



# United States Department of the Interior



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Expires: September 30, 2011

To: BLM Employees, Nevada

From: Ron Wenker  
State Director, Nevada

Subject: Revised Data and Technical Baseline for Contract Statements of Work

**Program Area:** All Programs

**Purpose:** To provide baseline requirements to improve contract project administration, data management and technical requirements for BLM contract statements of work.

**Background:** Requirements for contract project administration, data management, and expected deliverables in statements of work for BLM Nevada projects are inconsistently communicated to contractors. This can result in unclear expectations and assumptions leading to confusing interpretations, extended deadlines, and additional costs to complete the project objective.

**Policy/Action:** This document supersedes NV IM 2009-034. The third paragraph of the ePlanning section has been updated to reference a newer IM for back ground investigations (WO IM 2008-101). In addition, the NOC has rescinded the offer to provide life cycled computers for ePlanning contractors. New guidance has replaced the previous statement.

This document provides detailed and specific requirements for contractors to follow for contract project administration including: communication, data and GIS administration, deliverables, ePlanning, and other technical information. The Data and Technical Baseline for Contract Statements of Work document (attachment 1) will facilitate incorporating BLM Nevada's initiatives toward improved data quality, GIS Integration, and interdisciplinary communication, into the administration of project contracts. The content of the document is intended to be used as 'boilerplate' verbiage for contract statements of work with the expectation that it will be modified to include the specific requirements for each project.

**Timeframe:** Effective Immediately.

**Budget Impact:** None

**Manual/Handbook Sections Affected:** None

**Coordination:** Nevada State Office, Districts, and Field Offices.

**Contact:** If there are any questions regarding this directive, please contact Kurt Golgart, Chief Information Officer at 775-861-6499; Mark O'Brien, GIS Coordinator at 775-861-6440; or Marguerite McKee, Planning and Environmental Coordinator at 775-861-6482.

Signed by:  
Ron Wenker  
State Director

Authenticated by:  
Ellyn Darrah  
Staff Assistant

1 Attachment

Revised Data and Technical Baseline for Contract Statements of Work – (6pp)

# BLM Nevada

## Data and Technical Baseline for Contract Statements of Work

### Introduction

The U.S. Department of the Interior, Bureau of Land Management (BLM), Nevada State Office has prepared this document to provide standard baseline data management and technical requirements for all contracts. Currently, many contracts contain varying levels of specificity where project administration, data requirements, and reviews have not been adequately defined. Technical requirements and expectations for deliverables have also been left open-ended resulting in the need to re-evaluate contracts during the project, re-do work, extend deadlines, and budget additional funds to complete the contract.

The intent of this document is to define specific project administration objectives and technical requirements that will allow prospective Contractors flexibility to be innovative and creative in their proposals in order to save time, cut costs, enhance communication, and increase administrative efficiency. The project administrative activities described will be ongoing throughout the duration of the project. Prospective Contractors should use this information as a baseline when preparing a proposal. The requirements in this document should be reviewed and updated to keep pace with changing technology.

### Project Administration

The BLM will furnish the Contractor with information necessary to meet the project objectives, including, but not limited to project criteria, anticipated issues and management concerns, data needs, data standards, and individuals and agencies for coordination. The BLM will also provide references, guidelines, all related Instruction Memoranda (IMs), manuals, handbooks, examples, publication standards, printing standards, and mapping standards for all primary documents as well as for any reports, studies and inventories required.

The Contractor will furnish all personnel, equipment, supervision, transportation, supplies, and incidentals, except those specifically indicated as government furnished, to perform all work necessary to complete the project in accordance with the GSA FSS Contract and task order awarded through the solicitation.

### Communication

Prospective contractors should submit a strategy for communication between the BLM District, the BLM State Office, and the Contractor as part of their proposal. BLM expects the Contractor to meet with the BLM Project Manager/Contracting Officers Technical Representative (COR) on a regular basis. Because of the continual changing nature of data technology and standards, consistent coordination and communication is essential to ensuring the most up to date standards are being used to produce acceptable deliverables. Prospective contractors should contact BLM prior to submittal of a proposal to ensure the most current guidance on standards is available at the time of submittal.

All prospective contractors should include a post-award meeting between the BLM and the Contractor, allowing the BLM Project Manager/COR and the Contractor's representative to meet and familiarize themselves with the project and understand expectations. The BLM will identify points of contact for BLM State Office and District Office including Project Manager/COR, and key individual(s) to address resource data needs. This information will be provided to the Contractor at the post-award meeting.

#### Data and Geographic Information Systems (GIS)

The Contractor shall be responsible for properly protecting all information used, gathered, or developed as a result of work under this contract to ensure confidentiality and integrity regardless of media, format or sensitivity. The Contractor shall protect all Sensitive but Unclassified (SBU) government data; including but not limited to cultural, pre-historic, historic, special site status locations (e.g. traditional cultural properties), paleontological, sensitive or Threatened & Endangered Species. The Contractor shall not share, make copies, screen shots or save SBU government data to be removed from the physical premises without explicit written permission from the BLM COR responsible for the contract. All information, work papers, drafts and final documents developed or accessed, or any product/system developed (e.g., any system, database, or other contract related work/equipment required/acquired in accomplishment of assigned task(s)) are the property of the United States government.

For all contracts, the Contractor will maintain documentation identifying all data (geospatial and non-geospatial) used in the project, and the map(s) and/or analysis the data was used in, as well as the analysis, scientific methods, and rationale used in support of the project. The documentation will be detailed and written such that all processes are reproducible and legally defensible.

For contracts specifically involving National Environmental Policy Act (NEPA) analysis, including land use planning, geospatial technology will be used to analyze and model existing conditions and to predict the effects of alternatives. In addition, this technology will be used to create maps, reports and statistics that display and support the results of the analysis. Upon award of a contract, existing BLM GIS data will be made available to the Contractor as required to meet the project objectives. The BLM will furnish tabular data, aerial photos, satellite imagery, and GIS vector data with Federal Geographic Data Committee (FGDC) compliant metadata, as appropriate for the Contractor's use in developing resource analyses and maps for use in the project. (The Content Standard for Digital Geospatial Metadata is available online at [www.fgdc.gov](http://www.fgdc.gov) ) The BLM will provide data standards to be used and followed for any data development work required for the project.

BLM will be the primary source of existing data and information used in a NEPA or land use-planning project. To the extent practicable, existing data will be utilized. The acquisition or collection of new data will occur only as specified in the contract. The following guidelines will be adhered to should the Contractor identify a potential need to acquire new data for the project:

- The Contractor will submit a proposal for the new data to be acquired or collected to the BLM Project Manager and COR for approval.

- The development of redundant data will be avoided through extensive coordination between the Contractor, Project Manager, COR, BLM State Office and District Office GIS and resource specialists, to identify the availability of data from existing sources (e.g. Federal, State, or Local Government).
- If existing data from a non-BLM source is proposed for use in the project, the COR will be contacted with details and work with the Project Manager to determine if the data meets accepted and established criteria.
- Once approved by the COR, all new data acquired or collected will meet the standards required by BLM, and will be fully documented as described previously.
- All data collection and development efforts will meet the National Map Accuracy Standard requirements, and will be substantiated in the metadata.

Prospective contractors will include how they will address data management in their proposals. This should include how they would perform the quality control reviews, how GIS data will be managed and maintained, and how the administrative record will be managed. Please refer to Washington Office [IM 2003-238](#) Guidance for Data Management in Land Use Planning for general guidance on managing data for planning and NEPA projects.

### Deliverables

All deliverables must be accompanied by the documentation described previously, and meet the requirements of applicable laws, regulations, court decisions, and manuals. Only the BLM COR has the authority to approve products or amend proposed deliverable dates under this contract.

- All products, paper copies, field notes, and data developed during the course of this project are the property of the BLM and will be delivered as part of the project.
- All spatial data developed for the project will be supplied to the government in an ESRI<sup>®</sup> supported format along with FGDC compliant metadata. ESRI Supported vector data formats are: File Relational GeoDatabases, ArcView<sup>®</sup> shape files, ArcInfo<sup>®</sup> coverage has and export files (.e00). Remote sensing raster data shall be delivered in ESRI Grid<sup>®</sup>, or IMAGINE<sup>®</sup> version 9.0 or above. Metadata shall be supplied in .xml format and readable by ESRI ArcCatalog<sup>®</sup>. All project data will be deemed government property. “Maps” created using web based mapping applications, such as Google Maps<sup>®</sup>, TOPO!<sup>®</sup> Or MapQuest<sup>®</sup>, are not acceptable for use in BLM projects.
- All map products will be consistent with [NV IM 2008-028](#) Cartographic Standard for Geographic Information Systems (GIS). The Standard includes design, layout, and publication requirements for all Nevada BLM map products, except those developed using a template in the ePlanning system.
- All ePlanning documents and products are considered to be deliverables and will be authored, documented, reviewed, approved, and published within the ePlanning system.
- All CD’s and DVD’s containing digital data or map documents will also contain a “readme” file with a brief description of the contents and the disclaimer: “No Warranty is made by the Bureau of Land Management for use of the data for purposes not intended by BLM.”
- All PDF maps and documents will be delivered as comment enabled PDF’s.

If during the BLM quality assurance/quality control (QA/QC) review for geospatial data deliverables, the BLM determines that the Contractor has failed to understand a specific requirement as outlined in this guidance, the Contractor will be notified of any technical deficiencies and resubmit the corrected deliverable to the BLM within thirty (30) calendar days or as specified in the Statement of Work (SOW).

### ePlanning

In order to streamline the preparation and organization of land use planning documents and environmental analyses (NEPA), and make documents more easily accessible to the public, BLM has developed the web-based ePlanning system (<http://www.blm.gov/wo/st/en/prog/planning/eplanning2.html>). As specified in a project SOW, ePlanning will be used to facilitate working on shared planning and NEPA documents by both the Contractor and BLM staff. The ePlanning system incorporates Arbortext Editor<sup>®</sup>, Documentum<sup>®</sup>, Comment Works<sup>®</sup>, ESRI ArcGIS<sup>®</sup> software, and TerraGo Map2PDF<sup>®</sup>, all accessible via a web based CITRIX<sup>®</sup> client. The Contractor will use ePlanning to develop and complete all work on planning and NEPA documents including writing/editing, reviews, comments, notifications, and archiving the administrative record, to the extent consistent with the functionality of the system.

All planning documents and maps created within ePlanning will be reviewed by the BLM Project Manager/COR prior to submittal for Internet publication within the system. All documents submitted for Internet publication must be reviewed and approved by the BLM State Office Public Affairs Office, through the ePlanning system approval process, prior to publication on the Internet.

All contractors will use the ePlanning system on the internal BLM network though VPN, which requires the use of BLM-owned computers. Acquisition of these computers must be factored into the project Statement of Work and must be coordinated with the State and District Office IT and Planning Staff. Each Contractor using the system must complete specific security and training requirements prior to gaining access to ePlanning, BLM-owned computers, and the BLM network. This information is based on Washington Office [IM 2008-101](#), Requesting Background Investigations for Bureau of Land Management Employees and Contractors. The Security and training requirements are as follows:

Contractor background checks – Contractors are required to obtain a low risk, non-sensitive background check, or National Agency Check with Inquiries (NACI), depending on the sensitivity of the data with which they will be working. This includes a check of employment, education, residence, law enforcement history, and references for each individual participating in the project. This will be performed by the Nevada BLM State Office Human Resources Department. Candidates can commence work with a favorable fingerprint check, providing that the NACI is being processed. To conduct a NACI background check, the following forms will need to be completed:

- SF-85 Questionnaire Non-sensitive Position
- SF-86A Continuation Sheet (Optional)
- OF-612 Optional Application for Federal Employment or Resume (Optional)
- OF-306 Declaration of Federal Employment (Optional)

- FD-258 Fingerprint Chart (to be obtained from the local HR department)
- Release to Obtain Credit Report

DOI Learn – <http://doilearn.doi.gov/coursecatalog/index.cfm>

All of the Contractor's staff using BLM equipment to work in ePlanning must complete and pass the following three courses on an annual basis:

- Federal Information Systems Security Awareness
- Records Management Awareness
- Orientation to the Privacy Act

Active Directory Account – the 1264-3 Statement of Responsibility and 1260-12 Login Access Request forms, along with the 3 certificates of training completion documents for the courses listed above, must be sent to the local IT Security Manager (ITSM) who will request the local System Administrator (SA) to create an active directory account.

Computer Hardware and Software – BLM hardware and software will be coordinated by BLM for Contractors who will be using ePlanning. Contractors will not install any additional software or modify the computers in any way. The computers are to only be used for this project and will have the following software installed:

- Standard RIS Image
- Windows XP Pro®
- MS Office 2003®
- CITRIX®
- Internet Explorer®
- VPN software and/or dial-up software

NOTE: The first time a new user logs into their new machine, it must be directly connected to the BLM network. This means that each machine that is given to a Contractor to use must be logged on to by that person assigned the machine at a BLM office where the machine can be connected to the BLM network. This cannot be done through VPN.

#### Additional Technical and GIS Requirements

- All work performed by the Contractor will use standard DOI and/or approved and baselined BLM technology.
- All websites and Internet Map Server (IMS) sites will comply with the Bureau of Land Management EIS Web Development Stipulations and Hosting Architecture:
  - All websites / databases must be hosted on BLM servers within the BLM architecture.

- All websites must be Section 508 compliant. (This does not however negate the use of downloadable PDF's for document exchange, etc. However, any PDF documents available online must also be Section 508 compliant.)
  - All websites must support:
    - Netscape 8.1<sup>®</sup> on the PC platform
    - IE 7.0<sup>®</sup> (or newer) on the PC and Macintosh<sup>®</sup> platforms
    - Apple Safari 3.2.1<sup>®</sup> on the Macintosh platform
  - All websites must be constructed with an average user connection speed of 380 Kbps as a connectivity baseline.
  - Site / Internal Document formats:
    - Internal (Text): Microsoft Word 2007 or Excel 2007 or later version.
    - External (Text - Downloadable): PDF – Final Versions only
    - External (Image): JPEG, GIF, PNG, TIFF
  - Hosting Architecture Information:
    - Server OS: Linux
    - Web Services: Apache
    - Database: MySQL, SQL, Oracle,
    - Code Languages: HTML, PHP (Preferred), JavaScript, Cold Fusion
    - Email / Pop mail support: Limited (Depending on use and necessity)
  - Physical Access: None
  - Logical Electronic Access: Available to BLM staff and external contractors via VPN to shared directory.
- If digital information is shared, using a portable or non-portable hard drive the device must be scanned by the IT staff for the potential presence of security issues.
  - DOI Standard GIS hardware/software resources assembled to support the project will be ESRI compatible, and coordinated with the BLM State Office.
  - GIS map documents will be developed using relative data paths. Map documents and project data will be compiled in such a way that they include access to the data without requiring connectivity to the contractor's computer network when opened.
  - Only the standard fonts, styles and extensions available on BLM baseline software should be used to prevent accessibility problems.

Information Technology questions may be directed to Kurt Goltart, Nevada State Office, Chief Information Officer, at 775-861-6499. GIS Technology questions may be directed to Mark O'Brien, Nevada State Office, GIS Coordinator, at 775-861-6440.