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Transmitted via email

March 5, 2004

MINNESOTA BULLETIN NO. 110-4-1

SUBJECT: ADM – Soil Conservation Technician (SCT) A-76 Competition

Purpose: To provide information on actions necessary to follow up on the SCT A-76 Competition

Expiration Date: November 16, 2004

As part of the A-76 competition process, the government must follow up on all work retained in-house to prove that the services that were specified in the competition are actually delivered. According to the A-76 rules, if the government fails to meet the quantity and quality requirements in the contract, the work will be directly converted to a private sector contractor.

The quality of work performed will be documented using the existing quality assurance and performance evaluation processes that are now in place. No additional effort will be required to document this.

The quantity of work performed by SCT's in each of the offices identified in the study will need to be documented. This quantity will be the total work performed by SCT's in the office, including WAE's. This workload was based upon data supplied by each office during the study. Some offices reported zero SCT workload and were not included in the study. They will not need to report on SCT performance.

A spreadsheet will be provided to each office which shows the annual SCT workload that was included in the contract. This spreadsheet can be modified and used to document work performed by SCT's. We do have some flexibility in the quantities to account for fluctuations in workload. The contract included a quantity variation clause which allowed +/- 50% variation per field office as long as the total quantity in the contract is within +/- 25% of the contract estimate. This will allow increases in some workload items to cancel out decreases in others.

District Conservationists will be responsible for submitting this spreadsheet with actual quantities entered every 3 months for the 9-month contract period which began January 1, 2004. The spreadsheets will be provided to the appropriate ASTC-FO who will transmit them to their Field Offices, collect them every quarter, and transmit them by email to Jim Axell. The spreadsheet should not be renamed or modified except to add reporting data to the appropriate column. Jim will combine the data into a master spreadsheet for each contract and transmit the master spreadsheet back to the Responsible Official. Reasons for any quantity variations from the contract amounts need to be documented.

The next four contract periods will be full year periods that correspond with the federal fiscal year. This same process will be used for each of those years.

Time spent on this effort must be charged to CTA GENERAL Program, COMP SOURCE Activity so that the time spent on this activity is properly captured.

If you have any questions, please contact Tom Neuenfeldt, Minnesota Competitive Source Point of Contact, at 651 602-7893, or John Brach, SCT Study Leader, at 651 602-7880. Thank you for your cooperation.

WILLIAM HUNT  
State Conservationist

DIST: ASTC  
FO  
SO-AO