2 pgs

CCR Central Contractor Registration

Advanced Search Information

[redacted]

General Information

Current Registration Status: **Active in CCR; Registration valid until 08/26/2005.**

DUNS:	**927315259**
DUNS PLUS4:	
CAGE/NCAGE Code:	**1HEP3**
Legal Business Name:	**HUTCHINSON GROUP**
Doing Business As (DBA):	
Division Name:	
Division Number	
Company URL:	

Physical Street Address 1:	**41 FOREST CIRCLE**
Physical Street Address 2:	
Physical City:	**NEW ROCHELLE**
Physical State:	**NY**
Physical Zip/Postal Code:	**10804-4223**
Physical Country:	**USA**

Mailing Name:	**HUTCHINSON GROUP**
Mailing Address:	**P.O. BOX 773**
Mailing Address 2:	
Mailing City:	**LARCHMONT**
Mailing State:	**NY**
Mailing Zip/Postal Code:	**10538-0773**
Mailing Country:	**USA**

Business Start Date: **05/01/1995**

Corporate Information

Type of Organization

Sole Proprietorship

Business Types/Grants

21 - Small Business
23 - Minority Owned Business
77 - Service Provider
A2 - Woman Owned Business
A6 - SBA Certified 8A Program Participant
OY - Black American Owned
XX - SBA Certified Hub Zone Firm
VN - Contracts

Goods / Services

North American Industry Classification System (NAICS)

541613 MARKETING CONSULTING SERVICES
541820 PUBLIC RELATIONS AGENCIES

Standard Industrial Classification (SIC)
8742 MANAGEMENT CONSULTING SERVICES
8743 PUBLIC RELATIONS SERVICES

Product Service Codes (PSC)
R708 PUBLIC RELATIONS SERVICES

Federal Supply Classification (FSC)

Points of Contact

Government Business POC Primary

Name:
Address Line 1:
Address Line 2:
City:
State:
Zip/Postal Code:
Country:
U.S. Phone: Ext:
Non-U.S. Phone:
Fax:

Government Business POC Alternate

Name:
Address Line 1:
Address Line 2:
City:
State:
Zip/Postal Code:
Country:
U.S. Phone: Ext:
Non-U.S. Phone:
Fax:

Past Performance POC Primary

Name:
Address Line 1:
Address Line 2:
City:
State:
Zip/Postal Code:
Country:
U.S. Phone: Ext:
Non-U.S. Phone:
Fax:

Past Performance POC Alternate

Name:
Address Line 1:
Address Line 2:
City:
State:
Zip/Postal Code:
Country:
U.S. Phone: Ext:
Non-U.S. Phone:
Fax:

Electronic Business POC Primary

Name: **LORRAINE DOWDEY**
Address Line 1: **271 NORTH AVENUE, SUITE 1105**
Address Line 2:
City: **NEW ROCHELLE**
State: **NY**
Zip/Postal Code: **108015119**
Country: **USA**
U.S. Phone: **(914) 654-0609** Ext:**201**
Non-U.S. Phone:
Fax: **(914) 654-4987**

Electronic Business POC Alternate

Name: **LORRAINE DOWDEY**
Address Line 1: **271 NORTH AVENUE, SUITE**
Address Line 2:
City: **NEW ROCHELLE**
State: **NY**
Zip/Postal Code: **108015119**
Country: **USA**
U.S. Phone: **(914) 654-0609** Ext:**201**
Non-U.S. Phone:
Fax: **(914) 654-4987**

Return to Previous Page
Return to Search Page
Return to the CCR Home Page
Return to the BPN.gov Home Page

The Search function is designed for single inquiries only. For information about products and services for mass inquiries or tailored extracts, access this site: TDP Extracts (excessive usage is monitored).

Note to all users: This is a Federal Government computer system. Use this system constitutes consent to monitoring at all times.

USDA – Forest Service

FS-6500-202 (4/04)

RIF
4p95

FUNDS AVAILABILITY CERTIFICATION WORKSHEET

(For all Procurements $5,000 or more)

TO: FUNDS CONTROL OFFICER			
Name of Requestor	Mike Connor	Phone	651-649-5180
Title	Group Leader	E-mail	mconnor@fs.fed.us
Signature	/s/ Lisa Burban for Mike Connor	Date	8/9/04

DESCRIPTION				
	Item	Service	Grant	Agreement
Check one		x		
Brief Description	Publication design, editing and layout for FIA BWCA publication			

ATTACHMENTS				
	Work Plan	Procurement Request	Grant Proposal	Draft Agreement Operating Plan
Check all applicable		x		

ACCOUNTING DATA			
Job Code	Budget Object Code	Estimated Costs	Organization Code
SPFH15	2540		
Total		$ 12,000 .00	

I certify that funds are available for obligation.

/s/ Terry Gross	Sup Pgm Analyst	8/10/04
Signature	**Title**	**Date**

I certify that the budget object code is correct.

/s/Terry Gross	Sup Pgm Analyst	8/10/04
Signature	**Title**	**Date**

PO Document Number (Attach PO screen print)

cs/

Debra J
Dietzman/NC/USDAFS
09/15/2004 10:49 AM

To Tina A Miller/NC/USDAFS@FSNOTES
cc Barb Winters/NC/USDAFS@FSNOTES, Kelly Kissling/NC/USDAFS@FSNOTES
bcc
Subject Re: Fw: Revised Price

That sounds like a great solution.
Please use FRRE90 for the 2313 portion.

Deb

>>><<<>>><<<>>><<<>>><<<>>><<<>>><<<>>><<<

Debra J.S. Dietzman
Communication Services Group Leader
North Central Research Station
USDA Forest Service
1992 Folwell, St. Paul, MN 55108
651-649-5031, fax 651-649-5256
email: ddietzman@fs.fed.us

Tina A Miller

Tina A Miller
09/15/2004 10:16 AM

To: Debra J Dietzman/NC/USDAFS@FSNOTES
cc: Barb Winters/NC/USDAFS@FSNOTES
Subject: Re: Fw: Revised Price

Hi Deb,
I will need to issue two separate orders for this since funding is coming from 2442 and 2313.
I thinks the easiest way to do this is to issue one order for $ 11,500.00 using the SPFH15 job code for the "Concept development, graphic design and layout 20-pages".

That will leave $3,950.00 to be paid by 2313 funds.
$1,675.00 for materials and $2,275.00 for travel.
What job code do you want me to use for this?

We can ask for copies of the travel bills in order to pay the expenses.
I will add that to the conditions in the purchase order.

Tina Miller
Acquisition Management
USDA Forest Service
North Central Research Station
Ph-651-649-5204 Fx-651-649-5285
tinamiller@fs.fed.us

Debra J Dietzman/NC/USDAFS

Debra J
Dietzman/NC/USDAFS
09/15/2004 08:41 AM

To Tina A Miller/NC/USDAFS@FSNOTES
cc Barb Winters/NC/USDAFS@FSNOTES
Subject Re: Fw: Revised Price

Per discussions with Barb, this looks good. I'm assuming we can ask for verification of costs on the travel expenses.

Deb

>>><><<<><>>><><<<><>>><><<<><>>><><<<><>>><><<<><>>><><<<

Justification for End-of Year Procurement Request

FIA has collected extensive data on the condition of the blowdown area of the Boundary Waters Canoe Area Wilderness. North Central would like to publish this information, in cooperation with Northeastern Area State & Private Forestry, in a non-technical, easily read format during this 5-year anniversary of the storm. In order to complete this publication by December 2004, we need to begin publication design work now so that layout can proceed immediately when the manuscript is available in early September.

Submitted by 8/9/04

Approved by 8/9/04

RIF

HUTCHINSON GROUP
PUBLIC RELATIONS P.O. Box 773, Larchmont, NY 10538 Tel: 914.654.0609 Fax: 914.654.4987 Internet: www.hutchinsongroup-pr.com

PUBLICATION DESIGN & LAYOUT
For
Boundary Waters Canoe Area Wilderness Forest Inventory Data

Proposal

For

USDA Forest Service, North Central Research Station

RFQ #: 2004-CS-14

Contact: Lorraine Dowdey
Tel: (914) 632-8515

Revision Submitted: September 14, 2004

INTRODUCTION:

Hutchinson Group

What distinguishes us? It is a combination of strong industry specializations, entrepreneurial drive, strategic thinking, an exceptional quality program, a talented and motivated pool of professionals, passion for our craft, international reach and above all, a commitment to you -- your competitive edge.

The Hutchinson Group is a full-service independent public relations consulting firm founded in 1995, and is a SBA certified 8(a), woman-owned concern. The firm has wide-ranging media relations, marketing communications, special events, and audiovisual production savvy. The Group's diverse portfolio includes government, corporate, education, architecture, real estate, construction, consumer, health care and non-profit clients. Facets of public relations with which the firm has expertise: from strategy and tactics for positioning and leadership campaigns; from recruitment of foremost public figures for press conferences and special events; to tailored marketing communications material; to informative audio visual productions; to media placement for public awareness. The firm has extensive local, regional, national and international media contacts.

The firm's roster of clients include IKEA North America, Skanska USA Building, Schering-Plough (Dr. Scholl's brand), O'Brien Kreitzberg, DR Pepper/7UP, SUNBURST Communications, the City of New Rochelle, Malibu Rum, Simone's Gallery Ltd, the U.S. Postal Service and Westchester Consumer Empowerment Center, among others.

The firm's principal Lorraine Dowdey has spanned a career in public relations, television and radio news production, government and non-profit public affairs, and magazine journalism. Previously, Lorraine was a senior-level employee at the United States Information Agency, where she promoted the U.S. foreign and domestic policies by advising and guiding international journalists on approaches to important issues. She also conducted programs around the United States for the foreign media on subjects of high Administration priority.

The Hutchinson Group prides itself on the direct involvement of management in each and every account. In addition to top-notch account management, the project staff are experts in their field, boast superior skills, are results-focused and driven to satisfy clients.

The firm's practice specialties include the following:

- Media Outreach
- Publicity Campaigns
- Events and Conference Planning
- Community Relations
- Identity Development
- Marketing Research
- Materials Development
- Writing and Editing
- Promotion Materials
- Videotape and Film Production
- Broadcast / Print Public Service Campaigns
- Advertising
- Graphic Design
- Web Site Design and Maintenance
- Photography
- Spokesperson Media Training
- Policy Development & Analysis

SECTION C – PERFORMANCE WORK STATEMENT

C.1 DESCRIPTION OF SERVICES

"Ahead of yesterday, in step with tomorrow" the Hutchinson Group is ready to create a spectacular design for the Boundary Waters Canoe Area Wilderness Forest Inventory Data Summary to help the USDA Forest Service North Central Research Station shine its light more brightly. This publication design and layout proposal is cost-effective and will address specific needs of the target audience as well as help to strengthen the Station's public perception.

C.2 PERFORMANCE REQUIREMENTS

1. Design Template for Publication

We will keep the target audience in mind when we create the Station's publication, knowing that we only have the first few seconds to capture their attention. A visually appealing and easy to read and understand publication will have multiple uses. We will develop a design to depict a high-energy, vital and relevant organization. Our approach to design is from a branding point of view, even when we're not creating or re-doing a logo. We think it's important to show that we understand consistency.

Our award-winning design team has served the following clients: International Paper, Chris Weber brand for Nike, internet and software providers Blue Fish Development Group, information technology recruiters ISspring 41T, Paul Speery a London Fog brand, the St. Louis Rams national football league and SmithKline Beecham Pharmaceuticals, among others.

We will develop three cover designs for your approval. Each page will be designed to compliment and play-off the cover page design theme.

3. Final Camera-ready Publication

We will follow the USDA Visual Information Standards guidelines to produce a final camera-ready publication as follows:

- Printed out on one side of white paper, including folio and photo marks for the printer.
- One electrostatic-type facsimile (Xerox or equivalent) of final camera-ready copy.
- Electronic files for the printer, consisting of page layout file, graphic files and fonts submitted on a 3.5 computer disk, Iomega products (ZIP or Jaz) or a recordable CD.

C.3 Delivery Requirements

Preliminary Design and Layout Schedule

Activity	W/O
Hold initial design briefing	9/20
Develop draft cover design	9/20
*Conduct cover design presentation to client	10/4
Submit final design template to client	10/18
Receive manuscript from client	10/18
Manuscript design and layout	10/25
Submit manuscript design and layout for review	11/8
Receive feedback on manuscript design and layout	11/15
Deliver camera-ready document to client	by 11/30

C.4 Products

The final project submitted for your approval will be visually appealing with a design portraying a high-energy, vital and relevant organization:

1. Cover design and 20-interior page template for the completed publication.
2. Final document ready for printing.

KEY PERSONNEL

Lorraine Dowdey, Principal

Lorraine's career has spanned magazine journalism, television and radio news as well as the government and non-profit sectors. She is a professional counselor with a solid background in public relations/public affairs and marketing communications. Her expertise includes work with government agencies, leading corporations, the healthcare industry and non-profit organizations. Extensive media experience derives from news and public affairs positions with

Sylvia de Martino, Graphic Designer
Develop branding and marketing concepts, execute and produce marketing materials, publications, brand identities, annual reports, corporate collateral materials, ads and web sites. Meet budgetary and deadline requirements.

The following projects are included in Sylvia's portfolio:

- Ministers and Missionaries Benefit Board (MMBB) – Conceived, designed and produced annual report, which effectively announced new Executive Director's vision of transforming Board into world-class financial organization. MMBB manages and provides pensions and benefits for American Baptist Church employees, with net assets of approximately $3 billion.

- NYU Medical Center and NYU School of Medicine – Ongoing implementation of brand identity through design and production of cohesive fundraising materials. Successfully launched a new identity program for NYU School of Medicine Alumni Relations, increasing awareness of school activities through regular mailings and events. Increased giving over first six months by 20%. Introduced new fundraising mechanism via donor annual report, expected to increase number of donations to ongoing $750 million capital campaign.

- Johnson+Johnson – Creative half of designer-writer consulting team, conceived visual treatment and organization of newly launched Johnson's Baby Bedtime Guide.

- Hopfer School of Nursing – Conceived and produced new identity system and materials for nursing school with dwindling enrollment. New identity materials tripled number of applicants.

Ruder Finn Public Relations, New York, NY
Vice President and Art Director, Ruder Finn, Inc., 1/90–1/95

Art directed public relations agency design group. Position involved creative development, concept presentation, project and budget management, scheduling, purchasing, hiring and supervising staff of 12+, which included designers, print production manager and administrative personnel. Created [illegible]

Supervised the following Ruder Finn design projects:

Citibank – Conceived and produced consumer banking materials which solved informational design challenges while implementing pre-existing brand identity; created consumer money-management campaigns that brought brand awareness into niche consumer markets such as women, college students and newlyweds.

- Sandoz - Art directed design of annual report that faced challenge of reporting to shareholders on corporation's diverse market segments. Devised overall look that united segments visually, while respecting individual informational needs of each business area.

- International Paper – Conceived and oversaw production of consumer awareness campaign highlighting corporation's responsibility to the environment. Project scope included creation of educational materials directed to public, delivered via public relations venues.

Platinum Design, New York, NY
Consulting Art Director, 6/88–1/90

Art directed and project-managed corporate collateral and benefits packages for clients such as Pfizer, and media kits and advertorial sections for national consumer magazines such as *Business Week* and *Time*.

(b)(6)
WIP 1pg

Arnold Saks Associates, New York, NY
Consulting Art Director, 11/87–6/88

Art directed and managed design and production of annual reports and corporate collateral for clients such as Goldman Sachs and Avon.

EDUCATION

[redacted]

BFA in Communications Design, 1983

PROFESSIONAL AWARDS

- Art Direction Magazine Creativity Awards
- The American Corporate Identity Award
- Astrid Awards

TEACHING CREDITS

Parsons School of Design, 1993–1995. Developed and taught courses in Corporate Identity

[redacted]

R 1F

PRICE PROPOSAL

Concept development, graphic design and layout 20-pages.....$11,500.00

Materials.....$ 1,675.00

Travel.....$ 2,275.00

Total Project Cost.....$15,450.00

This budget includes two rounds of design revisions. It does not include photography or printing costs.

REFERENCES

Dr. John Jacoby
Metro+Med
466 Main Street
New Rochelle, NY 10801
(914) 633-1020
Project: Provide public relations, marketing and event planning services. (The work includes graphic design, writing and editing.)

Dan MacNamee
O'Brien Kreitzberg

Westchester County Airport
White Plains, NY 10604
(914) 684-0126
Project: Plan and implement public education and marketing campaign to get voter approval for a $21 million school construction bond issue for the Port Chester/Rye Public Schools (results: bond unanimously approved) (The work includes graphic design, writing and editing.)

Bill Powers
(Former) Communications & Marketing Manager
City of New Rochelle
515 North Avenue
New Rochelle, NY
(914) 378-4533
Project: Provide public relations and marketing services, which included design, writing and editing to plan, implement and promote summer/fall concert series in coordination with the city's department of Parks & Recreation.

10 pgs

REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)

THIS RFQ [X] IS [ ] IS NOT A SMALL BUSINESS SET- ASIDE

PAGE 1 OF PAGES 10

1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT.DEF. UNDER BDSA REG. 2 ☐ AND/OR DMS REG. 1	RATING
1	08/27/04	2004-CS-14		

5a. ISSUED BY
USDA Forest Service, North Central Research Station
1992 Folwell Ave.
St. Paul, MN. 55108

6. DELIVER BY (*Date*)
11/30/04

5b. FOR INFORMATION CALL (NO COLLECT CALLS)

NAME	TELEPHONE NUMBER	
	AREA CODE	NUMBER
Tina Miller tinamiller@fs.fed.us	651 Fax 651-	649-5204 649-5285

7. DELIVERY [ ] FOB DESTINATION [ ] OTHER (See Schedule)

9. DESTINATION
a. NAME OF CONSIGNEE
Same as Block 5a.
b. STREET ADDRESS
c. CITY
d. STATE
e. ZIP CODE

8. TO:

a. NAME	b. COMPANY	c. STREET ADDRESS	d. CITY	e. STATE	f. ZIP CODE
Lorraine Dowdey	Hutchinson Group	41 Forest Circle	New Rochelle	NY	10538

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A OR 5B ON OR BEFORE CLOSE OF BUSINESS
09/03/04

IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in BLOCK 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	**Publication Design, Editing, and Layout for Boundary Waters Canoe Area Wilderness Forest Inventory Data Summary.** **Technical Contact:** **Barb Winters 651-649-5278** **bwinters@fs.fed.us**	1	Job		

12. DISCOUNT FOR PROMPT PAYMENT ☐	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS	c. 30 CALENDAR DAYS	d. CALENDAR DAYS NUMBER	PERCENTAGE

NOTE: Additional provisions and representations [ ] are [X] are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15. DATE OF QUOTATION
a. NAME OF QUOTER				
b. STREET ADDRESS			16. SIGNER	
			a. NAME (Type or print)	b. TELEPHONE AREA CODE
c. COUNTY				
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or Print)	NUMBER

PART I—THE SCHEDULE

SECTION B-- SERVICES AND PRICES/COSTS

B.1 SCOPE OF CONTRACT

Publication design, editing and layout for "Boundary Waters Canoe Area Wilderness Forest Inventory Data Summary".

The North Central Research Station, one of eight research units of the USDA Forest Service, has been a leader for natural resource research in the Midwest since the station's founding in 1923. Its 250 employees work out of field locations in Minnesota, Michigan, Wisconsin, Illinois, Indiana, and Missouri and the headquarters in St. Paul, Minnesota. Research centers on riparian landscapes, forest productivity, and landscape change.

The Northeastern Area of State and Private Forestry provides landowners in 20 northeastern states with funding and expertise to assist them in preserving the health and long-term sustainability of their lands.

B.2 PRICE SCHEDULE

Work Item	Item/Description	Quantity	Price
1	**Design Template for Publication**	**Jb**	
2	**Manuscript Editing**	**Jb**	
3	**Final Camera-Ready Publication**	**Jb**	
4	**Consultation**	**Meetings**	

Proposal should include costs for consultation, design, and materials.

SECTION C—PERFORMANCE WORK STATEMENT

C.1 DESCRIPTION OF SERVICES

This requirement is a performance based service. Contractor shall furnish all personnel, materials, equipment and supplies necessary to produce electronic formatting and page layout of the text and graphics for the publication "Boundary Waters Canoe Area Wilderness Forest Inventory Data Summary (BWCAW)".

The North Central Research Station and the Northeastern Area are collaborating to deliver the latest information about the forests in the Boundary Waters Canoe Area Wilderness to non-technical audiences. The expected outcome of this project is a 20-page document describing the current conditions and future trends of the forest lands within the Boundary Waters Canoe Area Wilderness (BWCAW) in northern Minnesota. The primary audiences for the document are Midwest natural resource managers, planners, decision makers, and general taxpayers. The document will provide, via text, photos, and graphs, an engaging portrait of how these well-loved and well-used forests have changed since the blowdown event of July 1999.

The design of this publication is governed by the U.S. Department of Agriculture Visual Information Standards. The manual specifies cover style, typography and page layout for all publications issued by USDA agencies. Editorial content of the publication must conform to the Government Printing Office (GPO) Style Manual.

C.2 Performance Requirements

Three products are expected from this contract. All must be supplied to the Forest Service in hard copy and electronic format.

1. Design template for publication

Based on a publication outline provided by the Forest Service, the expected product is a cover design and interior page template for the completed publication.

The final template will include five parts

- A preliminary design for publication covers that includes the USDA logo and identifier strip, the Forest Service shield and identifier strip, the publication title, Author names, and publication number.
- A sample cover illustration

- A template for interior text pages that specifies recommended typography, page margins, column size and placement, heading style, body copy style, and placement of tables and figures.
- A sample table layout
- A sample figure layout

The preliminary designs produced here will be the basis for the final publication.

2. Manuscript Editing

The expected product is a double-spaced typed manuscript that reflects the editor's work and is prepared as described:

- The manuscript may include minor and infrequent editor's marks that indicate additional corrections made after the Contractor's typed manuscript was prepared.
- The manuscript shall be suitable for reading and technical review by the Forest Service authors or management staff, who are NOT trained or knowledgeable in editorial marking.
- The typed manuscript shall be reviewed and corrected by the Contractor's quality control personnel prior to delivery.

The editing process includes revising and reorganizing text to improve readability and precision and correcting spelling, grammar, punctuation, and style. Editing may also include developing abstracts, indexes, tables, captions, references, and citations and footnotes. Editing shall be performed to—

- Develop material in a format consistent with approved outline and style as shown in guides and instructions;
- Segment subject matter to present related data within sections and subsections and to avoid overlapping and duplication.
- Make contents, lists, appendices, indexes, and other data consistent with text, guides, and with continuity so that work appears to be that of one person.
- Eliminate use of passive construction and, wherever possible, use the active present construction.
- Maintain consistency in use of subjunctive construction.
- Ensure accuracy in grammar, punctuation, and spelling.
- Check completeness, accuracy, consistency, and format of tables, bibliographies, references, and footnotes.
- Eliminate wordiness and reviewing the content for logic.
- Ensure manuscript adheres to GPO style.
- Ensure that acronyms are defined on first use and used consistently throughout the manuscript.
- Check construction of verbs, nouns, etc., for parallel construction, consistency, and correct style.
- Query, as appropriate, external text references to Forest Service publications and directi

- Electronic files for the printer, consisting of page layout file, graphic files, and fonts submitted on 3.5" floppies, Iomega products (ZIP or jaz), or Recordable CD.

The layout will follow the guidelines identified in the USDA Visual Information Standards plus design guides developed for North Central Research Station.

All work performed under this procurement shall be in accordance with the current and applicable Government Printing and Binding regulations published by the Joint Committee on Printing, Congress of the United States, as that document may be amended by the Congress or the Public Printer; and as the constraints of that document are pertinent to the performance of work under this contract.

C.3 Delivery Requirements

Due dates of the following will be established between the contractor and Forest Service Representative.

1. Hold initial design briefing
2. Submit draft design template (contractor)
3. Hold meeting for comments on draft design
4. Submit final design template (contractor)
5. Deliver reviewed final manuscript for editing (FS)
6. Return edited manuscript for author review (contractor)
7. Deliver final manuscript with photos and illustrations for page layout and formatting.
8. Deliver formatted document for printing - November 30

C.4 Products:

1. Cover design and interior page template for the completed publication.
2. Double spaced typed manuscript.
3. Final document ready for printing.

PERFORMANCE REQUIREMENTS SUMMARY

PERFORMANCE STANDARD

Unacceptable Performance:

1. The service is not completed or the product is not delivered within the specified time;
2. The service is poorly carried out such that the Contracting Officer's Representative must intervene;
3. The product is of poor quality, lacks structure, fails to meet the Acceptable Quality Level, or requires substantial revisions;

Acceptable Performance:

1. The service is completed on time, or the product is delivered on time;
2. The service is in compliance, focused, and completed to the satisfaction of the Forest Service Representative;
3. The product is of generally good quality, requiring very limited revision or no revision.

NON-COMPLIANCE OF ACCEPTABLE PERFORMANCE STANDARD

If required documents and information are not in compliance with stated performance standard and delivered on time, no payment will be made until the contractor reworks the product to the acceptable performance standard.

Method of Surveillance

The Forest Service Representative periodically reviews the development and improvements on the simulation project to assess compliance, focus, and on-time delivery.

CONTRACT CLAUSES

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):
www.arnet.gov/far/
www.usda.gov/procurement/policy/agar.html

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.209-6	Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (JUL1995)
52.215-8	Order of Precedence--Uniform Contract Format (OCT 1997)
52.219-6	Notice of Total Small Business Set-Aside (JUN 2003)
52.222-3	Convict Labor (JUN 2003)
52.222-21	Prohibition of Segregated Facilities (FEB 1999)
52.222-26	Equal Opportunity (APR 2002)
52.222-35	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans (DEC 2001) *(Applicable if contract exceeds $25,000)*
52.222-36	Affirmative Action for Workers with Disabilities (JUN 1998) *(Applicable if contract exceeds $10,000)*
52.222-37	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans (DEC 2001) *(Applicable if contract exceeds $25,000)*
52.222-41	Service Contract Act of 1965, as Amended (MAY 1989)
52.223-5	Pollution Prevention and Right-to-Know Information (AUG 2003)
52.223-6	Drug-Free Workplace (MAY 2001) *(Applicable if contract is awarded to an individual)*
52.225-13	Restrictions on Certain Foreign Purchases (DEC 2003)
52.232-1	Payments (APR 84)
52.232-8	Discounts for Prompt Payment (FEB 2002)
52.232-11	Extras (APR 1984)
52.232-23	Assignment of Claims (JAN 1986)
52.232-25	Prompt Payment (OCT 2003)
52.232-33	Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003)
52.233-1	Disputes (JULY 2002)
52.233-3	Protest After Award (AUG 1996)
52.237-2	Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
52.243-1	Changes--Fixed-Price (AUG 1987)--Alternate I (APR 1984)
52.245-1	Property Records (APR 1984)
52.245-4	Government-Furnished Property (Short Form) (JUN 2003)
52.249-1	Termination for Convenience of the Government (Fixed-Price) (Short From) (APR 1984)
52.249-8	Default (Fixed-Price Supply and Service) (APR 1984)
52.253-1	Computer Generated Forms (JAN 1991)

AGRICULTURE ACQUISITION REGULATION (48 CFR CHAPTER 4) CLAUSES

452.237-70 Loss, Damage, Destruction or Repair (FEB 1988)
452.237-75 Restrictions Against Disclosure (FEB 1988)

52.204-7 Central Contractor Registration (Oct 2003)

(a) Definitions. As used in this clause-

"Central Contractor Registration (CCR) database" means the primary Government repository for Contractor information required for the conduct of business with the Government.

"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same parent concern.

"Registered in the CCR database" means that-

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database; and

(2) The Government has validated all mandatory data fields and has marked the record "Active".

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number-

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at *http://www.dnb.com*; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and Zip Code.

(iv) Company Mailing Address, City, State and Zip Code (if separate from physical).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.
(ix) Line of business (industry).
(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g) (1) (i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the

FAR 52.222-42 Statement of Equivalent Rates for Federal Hires (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only:
It Is Not A Wage Determination.

Employee Class	Monetary Wage--Fringe Benefits
GS-11	$21.15 Per Hour

FAR 52.244-6 Subcontracts for Commercial Items (MAY 2004)

(a) *Definitions.* As used in this clause-
"Commercial item" has the meaning contained in Federal Acquisition Regulation 2.202-1, Definitions.
"Subcontract" includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.
(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.
(c)(1) The following clauses shall be flowed down to subcontracts for commercial items:
(i) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds $500,000 ($1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.
(ii) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).
(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212(a)).
(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).
(v) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631) (flow down required in accordance with paragraph (d) of FAR 52.247-64).
(2) While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.
(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

RIF
8pgs

United States Department of Agriculture

INVOICE-RECEIPT CERTIFICATION

(See Completion Instructions on Reverse)

1. Purchase Order Number	2. Type of Shipment	3. Date Goods Rcvd/Accepted/ Service Period End Date			4. Date Invoice Received		
43-63PX-4-0310	☒ PARTIAL ☐ COMPLETE	MONTH 10	DAY 8	YEAR 04	MONTH 10	DAY 8	YEAR 04
5. Vendor Invoice No: 3124	6. Vendor Name: HUTCHINSON GROUP			VID: 134196970 A			

I certify the items billed were received, inspected, and accepted as complying with this order except as noted below. Bill amounts are to charged to corresponding line items on purchase order as follows:

Hutchinson Group

P.O. Box 773
Larchmont, NY 10538
(914) 632-8515

Invoice

DATE	INVOICE #
10/8/2004	3124

RECEIVED
OCT 08 2004

BILL TO

Debra Dietzman
USDA Forest Service
North Central Research Station
1992 Folwell St.
St. Paul, MN 55108

Federal I.D.#	TERMS
13-4196970	Due on receipt

DESCRIPTION	RATE	AMOUNT
Professional Services (P.O.# 43-63PX-4-0310):	3,000.00	3,000.00
BWCA publication graphic design concept development: project briefing; initial research on project history and background; begin initial design direction on the first of three design themes.		
Total of 15 hours worked from 9/20, 9/29 - 10/8		

Rec'd
Barbara J. Winter
10/15/04

We appreciate your prompt payment.

Total $3,000.00

Print Close Help

General Information

Award Type:	Purchase Order					
Award Status:	Final					
			Agy	PIID	Mod No	Trans No
Prepared By:	TINAMILLER@FS.FED.US	Award ID:	12C2	AG63PX4363PX40310	0	0
Prepared Date:	09/27/2004 09:02:42	Referenced IDV ID:				
Last Modified By:	TINAMILLER@FS.FED.US	Reason For Modification:	PLEASE SELECT BY CLICKING THE (...) BUTT			
Last Modified Date:	09/27/2004 09:02:53	Solicitation ID:				

Dates

Date Signed:	09/16/2004
Effective Date:	09/16/2004
Completion Date:	06/30/2005
Est. Ultimate Completion Date:	

Amounts

Action Obligation:	$11,500.00
Base And Exercised Options Value:	$11,500.00
Base And All Options Value:	$11,500.00
Fee Paid for Use of IDV:	$0.00

Purchaser Information

Contracting Office Agency ID:	12C2	Contracting Office Agency Name:	FOREST SERVICE
Contracting Office ID:	63PX	Contracting Office Name:	FOREST SERVICE
Funding Agency ID:		Funding Agency Name:	
Funding Office ID:		Funding Office Name:	
Funded By Foreign Entity:	■	Reason For Inter-Agency Contracting:	Select One

Contractor Information

CCR Exception:	PLEASE SELECT CCR EXCEPTION BY CLICKING THE ELLIPSIS (...) BUTTON
Name:	HUTCHINSON GROUP
DBAN:	
Street:	41 FOREST CIRCLE
Street2:	
City:	NEW ROCHELLE
State:	NY
Zip:	108044223
Country:	UNITED STATES
Phone:	
Fax No:	
DUNS No:	9273152590000

Socio Economic Data

■ Veteran Owned	■ Asian Pacific	■ Tribal Government
■ 8(a) Firm	■ Service Disabled Vet	■ Black Owned
■ Hub Zone	■ Local Government	■ Native American
■ SDB	■ Minority Institution	■ Asian Indian
■ Sheltered Workshop	■ American Indian	■ Non-Profit Organization
■ HBCU	■ State Government	■ Hispanic Owned
■ Educational Institution	■ Federal Government	■ Emerging Small
■ Women Owned	■ Minority Owned Business	

Organization Type	Number of Employees	Annual Revenue
	1	$100,000

Contract Data

Type of Contract:	Fixed Price
Multi Year Contract:	■
Major Program:	
Cost Or Pricing Data:	Select One
Purchase Card Used As	

11/5/04

Purchase order 43-63PX-4-0310 is in reject status, GD 2442 04308A122.
On September 21, 2004 I issued two purchase orders to The Hutchinson Group (43-63PX-4-0310 and 43-63PX-4-0311). The orders were for one service, however I had to separate the service into two purchase orders because the Budget Org on one is from 2313 and the other Budget Org is 2442. We cannot issue one order using job codes from two different Budget Org's.

I sent an invoice to NFC Purch for payment on 10/26/04. When I checked the status on the payment there was no purchase order 43-63PX-4-0310.
For some reason PO 43-63PX-4-0311 was there and 43-63PX-4-0310 is not.
It was the end of the fiscal year when I transmitted the PO's and the hurricanes were occurring at that time so who knows what happened.

I called Terry Gross on 11/01/04 and explained the situation.
Terry instructed me to retransmit purchase order 43-63PX-4-0310. I transmitted the PO 11/01/04 and of course it rejected because it is using FY 04 funds. The error is an overridable error (SC150 and SC180), on 11/05/04 Terry requested that Adelle Jorgenson approve the reject in Susf.

T. Miller
11/5/04

United States Department of Agriculture

INVOICE-RECEIPT CERTIFICATION

(See Completion Instructions on Reverse)

1. Purchase Order Number	2. Type of Shipment	3. Date Goods Rcvd/Accepted/ Service Period End Date			4. Date Invoice Received		
		MONTH	DAY	YEAR	MONTH	DAY	YEAR
43-63PX-4-0310	☒ PARTIAL ☐ COMPLETE	11	08	2004	11	08	2004

5. Vendor Invoice No:	6. Vendor Name:	
3153	HUTCHINSON GROUP	VID: 134196970 A

I certify the items billed were received, inspected, and accepted as complying with this order except as noted below. Bill amounts are to charged to corresponding line items on purchase order as follows:

7. P.O. Line Item No.	8. Description	9. Quantity/ Unit Issue	10. Dollar Amount	7. P.O. Line Item No.	8. Description	9. Qty./ Unit Issue	10. Dollar Amount
1	DESIGN SERVICES	1/JB	5000.00				

+ Non - Merchandise Charge	11	
+ Freight	12	
+ Federal Excise Tax	13	
+ State and Local Tax	14	
Sub-Total	15	**5000.00**
- Trade-in	16	
- Discount	17	
- Credit	18	
Total	19 $	**5000.00**

20. Receipt Exception

25. Attach invoice(s) and mail to: (*Use of Window Envelope is Optional*)

U.S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
P.O. Box 60075
New Orleans, Louisiana 70160

AUTHORIZED OFFICIAL

21. Address
1992 FOLWELL AVE, ST. PAUL, MN. 55108

22. Signature TINA MILLER

23. Date	24. Phone (Area Code and Number)		
11/26/04	(651) 649 - 5204	FTS>	
		COMM>	X

FORM AD 838-B USDA (Revised 6/01)

Hutchinson Group

P.O. Box 773
Larchmont, NY 10538
(914) 632-8515

Invoice

DATE	INVOICE #
10/25/2004	3153

BILL TO

Dennis Dietzman
USDA Forest Service
North Central Research Station
1992 Folwell St.
St. Paul, MN 55108

United States Department of Agriculture

INVOICE-RECEIPT CERTIFICATION

(See Completion Instructions on Reverse)

1. Purchase Order Number	2. Type of Shipment	3. Date Goods Rcvd/Accepted/ Service Period End Date			4. Date Invoice Received		
43-63PX-4-0310	☒ PARTIAL ☐ COMPLETE	MONTH	DAY	YEAR	MONTH	DAY	YEAR
		12	16	2004	12	29	2004

5. Vendor Invoice No:	6. Vendor Name:
3597	HUTCHINSON GROUP VID: 134196970 A

I certify the items billed were received, inspected, and accepted as complying with this order except as noted below. Bill amounts are to charged to corresponding line items on purchase order as follows:

7. P.O. Line Item No.	8. Description	9. Quantity/ Unit Issue	10. Dollar Amount	7. P.O. Line Item No.	8. Description	9. Qty./ Unit Issue	10. Dollar Amount
1	SERVICES	1/JB	1400.00				

+ Non - Merchandise Charge	11	
+ Freight	12	
+ Federal Excise Tax	13	
+ State and Local Tax	14	
Sub-Total	15	1400.00
- Trade-in	16	
- Discount	17	
- Credit	18	
Total	19	$ 1400.00

20. Receipt Exception

25. Attach invoice(s) and mail to: *(Use of Window Envelope is Optional)*

U.S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
P.O. Box 60075
New Orleans, Louisiana 70160

AUTHORIZED OFFICIAL

21. Address
1992 FOLWELL AVE, ST. PAUL, MN. 55108

22. Signature *TINA MILLER*

23. Date	24. Phone (Area Code and Number)		
1/7/05	(651) 649 - 5204	FTS>	
		COMM >	X

FORM AD 838-B USDA (Revised 6/01)

Hutchinson Group

P.O. Box 773
Larchmont, NY 10538
(914) 632-8515

Invoice

DATE	INVOICE #
12/16/2004	3597

BILL TO
Debra Dietzman USDA Forest Service North Central Research Station

Federal I.D.#	TERMS
13-4196970	Due on receipt

DESCRIPTION	RATE	AMOUNT
Professional Services: (PO# 43-63PX-4-0310)	1,400.00	[illegible]

RIF
5pgs

Debra J
Dietzman/NC/USDAFS
09/15/2004 10:49 AM

To Tina A Miller/NC/USDAFS@FSNOTES
cc Barb Winters/NC/USDAFS@FSNOTES, Kelly Kissling/NC/USDAFS@FSNOTES
bcc
Subject Re: Fw: Revised Price

That sounds like a great solution.
Please use FRRE90 for the 2313 portion.

Deb

>>><><<<>>><><<<>>><><<<>>><><<<>>><><<<>>><><<<

Debra J.S. Dietzman
Communication Services Group Leader
North Central Research Station
USDA Forest Service
1992 Folwell, St. Paul, MN 55108
651-649-5031, fax 651-649-5256
email: ddietzman@fs.fed.us

Tina A Miller

Tina A Miller
09/15/2004 10:16 AM

To: Debra J Dietzman/NC/USDAFS@FSNOTES
cc: Barb Winters/NC/USDAFS@FSNOTES
Subject: Re: Fw: Revised Price

Hi Deb,
I will need to issue two separate orders for this since funding is coming from 2442 and 2313.
I thinks the easiest way to do this is to issue one order for $ 11,500.00 using the SPFH15 job code for the "Concept development, graphic design and layout 20-pages".

That will leave $3,950.00 to be paid by 2313 funds.
$1,675.00 for materials and $2,275.00 for travel.
What job code do you want me to use for this?

We can ask for copies of the travel bills in order to pay the expenses.
I will add that to the conditions in the purchase order.

Tina Miller
Acquisition Management
USDA Forest Service
North Central Research Station
Ph-651-649-5204 Fx-651-649-5285
tinamiller@fs.fed.us

Debra J Dietzman/NC/USDAFS

Debra J
Dietzman/NC/USDAFS
09/15/2004 08:41 AM

To Tina A Miller/NC/USDAFS@FSNOTES
cc Barb Winters/NC/USDAFS@FSNOTES
Subject Re: Fw: Revised Price

Per discussions with Barb, this looks good. I'm assuming we can ask for verification of costs on the travel expenses.

Deb

>>><><<<>>><><<<>>><><<<>>><><<<>>><><<<>>><><<<

Debra J.S. Dietzman
Communication Services Group Leader
North Central Research Station
USDA Forest Service
1992 Folwell, St. Paul, MN 55108
651-649-5031, fax 651-649-5256
email: ddietzman@fs.fed.us

FUNDS AVAILABILITY CERTIFICATION WORKSHEET

(For all Procurements $5,000 or more)

TO: FUNDS CONTROL OFFICER			
Name of Requestor	Debra Dietzman	Phone	651-649-5031
Title	Group Leader, Communication Services	E-mail	ddietzman@fs.fed.us
Signature	/s/Debra J.S. Dietzman	Date	

[redacted]

DESCRIPTION				
	Item	Service	Grant	Agreement
Check one:		X		
Brief Description	Cover design, internal format and publication layout of BWCAW Inventory results			

ATTACHMENTS				
	Work Plan	Procurement Request	Grant Proposal	Draft Agreement Operating Plan
Check all applicable		X		

ACCOUNTING DATA			
Job Code	Budget Object Code	Estimated Costs	Organization Code
FRRE9004	2500	$13,950	
Total		$ 13950.00	

CCR Central Contractor Registration

Advanced Search Information

[redacted]

General Information

Current Registration Status: **Active in CCR; Registration valid until 08/26/2005.**

DUNS:	**927315259**
DUNS PLUS4:	
CAGE/NCAGE Code:	**1HEP3**
Legal Business Name:	**HUTCHINSON GROUP**
Doing Business As (DBA):	
Division Name:	
Division Number	
Company URL:	

Physical Street Address 1:	**41 FOREST CIRCLE**
Physical Street Address 2:	
Physical City:	**NEW ROCHELLE**
Physical State:	**NY**
Physical Zip/Postal Code:	**10804-4223**
Physical Country:	**USA**

Mailing Name:	**HUTCHINSON GROUP**
Mailing Address:	**P.O. BOX 773**
Mailing Address 2:	
Mailing City:	**LARCHMONT**
Mailing State:	**NY**
Mailing Zip/Postal Code:	**10538-0773**
Mailing Country:	**USA**

Business Start Date: **05/01/1995**

Corporate Information

Type of Organization

Sole Proprietorship

Business Types/Grants

21 - Small Business
23 - Minority Owned Business
77 - Service Provider
A2 - Woman Owned Business
A6 - SBA Certified 8A Program Participant
OY - Black American Owned
XX - SBA Certified Hub Zone Firm
VN - Contracts

Goods / Services

North American Industry Classification System (NAICS)

541613 MARKETING CONSULTING SERVICES
541820 PUBLIC RELATIONS AGENCIES

Standard Industrial Classification (SIC)

8742 MANAGEMENT CONSULTING SERVICES
8743 PUBLIC RELATIONS SERVICES

Product Service Codes (PSC)

R708 PUBLIC RELATIONS SERVICES

Federal Supply Classification (FSC)

Points of Contact

Government Business POC Primary

Name:
Address Line 1:
Address Line 2:
City:
State:
Zip/Postal Code:
Country:
U.S. Phone: Ext:
Non-U.S. Phone:
Fax:

Government Business POC Alternate

Name:
Address Line 1:
Address Line 2:
City:
State:
Zip/Postal Code:
Country:
U.S. Phone: Ext:
Non-U.S. Phone:
Fax:

Past Performance POC Primary

Name:
Address Line 1:
Address Line 2:
City:
State:
Zip/Postal Code:
Country:
U.S. Phone: Ext:
Non-U.S. Phone:
Fax:

Past Performance POC Alternate

Name:
Address Line 1:
Address Line 2:
City:
State:
Zip/Postal Code:
Country:
U.S. Phone: Ext:
Non-U.S. Phone:
Fax:

Electronic Business POC Primary

Name: **LORRAINE DOWDEY**
Address Line 1: **271 NORTH AVENUE, SUITE 1105**

Electronic Business POC Alternate

Name: **LORRAINE DOWDEY**
Address Line 1: **271 NORTH AVENUE, SUITE**

RIF

REQUEST FOR QUOTATION *(THIS IS NOT AN ORDER)*		THIS RFQ ☒ IS ☐ IS NOT A SMALL BUSINESS SET- ASIDE		PAGE 1 OF PAGES 10 4pgs
1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. RATING	

PART I—THE SCHEDULE

SECTION B-- SERVICES AND PRICES/COSTS

B.1 SCOPE OF CONTRACT

Publication design, editing and layout for "Boundary Waters Canoe Area Wilderness Forest Inventory Data Summary".

The North Central Research Station, one of eight research units of the USDA Forest Service, has been a leader for natural resource research in the Midwest since the station's founding in 1923. Its 250 employees work out of field locations in Minnesota, Michigan, Wisconsin, Illinois, Indiana, and Missouri and the headquarters in St. Paul, Minnesota. Research centers on riparian landscapes, forest productivity, and landscape change.

The Northeastern Area of State and Private Forestry provides landowners in 20 northeastern states with funding and expertise to assist them in preserving the health and long-term sustainability of their lands.

B.2 PRICE SCHEDULE

Work Item	Item/Description	Quantity	Price
1	**Design Template for Publication**	**Jb**	
2	**Manuscript Editing**	**Jb**	
3	**Final Camera-Ready Publication**	**Jb**	
4	**Consultation**	**Meetings**	

Proposal should include costs for consultation, design, and materials.

Print Close Help

General Information

Award Type:	Purchase Order					
Award Status:	Final					
			Agy	*PIID*	*Mod No*	*Trans No*
Prepared By:	TINAMILLER@FS.FED.US	Award ID:	12C2	AG63PX4363PX40311	0	0
Prepared Date:	09/27/2004 08:58:21	Referenced IDV ID:				
		Reason For Modification:	PLEASE SELECT BY CLICKING THE (...) BUTT			
Last Modified By:	TINAMILLER@FS.FED.US	Solicitation ID:				
Last Modified Date:	09/27/2004 08:58:36					

Dates

Date Signed:	09/16/2004
Effective Date:	09/16/2004
Completion Date:	06/30/2005
Est. Ultimate Completion Date:	

Amounts

Action Obligation:	$13,950.00
Base And Exercised Options Value:	$13,950.00
Base And All Options Value:	$13,950.00
Fee Paid for Use of IDV:	$0.00

Purchaser Information

Contracting Office Agency ID:	12C2	Contracting Office Agency Name:	FOREST SERVICE
Contracting Office ID:	63PX	Contracting Office Name:	FOREST SERVICE
Funding Agency ID:		Funding Agency Name:	
Funding Office ID:		Funding Office Name:	
Funded By Foreign Entity:		Reason For Inter-Agency Contracting:	Select One

Contractor Information **Socio Economic Data**

Payment Method:

Letter Contract:

Performance Based Service Contract: This is a contract for services and 80% or more of the requirement is specified as a performance re

Contingency Humanitarian Peacekeeping Operation: Select One

Contract Financing: Select One

Cost Accounting Standards Clause:

Number Of Actions: 1

Legislative Mandates

Clinger Cohen Act:

Service Contract Act:

Walsh-Healey Act:

Davis Bacon Act:

Principal Place of Performance

Principal Place Of Performance Code (State, Location, Country): MN 35738 US

Principal Place Of Performance Name: LAUDERDALE

Congressional District Place Of Performance:

Congressional District Contractor:

Product Or Service Information

Product/Service Code: R708 **Description:** PUBLIC RELATIONS SERVICES

Principal NAICS Code: 541820 **Description:** PUBLIC RELATIONS AGENCIES

Bundled Requirements: Select One

System Equipment Code: Select One

Country of Origin: US UNITED STATES

Place of Manufacture: Select One

Use Of Recovered Material: Select One

InfoTech Commercial Item Category: Select One

Claimant Program Code: Select One

Sea Transportation: Select One

GFE/GFP Provided Under This Action:

Use Of EPA Designated Products: Select One

Description Of Requirement: *(4000 characters)*

Publication design, editing, and layout services.

Competition Info

Competitive Procedures / Reason Not Competed: AUTHORIZED BY STATUTE AND NOT LISTED ABOVE

Number Of Offers Received: 1

Pre Award FBO Synopsis:

Small Business Competitiveness Demonstration Program:

SBA/OFPP Synopsis Waiver Pilot:

Commercial Item Test Program:

Alternative Advertising:

Commercial Item Acquisition Procedures:

A76 Action:

Preference Programs / Other Data

Contracting Officer Business Size Determination: Small Business

Subcontract Plan: Select One

Price Evaluation Percent Difference: %

Reason Not Awarded To Small Disadvantaged Business: Select One

Reason Not Awarded To Small Business: