

**Indefinite Delivery / Indefinite Quantity Contract
For Writing Support Services
No. 1435-04-05-CT-42821**

Contract Overview:

GovWorks is a Franchise Fund established by Congress and the Office of Management and Budget to offer administrative services for procurement throughout Federal agencies.

During August of 2005, the GovWorks Federal Acquisition Center activated a new Indefinite Delivery / Indefinite Quantity (ID/IQ) contract for the provision of writing, editing, and layout design support services to the various offices within the U.S. Department of the Interior's (DOI) Policy, Management and Budget (PMB) Assistant Secretariat. Four vendors were selected to fulfill requirements for Task Orders issued through the Writing Support Services ID/IQ contract: TBC Solutions, HR Communications, The Hartman Partnership, and Brotman - Winter - Fried Communications. Although originally conceived for utilization by the DOI PMB, the ID/IQ contract is available for use by any agency, office, or bureau of the Federal Government.

Contract Scope of Services:

The Writing Support Services ID/IQ contract encompasses writing projects targeted for the general public as the primary audience, as well as specific technical audiences. The types of projects include, but are not limited to, corporate-style informational reports and publications designed to educate and engage citizens regarding agency's programs and policies, strategic planning papers and documents, strategic human capital management plan and workforce planning-related reports, agency's procedures and process manuals, financial management and budget documents, and various other department-level publications that require professional level writing and editing skills.

Task Order Competition:

GovWorks is committed to ensuring that all Task Orders issued through the Writing Support Services ID/IQ contract comply with adequate price competition requirements defined by the Federal Acquisition Regulations. Fulfillment of this commitment will be achieved by competing all Task Order among the four pre-qualified vendors. Evaluation of vendor proposals will be based upon either "best value" or "low bid" as dictated by the ordering agency.

Doing Business With GovWorks:

To begin, GovWorks is easy to work with. Just send us your funding document and statement of work (or statement of objectives) and we will take the acquisition from project inception through completion - including the billing activity with the contractor. GovWorks will accept any format, including MIPR's, Interagency Agreements (IA's), Work Orders, or Purchase Requisitions. **Please note that funds must be collected in advance of award issuance for all transactions.**

We have created an information chart below which is meant to simplify the process. Current OMB directives include what is listed below; we must have the following data to process your acquisition. For more information: <http://www.doi.gov/ppp/writingIDIQ.html>

General Information and POC Data Elements

Data Elements	Description
Agency Name	Name of your agency, bureau, division, etc...
Agency Address	Mailing address, street address, mail stop and phone numbers
Dun & Bradstreet Number	Dun & Bradstreet number for site placing the order (customer) Dun & Bradstreet number for GovWorks (059627781) Dun & Bradstreet number for MMS (161559646)
ALC	Agency location code for IPAC (8 digits)
POC – Program	Program office address, phone number, fax, and e-mail
POC – Program Alternates	Alternate phone number, fax, and e-mail
POC – Finance	Finance office address, phone number, fax, and e-mail
Station Code	DoD only
Account Number	Agency account number for charges
Obligation Number	Number assigned by customer's finance office
IA Agreement Number	Civilian Agencies only
Trading Partner Number	Department code that will be charged for purchase
Appropriation Symbol	Obtain from Finance or Budget Office
Project Description	Brief description of the project (If the SOW or specification is available, attach a copy to the agreement).
Cost	Estimated cost of acquisition contract or Federal Assistance agreement per fiscal year. (Final cost will be determined on award of a contract or agreement).
Agency Credit Number for Awards (GovWorks gives credit back to requesting agency for GovWorks buys)	FIPS 95 Code
GovWorks Service Fee	4% cost of contract or agreement
GMRA Authority	This order is issued under the express authority of the Government Reform Act of 1994 (P.L. 103-356).