

Attachment 1

Course Itinerary:

<u>Sunday</u>	May 17, 2008	<i>Travel to Boise</i>
Monday	May 18, 2008	<u>0800 to 1700 Classroom Instruction</u>
Tuesday	May 19, 2008	<u>0800 to 1700 Classroom Instruction</u>
Wednesday	May 20, 2008	<u>0800 to 1700 Field Trip</u>
Thursday	May 21, 2008	<u>0800 to 1700 SCID Instruction, Timber Sale Contracts</u>
Friday.....	May 22, 2008	<u>0800 to 1200 Classroom Instruction / Wrap Up</u> <i>Travel back to Home Unit</i>

Course Contents:

- Monday May 18, 2009
- Welcome- 8:00 - 8:15
 - Keynote (Idaho State Office) – 8:15 - 8:30
 - Introductions -8:30 - 9:00
 - Stewardship Contracting: Background, Guidance, and Process (Scott Lieurance & Jim Bowmer) -9:00 – 10:45
 - Stand Alone Service Contract - Case Study (TBD) 10:45 – 11:30
 - Lunch 11:30 – 12:30
 - Contracting Overview (Yuri Dyson) 12:30 – 2:00
 - Market Research (Yuri Dyson) 2:00 – 2:30
 - Outreach and Marketing (Jeff Kitchens) 2:30 – 3:30
 - Statements of Work (Yuri Dyson) 3:30 – 5:00
 - Adjourn
- Tuesday May 19, 2009
- Daily Outlook - 8:00 – 8:30
 - Agreements (Chris Shaver) – Case Study 8:30 – 11:00
 - Working with Partners (Al Christophersen – RMEF) 11:00 – 12:00
 - Lunch – 12:00 – 1:00
 - IDIQ - Case Study (Mike Bechdolt & Yuri Dyson) 1:00 – 3:30
 - Discussion / Q & A – 3:30 – 5:00
- Wednesday May 20, 2009
- **Field Trip All Day** – Participants will meet in the lobby at 8:00. Participants should bring field clothes, sack lunch, and water according to their own needs.

- Project Overview (Mike DeArmond) 8:00 – 8:30
- Project Site Visit 11:00– 3:00
- Travel Back to Boise 3:00 – 5:00

Thursday May 21, 2009

- Concurrent Sessions – Class will be split in half taking one course in the morning and switching to the other in the afternoon
 - A. Stewardship Contracting Information Database (SCID) (Dick Watson)
 - B. Timber Sale Case Study (Bill Hensley & Bruce Reid)

Friday May 22, 2009

- Concurrent Sessions – Class will be split into Procurement Staff and Resources Staff
 - A. Procurement – Minimum Clauses for Service Contracts, Set-Aside rules, Selecting a NAICS Code.
 - B. Resources – NAICS Code worksheet, Preparing a Proper appraisal.
- Wrap up – Evaluations, Certificates.

Location: Idaho State Office
1387 S. Vinnell Way
Boise, ID 208-373-4000

Lodging: **Oxford Suites**
1426 S. Entertainment Ave. Boise, ID 83709
Phone: (208) 322-8000 Fax: (208) 322-8002
Block of Rooms has been reserved for this training

Transportation: TBD

Recommended Pre-work:

Stewardship Contracting Authority PL.108-7
Stewardship Contract Guidance IM-2006-058
SCID Tutorial / Users Guide
<http://web.blm.gov/nstc/ForestMang/steward.html>
Review the Stewardship Contracting Website: <http://web.blm.gov/nstc/ForestMang/steward.html>

Instructors:

Scott Lieurance	WO	Stewardship 101	202-452-0316
Jim Bowmer	WO	Stewardship Guidance	202-452-5081
Bill Hensley	MT	Timber Sale Contracts	406-896-5042
Bruce Reid	MT	Timber Sale Contracts	406-538-1960
Mike Bechdolt	OR	IDIQ Contracts/Appraisals	541-885-4118
Chris Shaver	ID	Agreements	208-373-3817
Yuri Dyson	OR	Contract Overview	503-808-6229
TBD		Service Contracts/Minimum Clauses	
Jeffrey Kitchens	CO	Marketing/Outreach	303-239-3752
Dick Watson	CO	SCID	303-236-0158
Mike DeArmond	ID	Field Trip	208-378-4070