

United States Department of Agriculture



Natural Resources Conservation Service
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Transmitted via email

April 1, 2004

MINNESOTA BULLETIN NO. 110-4-2

SUBJECT: ADM – SOIL CONSERVATION TECHNICIAN (SCT) A-76 COMPETITION

ACTION REQUESTED BY APRIL 23, 2004

Purpose: To provide information on actions necessary to certify quarterly evaluation of activities related to the SCT A-76 Competition

Expiration Date: November 16, 2004

The government must certify that work performed by Soil Conservation Technical Services (SCTs) providers meets quality and quantity standards as described in the Performance Work Statements of the recently completed Competitive Sourcing studies. The designated Responsible Officials will certify work performance by signature on a quarterly basis.

As per MN Bulletin 110-4-1, dated March 5, 2004, the quality of work performed will be documented using the existing quality assurance and performance evaluation processes. The quantity of work performed will be documented quarterly using the spreadsheets and process described in the bulletin referenced above.

Jim Axell will compile and arrange the provided data by Logical Business Units (LBU). The compiled spreadsheets will be sent to the appropriate Responsible Officials for review. The Responsible Officials will send the reviewed spreadsheets back to Jim by close of business, April 23, 2004. Copies of the final versions of the spreadsheets will be stored in the Contracting Officers Competition file for each LBU. Responsible Officials and District Conservationists may also store copies of the final versions of the spreadsheets.

In addition to documenting quantity of work performed, the Responsible Officials will certify quarterly performance evaluation by completing the attached document for each LBU. The Responsible Official should change the data in the form to represent the unique LBU and performance period. Narratives to support modification in work performance (e.g., changes in work force during the performance period) need to be included in the Contracting Officers Competition file for each LBU. The certification document should be reviewed and signed by appropriate parties. The Responsible Officials will send the completed certification documents to Tom Neuenfeldt by close of business, April 23, 2004. Copies of the certification documents will be stored in the Contracting Officers Competition file for each LBU. Responsible Officials and District Conservationists may also store copies of the certification documents.

The format and process described above, unless superseded by bulletin, will be used for each quarter of each fiscal year for the duration of the contract period.

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.

/s/
WILLIAM HUNT
State Conservationist

Attachment

DIST: ASTC
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SO-AO