

Subject: Amendment 1 to the Prospectus and Responses to Questions to Solicitation No. CC-ROMO004-26

This notice amends the prospectus and provides responses to questions received regarding *A Concession Business Opportunity to provide Firewood Sales within Rocky Mountain National Park* (“Park”), that the National Park Service (“Service”) issued on May 2, 2025, for Concession Contract No CC-ROMO004-26.

Amendment 1 to the Prospectus:

Part II, Proposal Instructions

In Sec 4, add line (d):

(d) Notwithstanding the above, offerors should be aware that, upon request, the Service releases its concession contracts to the public in full without redaction, including elements incorporated into the concession contract from the selected offeror’s proposal.

Responses to Questions from Interested Parties [Entities]:

Below please find the Service responses to questions regarding the CC-ROMO004-26 Prospectus.

General:

1. Is there a fee for submitting the prospectus?

Service Response: No

Prospectus Inside Cover:

1. Can you confirm that the original hard copy of the “Offeror’s Transmittal Letter” can be mailed to the addresses below:
 - Fed Ex/UPS Address: National Park Service, Interior Regions 6, 7, & 8, Denver Federal Center, Building 50, Attn: Jennifer Parker, Commercial Services, Denver, CO 80225
 - USPS Address: National Park Service Attn: Jennifer Parker P.O Box 25287, Denver, CO 80225

Service Response: The addresses printed on the Prospectus Inside Cover are correct. Offerors may select the desired delivery method and should use the corresponding address to submit the original hard copy of the “Offeror’s Transmittal Letter.”

2. Is the Transmittal Letter simply pulled from the below link and filled out by us:
Link provided: <https://www.nps.gov/subjects/concessions/upload/06-CC-ROMO004-26-Proposal-Package.pdf>

Service Response: Refer to Page 1 of the Proposal Instructions to find detailed instructions on how to submit the “Offeror’s Transmittal Letter.” The letter is provided as Pages 3-5 of the Proposal Package and must be printed and filled out by the Offeror. See above response for details on sending the Letter.

Proposal Instructions:

1. Can you provide additional details on how the prospectus/proposal will be scored.

Service Response: A description of the evaluation process is described in the Commercial Services Guide, Section 5.3 Proposal Evaluation and Selection. That document can be located here: https://www.nps.gov/subjects/concessions/upload/CS-Guide-Final-Ver-3-FINAL-Updated-12-16-21_508.pdf

An Offeror’s response to each of the selection factors is evaluated and scored based on the determined merits of the response to the selection factor and in comparison to the other proposals received for the same contract. An Offeror may receive up to the full point value for each selection factor, as noted in the Proposal Instructions and Proposal Package. The Offeror with the highest cumulative point score is recommended for selection of the award of the contract, which is delegated to the Regional Director.

For this solicitation, as stated in the proposal package, the selection factors will be scored as follows:

Selection Factor	Points Available for CC-ROMO004-26
PSF1	0-5
PSF2 (2a and 2b)	0-5
PSF3	0-5
PSF4	0-5
PSF5	0-4 (in accordance with 36 C.F.R. § 51.16(a), responses receive a score of one for agreeing to the minimum franchise fee contained in the prospectus.)
Total Possible Points:	24

In response to the selection factors, an Offeror may propose commitments beyond the requirements of the Draft Contract. If the Offeror is selected, any commitment included within its proposal may be incorporated into the final contract as an “element of a better offer”. The final Contract, identifying the incorporated commitments, is provided to the successful Offeror to review before signing the Contract. (See Proposal Instructions, Section 11, parts o and p). Offerors should only propose commitments they are prepared to fulfill, should they be awarded the Contract.

Proposal Package:

- 1. For the Business Organization section, do you prefer we use the template provided here or include this information in the body of our proposal:**

Link provided: <https://www.nps.gov/subjects/concessions/upload/06-CC-ROMO004-26-Proposal-Package.pdf>

Service Response: Submit the appropriate Business Organization Information form (NPS Form 10-357A or NPS Form 10-357B, as applicable) ***and*** copies of your organizational documents (e.g., partnership agreement, articles of incorporation, operating agreement) as documents at the end of Principal Selection Factor 3. There are no designated page limits for copies of organizational documents. The Business Organization Information form Page 2 titled “Notices” is informational and is not required to be returned when submitting a complete Page 1 of the NPS Form.