

Draft process for Preparation of a Cooperative Agreement with APHIS

July 14, 2011

- Company sends in a formal request for the preparation of a NEPA document.
- APHIS publishes a Statement of Work (SOW) which describes the scope of the work to be performed, technical requirements, and period of performance.
- Based on information in the SOW, APHIS will initiate the development of the Work and Financial Plan, which is the detailed explanation of information in the Cooperative Agreement. Language in the Work and Financial Plan will be vetted through appropriate management within BRS.
- APHIS will review bids and select a contractor.
- The financial information, based on the selected bid, will be included in the Work and Financial Plan and the Plan will be forwarded to the company for review and comment.
- Once language in the Work and Financial Plan is agreed upon by APHIS and the company, the Plan will be sent to the Financial Management Division within APHIS for preparation of the Cooperative Agreement.
- A hard copy of the Cooperative Agreement will be sent to the company for signature. The company will also receive directions for submitting funds to support the Agreement.
- Once received from the company, the Cooperative Agreement will be sent to the APHIS Administrator for signature.
- Once funds are received from the company, the contractor can be notified and work can begin on the NEPA document.

