

Requirement Plan

Non-IT Supplies, Services and Construction

The intent of this checklist is to provide senior USDA executives with information on USDA requirements. The document should be completed by the requiring office. Approval of the requirement (including the applicable USDA senior executive if requirement is a service or construction) must be received prior to submitting the requirements package to the applicable contracting office. **This document should not be used for Major Programs or requirements of \$50M or more, or any acquisition that requires a formal acquisition plan in accordance with the Acquisition Planning Matrix in the Contracting Desk Book, Subpart 407: Acquisition Planning.**

Requirement Name: 1654-FY22 HUD Tree Planting		Required Performance Start Date: 6 February 2023
Requesting Agency/Office:	Name: Stanislaus National Forest, Groveland RD Address: 24545 Hwy 120, Groveland, CA 95321	
Agency Point of Contact (APOC):	Name: Amelia Hoffman Email: Amelia.Hoffman@usda.gov Telephone Number: 209-732-8079	
Contracting Officer (if known):	Name: Email: Telephone Number:	

Is this contract for an option on a contract for which an approval was previously provided? IF "YES", DO NOT COMPLETE THE REMAINING QUESTIONS-THIS REVIEW IS NOT REQUIRED. If "No", complete the remaining questions. (Example: Instances where an option on a contract for which there is no documentation of previous approval (base or preceding options)).

1. Who will this requirement support? (May be different than the requesting agency/office)
USDA Forest Service

2. What do we need, including major deliverables/services and period of performance (if a service or construction)?
Planting of bare-root and container stock tree seedlings (Item 1) in areas within the 2013 Rim Fire. This contract should take approximately 40 workdays depending on work environment and worker qualifications.

3. Type of requirement:
<input checked="" type="checkbox"/> Commercial Item/Service <input type="checkbox"/> Non-commercial/Developmental <input type="checkbox"/> Interagency Agreement/Economy Act <input checked="" type="checkbox"/> Other
If "Other" is checked, describe: Funding provided by HUD Grant.

4. Check the items that have already been completed by the requesting agency/office:	
X	Statement of Work or Objectives
X	Independent Government Cost Estimate (IGCE) which includes breakouts of itemized costs
X	Significant Proposal Evaluation Criteria that should be considered
X	Quality Assurance Surveillance Plan (QASP)

5. What is the Estimated Dollar Amount (inclusive of all options)?
\$ 527,700

6. Provide proposed funding method: HUD Rim Reforestation Grant
<input type="checkbox"/> Annual <input type="checkbox"/> No-Year <input checked="" type="checkbox"/> Multi-Year Year of Funds: 2021

7. Does the requirement include inherently governmental or closely associated tasks? If yes, please provide specifics. (Advisory and Assistance Services) For examples see http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/02.htm#P14_694	
Y/N	N

8. Are there enough personnel with the necessary training and capabilities available within the organization to perform the evaluation of proposals for the contract? If not, a determination will be required if it is expected that a contractor will be an evaluator. (FAR 37.204)	
Y/N	Y

9. If this is a continuing requirement, what is the current contract/order number(s), contractor(s) name and expiration date(s)? Was the contract previously competed?	
No not previously competed. New requirement.	

10. Explain how the government or program will be harmed if the acquisition of the services/products/construction are not approved for award.	
The areas to be planted have been treated with post-fire activities such as mastication, piling and burning, and/or herbicide site prep. Since there are an inadequate number of seed source trees and natural regeneration in these areas, manual planting is vital in order to re-establish the stand back to a mixed-conifer forest.	

11. Include a brief statement regarding any possible basis, or lack thereof, of a conflict of interest or appearance of a conflict of interest.	
N/A	

12. Have you explored the use of existing inventories of USDA hardware, software, or services to meet this requirement?	
N/A	

13. Has this requirement already been evaluated for placement against existing shared contracts, BPAs, or other agreements? If so, list a sampling of existing sources (i.e. shared contracts, BPAs, or other agreements) reviewed.	
Y	
Existing sources reviewed: 8A or can be a task order on CCSA IDIQ #AG-9JGP-C-17-0045	
NOTE: New contracts, BPAs or other agreements are prohibited if one already exists for the same construction, service or product.	

14. If this will likely result in a new contract, will it be open to orders by other USDA agencies? Which ones? If not, why?	
No, this will not result in a new contract.	

15. Will this requirement be competed amongst vendors?	
N	

16. If we want large businesses to compete, has there been any contact yet with the USDA Office of Small Business and Disadvantaged Utilization? (AD-1205)	
N/A	

17. Who will serve as the Program/Project Manager (P/PM) and/or Contracting Officer Representative (COR)? Has the COR nomination been approved by an SES member within the COR's chain of command?	
PM = Michael Jow. COR = Amelia Hoffman (approved)	

18. What are the most important factors or characteristics you need to know about to make a decision on what to buy or who to buy it from?

Specifications, equipment, capacity and experience of workers.

19. **Issues/Comments:** Include any other issues of note.

This is being paid for through a grant with HUD. HUD has additional requirements for reporting and new employees and includes requirements that are similar to FAR clauses. This is a requirement for use of the funds.

With submission/approval of this document, I affirm that:

- | | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Y | • The requirements are a bona fide need of the government and are/will be described in a manner which will allow the receipt of high quality proposals |
| Y | • There will be adequate oversight of the services (if applicable) by a government official using planned (documented) criteria (e.g. Quality Assurance Surveillance Plan) |

Review PGI 407.104, Acquisition Planning Matrix, then as applicable, fill each checkbox that require approvals.

☐ **MICHAEL JOW** Digitally signed by MICHAEL JOW
Date: 2022.11.16 12:12:33 -08'00'

Signature
Name (Type or Print): Michael Jow
Project Manager

11/16/2022
Date

☐

Signature
Name (Type or Print):
Mission Area Senior Program Manager (MASPM)

Date

☐

Signature
Name (Type or Print):
Mission Area Senior Contracting Official (MASCO)

Date

☐

Signature
Name (Type or Print):
Requiring Agency Program Senior Executive (SES)

Date

☐

Signature
Name (Type or Print):
Mission Area Undersecretary

Date

☐

Signature
Name (Type or Print):
Head of Contracting Activity (HCA)

Date

☐

Signature
Name (Type or Print):
Deputy Secretary

Date