



Fish & Wildlife Service Region 6 Writing and Editing Support for

Comprehensive Conservation Plans

Name of Organization: US Fish and Wildlife Service, Region 6

Name of the Point of Contact (POC): Laura King, COTR

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Contract Number: 1435-04-05CT-42821 (Task Number 20270) and GS10F0245P (Task Number 601818P715)

Contract Amount: \$34,000 (total)

Location: Lakewood, Colorado

Period of Performance: 02/04/08 – 01/12/2010

TBC Solutions provided support to Region 6 Fish & Wildlife Service for technical editing and design/layout support for two Comprehensive Conservation Plans, Sullys Hill National Game Preserve and Red Rock Lakes National Wildlife Refuge. Both plans involved four major draft stages (Draft for Internal Review, Draft for Public Review, Final for Internal Review, and Final for Public Review). Both projects also included creation of a tri-fold summary brochure for dissemination to the public.

Specific tasks performed by TBC Solutions for this project included:

- Editing each document for content, NEPA compliance, clarity for the intended audience, and formatting to style standards.
- Incorporation of customer comments into the document.
- Creation of a cover for each document.
- Design and layout of each document in accordance to style standards.

During the five years that TBC Solutions has been a government contractor, we have submitted all contract deliverables to the Customer on or before schedule milestone dates and adhered to the contract budget at all times. All contract deliverables were determined by the Customer to be acceptable. The Customer was completely satisfied with management of the contracts and with the willingness on the part of TBC Solutions to cooperate with the Customer regarding both routine matters and unexpected difficulties.