

***NPS Procedures***  
***Memorandum of Agreement P11PG00072***  
***Interagency Acquisition Agreements***

*Updated 6/14/2013*

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USACE links for documents:

- For easy access, USACE agreements with the NPS are posted at this URL:  
<http://www.usace.army.mil/CEMP/iis/Pages/MOADatabase.aspx>.  
Copy this URL into your browser.  
Scroll to Interior, National Park Service to National Agreement with Areas of Cooperation to reach this Agreement.

NPS links for documents:

- These procedures and other USACE information may be found at this URL:  
<http://wcp.den.nps.gov/P11PG00072/P11PG00072.htm>
- Inter/Intra Agency Agreement Guidance may be found at this URL:  
[http://wcp.den.nps.gov/Policy-Program/InteragencyAgree/ia\\_ea.htm](http://wcp.den.nps.gov/Policy-Program/InteragencyAgree/ia_ea.htm)

QUESTIONS on this document:

Contact Colina Rivetts, Contracting Officer, 303-969-2407, colina\_rivetts@nps.gov

*A. Procedures for developing an Interagency Acquisition Agreement project with the USACE using the Memorandum of Agreement P11PG00072.*

1. NPS Manager assembles NPS project team, to include procurement.
2. NPS Manager contacts responsible U.S. Army Corps of Engineers (USACE) District or Field Office to discuss project scope and delivery of services.
3. USACE office assigns Project Manager.
4. NPS Manager presents scope of services to USACE Project Manager.
5. USACE Project Manager assembles Project Delivery Team and prepares cost estimate and schedule for completion of requested services. This is done at no charge to the NPS.
6. USACE Project Manager submits the agreed on scope of services, cost estimate, and schedule to NPS Manager. USACE may use Engineer Form 4914-R, but the form is not required by NPS.
7. NPS Manager prepares and submits the Purchase Request (PR) package to acquisition. See Sections B and C for more detailed instructions.
8. NPS Acquisition puts together IA package & submits to USACE for signature. See Section B through D for more detailed instructions.
9. USACE reviews IA, signs and returns to NPS Acquisition.
10. NPS Acquisition (Contracting Officer) obligates funding, executes IA and sends USACE and NPS Manager a copy of executed IA.
11. Once the IA is fully executed, services may commence in accordance with the terms of the IA.

## *B. NPS Purchase Request Process*

### **Program Office Responsibilities:**

Once the program has decided on the project and has worked with USACE to develop the Scope/Statement of Work and has the project estimated costs (Items 1-5 under “A” above), the Purchase Request package is to be prepared for acquisition.

#### Purchase Request Package:

1. Purchase Request,
2. IA Form – use the current DOI Form. See “C” for instructions to complete the form,
3. Cost Estimate,
4. Elements listed in the MOA in Article V,
5. Determination of Best Procurement Approach, and
6. Any other pertinent documents

This package is then submitted to your acquisition office via FBMS SAP. Documents should be attached to the Purchase Request in SAP unless your acquisition office will accept them via email.

### **Acquisition Office Responsibilities:**

The MOA between the NPS and USACE was established to provide the terms and conditions for acquisition support to each agency. It allows the NPS to write Interagency Agreements using the terms and conditions already established in the MOA. These terms and conditions were developed using the DOI and OFPP regulations/guidance for the use of Interagency Acquisition Agreements. The DOI Office of the Solicitor has reviewed and approved this MOA.

These Interagency Agreements are to be processed in the same way you would process other IA's.

1. Review all documents.
2. Review MOA to make sure that the IA addresses all elements required (See Article V of the MOA).
3. You may add any terms to the IA specific to your projects that do not conflict with the MOA.
4. Review and approve D&F's when the Economy Act is the authority.
5. Submit for legal review to your Solicitor's office when required (over \$500k) or desired.
6. Submit to Bureau Chief for review/approval when over \$500,000.00.
7. Issue IA to USACE for signature and then obligate/award upon return.
8. Send copies of executed document to USACE and NPS key personnel.
9. See Section “D” for how to code your Purchase Request properly.

*C. Instructions on how to complete the Interagency Acquisition Agreement Form.*

**Goal:**

To correctly complete the Interagency Acquisition Agreement (IA) form to transfer funds from the National Park Service (NPS) to the U.S. Army Corps of Engineers (USACE) fund projects using the terms and conditions of the Memorandum of Agreement (MOA), P11PG00072. This is when NPS is the BUYER.

**Remember: Your finance/budget office can help you with this process**

**Step 1: Complete the IA Form.**

**Block 1.** Indicate the period of performance. If the time is subject to award date of the IA, you may also put Start: “Date of last signature” and End: “X days from Start.”

**Block 2.** Indicate the document number. FBMS Prism will automatically assign a number to your IA. The IA number will not be able to be established until the package goes to acquisition. Leave this field blank for now.

**Block 3.** Indicate whether this is a modification

**Block 4.** Indicate the authority being used for the IA. If Economy Act is checked, a Determination and Findings is required.

**Block 5.** Description of Work: A one sentence description of the project. Be sure to include the park name (4 digit alpha code is OK). PROJECT TITLE: The title of the project.

**Block 6.** Complete with park/program and USACE office specific data.

IA # & MOA#

Short description plus “see attached”

PROJECT TITLE

UNITED STATES DEPARTMENT OF THE INTERIOR INTERAGENCY ACQUISITION AGREEMENT (IAA)								
		<b>1. Period of Performance</b>						
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">START</th> <th style="width: 50%;">END</th> </tr> <tr> <td style="text-align: center;">Date of last signature</td> <td style="text-align: center;">3 years from date of last signature</td> </tr> </table>	START	END	Date of last signature	3 years from date of last signature		
START	END							
Date of last signature	3 years from date of last signature							
Buyer has work performed for them by the Seller named in item 6b.		Seller to perform work as described herein for the agency named in item 6a.						
SEE INSTRUCTIONS ON PAGE 2								
<b>2. Common Document Number (Agreement Number)</b> F2623110001/G2623100013		<b>3. Check appropriate box:</b> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Modification No.						
<b>4. Under the authority of (Cite authorities):</b> <input type="checkbox"/> 43 U.S.C. 1701 et seq., (FLPMA) <input type="checkbox"/> Working Capital Fund (WCF) <input type="checkbox"/> Department of the Interior Appropriation Act for FY <input type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> 31 U.S.C. 1535 (the Economy Act)								
<b>5. Description of Work (If more space is needed, attach additional sheets):</b> Removal of Contaminants at INDU and APIS. See attached.		<b>PROJECT TITLE:</b> GLRI Contaminants Removal						
<b>Buyer</b>		<b>Seller</b>						
6a. Agency: National Park Service Address: Midwest Regional Office Address: 601 Riverfront Drive, Omaha NE 68102 Administrative POC: Theora McVay Email: <a href="mailto:Theora_mcvay@nps.gov">Theora_mcvay@nps.gov</a> Phone: 402-661-1662 Fax: 402-661-1668 Technical Point of Contact: Jim Conroy Email: <a href="mailto:jim.conroy@nps.gov">jim.conroy@nps.gov</a> Phone: 402-661-1708 Fax: 402-661-1709		6b. Agency: U.S. Army Corps of Engineers, Omaha District Address: 1616 Capitol Avenue Address: Omaha, NE 68102-4901 Administrative POC: Mark Young Email: <a href="mailto:Mark.young@usace.army.mil">Mark.young@usace.army.mil</a> Phone: 402-995-2811 Fax: 402-995-2097 Technical Point of Contact: Miguel Citron Email: <a href="mailto:Miguel.h.citron@usace.army.mil">Miguel.h.citron@usace.army.mil</a> Phone: 402-995-2194 Fax: 402-995-2097						

**Blocks 7 – 15.**

Complete the other blocks in accordance with the following directions:

1. Block 7 (a) – NPS Agency Location Code should always be 14-10-0099
2. Block 8 (a) – WASO’s BPN/DUNS number is 926180977; Regions/Program Offices should contact their administrative/acquisition office to obtain the Region/Park BPN/DUNS number
3. Block 9 (a) – Treasury Account Symbol – depends on the benefitting cost account, contact your finance/budget office, if necessary
4. Block 10 (a) – Standard General Ledger. Consult your budget office.
5. Block 11 (a) – Cost Structure – indicate the applicable (benefitting) cost account funding the project.
6. Block 12 (a) – Enter DISB
7. Block 13 (a)– Enter PR number
8. Blocks 14 (a) – complete when applicable
9. Block 15 (a) – Expiration date of the funding (ask budget)
10. Blocks 7 (b) – 15 (b) – these (b) blocks are completed by the USACE.

ACCOUNT DATA	BUYER	SELLER
7. Agency Location Code	7a. 14199988	7b.
8. BPN Number (DUNS #) FSN	8a. 092773134	8b.
9. Treasury Account Symbol (TAS)	9a. 1411036	9b.
10. Standard General Ledger	10a.	10b.
11. Cost Structure/Account	11a 6028-3110-MHM	11b.
12. Business Event Type Code	12a DISB	12b
13. Requisition Number for Buyer/Project Account for Seller	13a R2623110001	13b.
14. Contract Line Number for Buyer/ Proposal Number or other data for Seller	14a.	14b.
15. Buyer provide Expiration of Funding Source (Date or indefinite)	15a. 9/30/2011	15b. NOTE: Seller, ensure project completion by this date (Seller must not incur additional costs) <b>See Block 15a</b>

#7b – 15a – This information is provided by the USACE.

**Block 16.** (a)-(c) Complete. Note: For modifications, always bring current total of IA into (a), the amount changed in (b) and the revised total in (c).

**Block 17.** This information must always be AOC, since AOC will process the IPAC disbursement for the billing from USACE.

- a. Name - National Park Service, Accounting Operations Center
- b. Address – PO Box 100000
- c. Address – Herndon, VA 20171

**Block 18.** Check appropriate box. May have to ask USACE how they will bill.

**Block 19.** (a)-(c). NPS will sign after Block 20 is signed by USACE.

**Block 20.** (a)-(c). USACE signs.

16a. This is the total value of the IA. If a modification, it includes all modifications to date.

16b. This is the amount being added or subtracted from the total in a modification.

18. Check the appropriate billing cycle.

<b>16. Amount Obligated by Buyer</b>		<b>17. Bill To (Name and Address, including zip code of <b>Finance O</b></b> Name: National Park Service, Accounting Operations Center Address: 13461 Sunrise Valley Drive, #201 Address: Herndon VA 20171-3288
a. Initial or current obligation:	\$ 50,000.00	
b. Modification Amount (check one) <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$	
c. Total obligation:	\$ 50,000.00	
18. Billing for Federal Agencies and DOD will be processed via IPAC. (billing will be done <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly <input type="checkbox"/> quarterly advance)		
Upon Approval, this agreement constitutes an obligation against Buyer requesting the work; or authority to proceed with work by Seller for the herein named agency in anticipation of reimbursement.		
19. Approved for Buyer: _____ (Contracting Officer or other Authorized Signature) *other only for WCF		20. Approved by Seller: _____ (Seller's Authorizing Signature )
19a. Name (Type):      Name of Contracting Officer		20a. Name (Type):

**Step 2. Attach IA form in FBMS Prism**

Upon completion and signature of these forms, the documents should be scanned and attached in FBMS Prism to the IA. This includes the Statements of Work or other documents for the Agreement.

*D. Coding of the IA FBMS Prism Document*

**Goal:**

To ensure that all Interagency Agreements with the U.S. Army Corps of Engineers for acquisition support using the Memorandum of Agreement (P11PG00072) have the MOA number referenced in the correct block to ensure the ability to track of the awards in Prism.

**Key Information:**

**Memorandum of Agreement P11PG100072**

**Prism document:**

**Enter the MOA number (P11PG100072) in the Main – Text – Description (Does not print on Form) field. This will allow a search on the MOA number to track IA awards using this MOA.**