



**COMPREHENSIVE LIVESTOCK AND ENVIRONMENTAL
ASSESSMENT AND NUTRIENT MANAGEMENT PLANS
WEST (CLEANmp)**

Bidding Process

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1.0 Objective

This procedure defines the requirements for determining project fixed-prices for Comprehensive Livestock Environmental Assessments and Nutrient Management Plan West (CLEANmp) projects.

1. References (see www.erc-env.org)

- CLEANmp West Program Service Provider Policy
- Manual of Operations for the CLEANmp West Program
- CLEANmp West Standard Operating Procedure No. 003 Evaluation and Acceptance of Bids

2.0 Definitions

Assessor: An individual who has the qualifications to perform an environmental Assessment (EA) of a livestock or poultry production operation and to produce an appropriate final report following the guidance of the CLEANmp program.

CLEANmp Service Provider: A professional that meets the approval criteria of the CLEANmp Program. These criteria are specified in the CLEANmp document *CLEANmp Program Service Provider Policy*.

CLEANmp Project: A CLEANmp project will be either an EA of a livestock or poultry operation, the development or review of a nutrient management plan (NMP) for a poultry or livestock operation, or both an EA and NMP development or review. The requesting producer will decide the scope of the CLEANmp project in his or her CLEANmp *Application and Preliminary Information Survey*.

Equivalent Experience: On the job/work experience in the required field. One year of experience is equivalent to one year of post-secondary education.

Nutrient Management Planner: An individual who has the CLEANmp qualifications to collect farm specific information and develops an appropriate nutrient management plan for the operation, using the tools mandated by the CLEANmp program. These qualifications are specified in the CLEANmp document *CLEANmp Program Service Provider Policy*.

Nutrient Management Tools: The primary nutrient management planning and development tool for the CLEANmp program will be the Purdue University's Manure Management Planner (MMP). This software is the primary software tool CLEANmp Service Providers must use to develop NMPs. In those states not supported by MMP, other software tools such as AFOPro and IdahoOnePlan may be used with the prior approval of the CLEANmp Project Manager at SES. If no NMP software tools are available for a state,

a CLEANmp nutrient management planner can use SES's in-house Microsoft Word templates, Excel spreadsheet tools, and GIS capabilities for the NMP development and review.

Potential CLEANmp Service Provider: An individual who meets the CLEANmp program pre-requisite qualifications and is in the process of completing the initial approval process.

Producer: The individual or organization requesting a CLEANmp project by submitting an *Application and Preliminary Information Survey*; also referred to as the "applicant."

Service Provider: An individual who meets the CLEANmp program pre-requisite qualifications and has completed all aspects of the approval process.

3.0 Procedures

3.1 Categorization of CLEANmp project sizes. These size categories do not reflect federal or state size standards

- a. Large egg production site (>800,000 birds)
- b. Medium egg production site (300,000 to 800,000 birds)
- c. Small egg production site (<300,000 birds)
- d. Large meat bird production site (>100,000 birds)
- e. Medium meat bird production site (50,000 to 100,000 birds)
- f. Small meat bird production site (<50,000 birds)
- g. Hog production site (multi-phase)
- h. Hog production site (single-phase)
- i. Large dairy (> 5,000 cows [dry and milking])
- j. Medium dairy (500 to 5,000 cows [dry and milking])
- k. Small dairy (< 5000 cows [dry and milking])
- l. Large feedlot (>15,000 animals)
- m. Medium feedlot (1,000 to 15,000 animals)
- n. Small feedlot (< 1,000 animals)

3.2 Responsibilities

The CLEANmp Scheduling Director is responsible for compiling and reviewing Service Provider bids on CLEANmp projects. Actual CLEANmp project costs will consist of a firm fixed-price determined from the bidding process described in Section 3.4.

3.3 General CLEANmp Bidding Requirements

- 3.3.1 Bid costs are in US dollars and will be paid in US dollars.
- 3.3.2 Each project will be initiated by an application/request submitted by a Producer, to the Program Administrator. This information will be summarized and posted on the secure portion of the CLEANmp website. Only approved Service Providers can access this portion of the CLEANmp website (see CLEANmp Program Document *Service Provider Policy*).
- 3.3.3 Labor, travel, supplies and other associated expenses for a Service Provider will be included in the final fixed-price project bid. All projects will be awarded through a competitive bidding process. This bidding will be conducted by internet postings on the secure portion of the CLEANmp website (www.erc-env.org)
- 3.3.4 Costs for collection and analysis of soil and manure samples are the responsibility of the producer. These costs must not be included in a fixed-price CLEANmp bid.

3.4 Preparation of Total Fixed Price Project Costs

- 3.4.1 After reviewing a producer's project request information submitted on the *Application and Preliminary Information Survey* form and determining the information is complete, the project request will be posted on the secure portion of the CLEANmp website. Service providers can review this information and bid on conducting the project. These bids will represent a firm fixed-price cost for conducting and completing the project.

Three types of CLEANmp projects will be posted for bid: 1) environmental assessment, 2) nutrient management plan development or revision, and 3) both an EA and NMP.

Bidding on CLEANmp projects from producers with Environmental Quality Incentives Program (EQIP) contracts or those who are requesting EQIP contracts, can only be initiated by Service Providers who are registered under the CNMP Plan Development-*Total Plan* category on the Technical Service Provider (TSP) website (<http://techreg.nrcs.gov>).

The act of submitting a bid constitutes an agreement between the Service Provider and the Program Administrator (SES, Inc.), committing the Service Provider to conduct the project within defined periods of time after receiving a notice-to-proceed from the Program Administrator. A Service Provider has 44 days to complete an EA after receiving the notice-to-proceed from the Program

Administrator. A Service Provider has 75 days to complete an NMP after receiving a notice-to-proceed or 45 days after the onsite visit, whichever is less.

After being posted for seven days bidding on a project will be stopped. The Program Administrator will compile all bids and determine which bid represents the best value and quality for the program and the producer. The Program Administrator will notify the winning bidder of their selection to conduct the project. A notice-to-proceed will be issued to the successful bidder. The Service Provider must then coordinate with the requesting producer to schedule the project.

3.4.2 Estimated maximum on-farm times for either an EA or an NMP are presented below. Due to the overlap of information collected, conducting both projects at a single operation would only add a few hours to these on-farm time estimates. These times can be used to assist a Service Provider in estimating the time required to complete the on-site portion of a project.

- a. Large egg production site (8 hours)
- b. Medium egg production site (6 hours)
- c. Small egg production site (4 hours)
- d. Large meat bird production site (8 hours)
- e. Medium meat bird production site (6 hours)
- f. Small meat bird production site (4 hours)
- g. Hog production site (multiphase, 6 hours)
- h. Hog production site (single-phase, 4 hours)
- i. Large dairy (8 hours)
- j. Medium dairy (6 hours)
- k. Small dairy (4 hours)
- l. Large feedlot (8 hours)
- m. Medium feedlot (6 hours)
- n. Small feedlot (4 hours)

3.5 Bid Evaluation and Selection

SES will **accept** a bid from a service provider under the following conditions: (1) The bid reflects reasonable costs to complete the project; (2) The service provider has made the bid in the appropriate time frame; (3) The service provider's CLEANmp status is current; (4) The service provider can meet the biosecurity requirements; and (5) There is no conflict of interest between the service provider and the facility or individual requesting the project. In turn, SES has the right to **reject** a bid for the following reasons: (1) A bid is considered unrealistic; (2) The bidder is under review for quality-related issues; or (3) SES feels there is a conflict of interest between the facility or individual, and the service provider. If a project is not bid upon, or all the bids are

deemed unrealistic, SES will re-open the bidding session for an additional seven days and will send an e-mail to all eligible approved service providers within the CLEANmp program announcing the audit open for bidding. If there are still no bids after the second “open” session, SES will contact service providers and ask them to make a realistic bid.

Once a bid period is closed and a project has at least one valid bid, the Program Administrator will initiate the bid selection process. All else being equal, the Program Administrator will award a project to the bidder with the lowest fixed-price cost. When all factors are not equal, i.e., bidders with Technical Service Provider (TSP) registrations not in the project operation’s state, and or TSPs not resident in an operation’s state, the Program Administrator will employ the following evaluation and award selection hierarchy: first, a service provider who is resident in an project operation’s state and has program-applicable TSP registrations for that state; second, a service provider who has program-applicable TSP registrations in the project operation’s state but does not reside in that state; and lastly, an approved service provider who neither resides in, or holds program-applicable TSP registrations in an operation’s state. If the bid evaluation process results in the selection of a service provider due solely to either the first or second criteria above, and the selected bid is determined to be above expected costs, based on regional differences, program history or the Program Administrator’s knowledge of common costs in the area; then the Program Administrator will request a best-and-final bid from the selected bidder. If this does not result in a cost revision acceptable to the Program Administrator, the Program Administrator has the right to award the project to the bidder whose costs are considered more reasonable.

3.6 Audit cancellation or access restriction by producer

If a project is canceled by a facility after the Service Provider incurs non-refundable expenses (i.e., the purchase of an airline ticket, copying, etc.) these expenses will be reimbursed to the Service Provider, by the Environmental Resources Coalition (ERC).

If a Service Provider cancels a project due to facility-imposed access restrictions, either to documents or production areas that are critical to the project, or is denied access to the facility upon arrival at the facility, the Service Provider will be paid 50 percent of their fixed price bid. If access to the facility is denied because of a Service Provider’s actions, the Program Administrator will reopen the project for bid. The original Service Provider will receive no compensation relative to the project where he or she was denied access, due to Service Provider actions. Examples where a facility is justified in denying access to a Service Provider include, but are not limited to: 1) Service Provider failing to follow producer biosecurity (as defined on the project request application) and 2) a Service Provider arriving more than one hour late to a project.