The Department of Defense Partners in Amphibian and Reptile Conservation (DoD PARC) network developed this Performance Work Statement (PWS) Template to help installation natural resources personnel write robust performance work statements or scopes of work when contracting for amphibian and reptile surveys/inventories on military lands. The template helps standardize inventory data collection of herpetofauna across DoD and provides a modifiable template for installation-specific needs. This template is formatted for a performance-based services contract but also can be used for a nonperformance-based services contract. If personnel use this template for a nonperformance-based services contract, they should replace "Performance Work Statement" with "Scope of Work." Red text below should be populated by the user.

PERFORMANCE WORK STATEMENT (PWS) for

Contract or Interagency Agreement **[XXXXXX-XX-X-XXXX]**

**TASK ORDER [XXXX]**

**[MODIFICATION NUMBER or “NEW”]**

Amphibian and Reptile Inventory at

[Insert-Project Location]

[mm/dd/yyyy]

**Section 1.0 - Introduction**

This performance work statement (PWS) describes the professional services required to conduct a herpetological (amphibian and reptile) inventory/survey at [insert DoD installation name]. The duration of work under this task order shall not exceed [indicate number of days/months] from the award date. This action will be performed in accordance with [list appropriate DoD or Military Service regulations, statutes, laws (e.g. Endangered Species Act, Sikes Act)].

* 1. **Project Objective**

The primary objective of this project is to conduct a herpetological survey/inventory at [insert name of activity/installation, including location and map if available] to document the presence of amphibian and reptile species. The project scope shall include all the necessary labor and equipment associated with meeting the objective.

*Example: The primary objective of this project is to conduct an inventory of the amphibians and reptiles on Naval Station Norfolk (a 4,300-acre naval installation located in Norfolk, Virginia), with an emphasis on confirming the presence of the Virginia State-listed Mabee’s Salamander [Ambystoma mabeei] and Barking Treefrog [Hyla gratiosa]. In addition, the Navy would like to determine which species of herpetofauna occur in the various habitat types of the installation. Lastly, the Navy would like to determine if any of the snake species confirmed on the installation are venomous.*

The Contractor shall obtain final approval of the work required by the [add in DoD contracting Command] upon completion of these performance objectives as specified in Section [7]: PERFORMANCE MEASUREMENT AND PAYMENT SUMMARY AND OFFER SCHEDULE.

**1.2 Project Background**

[Describe the need for the study and what has occurred or generated the requirement addressed by this specific scope. Be sure to briefly describe the installation’s location, acreage, and habitat types (maps would assist the Contractor with determining the level of effort to conduct the inventory), highlighting locations of focus, especially for larger installations or those with multiple special use areas. Additionally, consider listing acreage of known wetlands within the project area as wetlands are primary herpetofauna habitat. At a minimum, this section should also include a synopsis of existing herpetofauna data collected on the installation or previous survey efforts. Include a species list from previous survey efforts, Integrated Natural Resources Management Plan (INRMP), or DoD PARC Amphibian and Reptile database.]

*Example: The OPNAV M-5090.1, Environmental Readiness Program Manual, of 10 January, 2014 requires each installation to conduct surveys to develop an inventory of fish and wildlife species and their habitats that may be present on the installation. Data collected during the investigation will be used to update the installation’s INRMP in addition to ensuring compliance with applicable federal, state and local statutes and regulations, and with DoD policies, instructions and guidance. The results of this project will enable the natural resources personnel to better manage the wildlife and habitat of the installation in support of the training mission and guide future INRMP projects and updates. The last herpetofauna inventory on Naval Station Norfolk took place over five years ago. The results of that inventory documented 22 species of amphibians and reptiles being confirmed present on the installation and another 10 species with the potential to be present (see species list in Appendix A). Two species with the potential to be present include the (Mabee’s Salamander and the Barking Tree Frog, both State-listed species in Virginia.*

**Section 2.0 – Work Elements**

The Contractor shall furnish all labor, materials, tools, supplies, services, equipment, project management, permits, contract/procurement administration, transportation and incidentals necessary to perform all work in accordance with the PWS as well as remove any materials following the end of the project. The Contractor shall conduct all work in accordance with all pertinent state, local and federal regulations and approved work plans.

Contractor personnel shall have expertise and recent survey experience in handling herpetofauna. Credentials of Contractor personnel shall include a minimum of a Bachelor’s degree in Wildlife Biology or related science discipline and at least five years of recent experience conducting herpetofauna inventories/monitoring.

The Contractor’s work areas and activities at the site shall be subject to inspection without announcement by the [add Military Service] and their representatives.

The Contractor is responsible for obtaining all necessary state and federal permits (if necessary) to conduct the work in this PWS prior to beginning any field surveys. Permits may include single-species permits from regulators if a listed species may be present in the survey area even if those species are not named in the PWS. The Contractor shall contact state and federal agencies to determine if any of these species are likely or permits are necessary. The installation representative shall be notified within five days if any state or federal species are encountered during the field work.

All field notes, field data forms, photographs, etc. produced as parts of this PWS are the property of the U. S. Government. These data will not be used, in whole or in part, in any professional, scientific or non-scientific report, paper or note, published or unpublished or be part of any technical or non-technical presentation without the written pre-authorization and review by the installation representative and others as required.

The Contractor’s proposal should be presented in [state any template/format you want the Contractor to use or provide an example for them to follow].

The Contractor’s proposal should include the following work elements if writing a PWS or tasks if writing a scope of work:

* WORK ELEMENT 1: Project Management, Meetings, and Progress Reports
* WORK ELEMENT 2: Work Plans
* WORK ELEMENT 3: Field Surveys
* WORK ELEMENT 4: Draft and Final Project Report

**2.1 WORK ELEMENT 1 – Project Management, Meetings, and Progress Reports**

Within 14 days of contract award, the Contractor shall participate in a project kickoff meeting which will be held via teleconference or on-site. The purpose of the meeting will be to review the work statement, identify the roles and responsibilities of project members and discuss the requirements for entering the installation and review safety protocols. The Contractor is responsible for providing draft and final meeting minutes summarizing the discussions of the kickoff meeting.

The Contractor will be responsible for participating in XX additional one-hour teleconferences or on-site meetings during the period of performance of the project. The purpose of these meetings will be to discuss the progress and findings of the project and address any issue or concerns of the Contractor.

The Contractor shall submit monthly progress reports via email to the points of contact listed below. Monthly progress reports shall be delivered within the first seven days of the month. The progress reports shall summarize the work that was conducted the previous month, percentage of each Work Element completed to date, and what tasks are expected to be performed in the coming month.

**2.2 WORK ELEMENT 2 – Work Plans (Optional)**

The Contractor shall prepare and submit a draft and final Work Plan within 30 days after the kickoff meeting and prior to the beginning of any field work. The Work Plan shall include a summary of the project objectives, list of Contractor personnel performing the work, proposed inventory techniques and schedule of survey events and deliverables. The Work Plan shall include a list of herpetofauna species already confirmed present on the installation and those with the potential to be present.

**2.3 WORK ELEMENT 3 – Field Surveys**

The Contractor shall conduct three field survey events for amphibian and reptile species in the project area. Field surveys will be conducted generally during the spring, summer and fall and will consist of XXfield days per survey event conducted by at least two biologists (Note: number of field days will vary depending on the size of the installation). The field work shall be performed during the appropriate time of year to maximize the potential for detecting target species. Surveys shall not be conducted during extreme conditions (e.g., extended drought, cold or hot weather conditions) when detection of species presence is unlikely. Surveys shall be conducted in all habitat types where conditions appear suitable for the presence of amphibians and reptiles. A map of the surveyed locations shall be included in the draft and final report. Both daytime and nighttime surveys shall be conducted.

All herpetofauna species that are observed or collected will be recorded on a data sheet or using the HerpMapper applet. Data collection will include the species common name and scientific name, sex, breeding status, relative age class, date, time, weather conditions, and general habitat type. In addition, a Global Positioning System (GPS) record shall be collected at the site of each capture/observation and photographs will be taken of each species.

Note: DoD PARC endorses the use of HerpMapper (<https://www.herpmapper.org>) to document species encountered in the field. HerpMapper is an applet that runs on smart phones and can be used to record data (including a species’ common and scientific names, date, time latitude/longitude, age, sex, photographic voucher and more) of captured herpetofauna. You may consider using HerpMapper as a substitution for the Contractor filling out data sheets. Data entered into HerpMapper can be downloaded and exported into an Excel spreadsheet and/or converted to a Geographic Information System (GIS) file as deliverables. Additionally, data entered into HerpMapper can be viewed by DoD PARC leadership and used to keep our DoD-wide inventory database updated.

The Contractor is responsible for the welfare of the species that are captured during this survey and care should be taken not to kill or injure any wildlife. Captured wildlife should be released at the site of capture and not moved to another area of the installation. Any wildlife killed, or incidentally encountered as deceased should be collected, and identified, and deposited in a local museum or university as a voucher specimen.

The Contractor shall consider and propose survey techniques (examples provided below) that are specific to accomplishing the objectives in this PWS. Proposed survey technique(s) shall consider the target species ecology, habitat preferences, acreage and habitat types of the survey area and the period of performance of this task. If one of the proposed survey techniques in this study is the use of draft fence arrays and pitfall traps, clearance from a cultural resource specialist may be required prior to any soil disturbance.

Note: The survey techniques requested in the PWS will vary depending on the objectives of the study and budget. For a general herpetological inventory, we recommend conducting three rounds of Visual Encounter Surveys (Heyer et al. 1994) in the spring, summer and fall for a period of five days each, and performed by two experienced biologists. However, the number of survey events and field days may be more or less than five days depending on the size of the installation and budget.

**Visual Encounter Surveys**:

The Contractor shall use the Visual Encounter Survey (VES) methodology to inventory the amphibians and reptiles in the survey area. This survey method involves searching selected wetland and upland habitats for amphibians and reptiles when the probability of encounter is high (appropriate microhabitat, weather, and time of day for the target species). Field surveys will be conducted generally during the spring, summer and fall and will consist of XX field days per survey event conducted by at least two biologists. Particular attention should be taken to search under fallen logs, loose tree bark, flat or loose rocks, plywood boards, and other discarded materials since these items are known to provide cover habitat for herpetofauna.

Note: Additional herpetofauna survey techniques that the Contractor may use in conjunction with the VES methodology are listed below. When these methods are used in conjunction with the VES technique, the likelihood of species detection is increased. These techniques will vary regionally. We recommend consulting the PARC Inventory and Monitoring: Recommended Techniques for Reptiles and Amphibians guide.

**Dip Net Surveys**: The Contractor shall use the dip net technique to survey for the larval (tadpole) stage of amphibian species in aquatic habitats within the survey area. Tadpole surveys are typically performed using a dip net, which consists of a wood or metal pole with a mesh net on one end. This technique involves walking the wetland bank or wading slowly through the water sweeping the dip net through the water to catch tadpoles. Typically, the best habitat is shallow water (less than two feet deep) which is not shaded and has open areas mixed with submerged aquatic vegetation.

**Egg Mass Surveys:** The Contractor shall conduct egg mass surveys at seasonal or permanent wetland sites during the breeding period of amphibians to monitor reproductive activity. Egg mass surveys can provide information on the presence/absence and reproduction of amphibians. This technique involves searching the perimeter and interior of wetlands for globular masses of eggs attached to vegetation. Surveyors must be able to accurately identify egg masses of multiple species of frogs and salamanders.

**Road Surveys:** The Contactor shall conduct road cruising surveys for herpetofauna on the installation. This technique involves driving roads during the day or night when herpetofauna are active. The use of this method is most successful when targeting specific areas, species and times, rather than when conducted randomly. Individuals seen or captured on the road shall be recorded and photographed, and the Contractor shall use a GPS to document their location. These surveys may or may not include spotlighting if appropriate and allowed under installation authority and applicable laws.

**Artificial Cover:** The Contractor shall use artificial cover objects (tin, metal or plywood boards), for sampling amphibians and reptiles in the field. [add number of cover boards] cover boards (1/2 inch thick, 4’X 4’) shall be placed in the field in a grid configuration within multiple habitat types on the installation and checked [add number of times to be checked] times during the duration of the study. Artificial objects must be marked to identify the surveyor in the event of discovery and to avoid disturbance.

**Auditory Surveys**: The Contractor shall conduct auditory surveys for breeding frogs and toads. Numerous methods exist to accomplish this using both active and passive recording methods (see Section 8 below for references). Active surveys also may follow the North America Amphibian Monitoring Program protocol (https://www.pwrc.usgs.gov/naamp/). [Note: DoD PARC also has limited capacity to use automated acoustic recorders (see below). Please ask your local DoD PARC representative if interested in using those devices.] Surveys will be conducted once a month, generally from February-August.

**Automated Recorders**: The Contractor shall deploy [add number of automated loggers] automated acoustic loggers at [add number of wetland sites] wetland sites within the project boundary. The acoustic loggers will be programmed to record five minutes of sound at the beginning of each hour from 8:00 pm to 12:00 am each night generally from February- August. The Contractor shall analyze the recordings and identify the species of frogs/toads present at each site based on their species-specific vocalizations. Recorders must be marked to identify the surveyor in the event of discovery and avoid disturbance.

**Basking and Spotlight Surveys:** The Contractor shall use basking and/or spotlight surveys as appropriate to survey for herpetofauna species. Basking surveys involve using binoculars to look for basking turtles/snakes while in a boat or walking along the perimeter of a river, pond, lake or other wetland. Basking surveys should be conducted during the late spring or early summer when turtles are active and basking, but not during the summer when warm water temperatures reduce basking behavior. Spotlight surveys are used to detect herpetofauna active at night and involves the use of a spotlight/flashlight in conjunction with binoculars (Wildlife Research Associates, 2016). Spotlight surveys may require special permission from the installation, so it is recommended that you check with the instillation natural resources manager prior to conducting this activity.

Note: If the objective of the project is to collect information on the population status/trends of herpetofauna species, then you may consider using the techniques below. Please note that these techniques are more labor intensive and will increase the cost and period of performance of the project.

**Drift Fence and Pitfall Surveys:** The Contractor shall install pitfall trapping arrays at [add number of locations] different locations across the installation. The exact length, configuration and number of buckets of each pitfall array shall be proposed by the Contractor in the Work Plan. In addition, it is requested that at least two or more funnel or box traps be placed at each trapping array. Each pitfall array will be sampled a minimum of [add number of times] times, and for a duration of [add number of days] days per sampling event. All individuals captured by the pitfall arrays shall be documented on a datasheet and marked using standardized marking techniques for herpetofauna (Guidelines for Use of Live Amphibians and Reptiles in Field and Laboratory Research. Second Edition, Revised by the Herpetological Animal Care and Use Committee (HACC) of the American Society of Ichthyologists and Herpetologists. 2004).

**Radio Telemetry:** The Contractor shall use radio telemetry to monitor the movement patterns and habitat use of [add species and number of individuals to be tracked] for a duration of [add number of months/years to tracked] years. Transmitters shall be implanted or attached to subjects following scientifically proven procedures. Each telemetered subject shall be monitored at a minimum of three days a week. Following transmitter implantation or attachment, individuals will need to be tracked frequently to ensure there are no ill-effects as a result of the implantation/attachment. At the site of each animal relocation, a datasheet shall be populated with the subject’s ID, date, time, latitude and longitude, general habitat type and behavior. At the end of the year, each telemetered subject’s total distance moved, distance per day, distance per movement, Minimum Convex Polygon (MCP) activity range and Kernel activity range and habitat use shall be calculated and reported to the natural resources manager.

**Mark-Recapture:** The Contractor shall mark herpetofauna (temporarily or permanently) for future identification and attempt to recapture these animals after initial release. Animals may be marked to the individual or to the population level. Marks should be recorded in field datasheets and included in the draft and final reports. Procedures should meet any Institutional Animal Care and Use Committee (IACUC) guidelines for the agencies involved, and may include body marks (shell notching, toe clips, etc.), bands/identification plates, Passive Integrated Transponders (PIT) tags, or other such techniques.

**Environmental DNA:** The Contractor shall collect water or soil samples for analysis of Environmental DNA (eDNA). This technique involves collecting water or soil samples from wetland sites and identifying the species that inhabit those wetlands based on the species-specific DNA in the soil or water. This technique is best used when determining if a particular species is present at a site and is not a recommended for documenting species that can more easily be determined using other survey techniques. It is recommended that multiple water samples from each pond be collected during the appropriate time of year for the target species. For more information on the use of eDNA on DoD lands, visit: https://www.denix.osd.mil/nr/priorities/herpetofauna/reports/monitoring-amphibian-populations-using-environmental-dna-report-legacy-14-616.

**2.4 WORK ELEMENT 4 –Draft and Final Project Report**

The Contractor shall submit a separate draft and final report of the herpetological inventory results. The reports will summarize the results of the inventory and shall include maps of the locations where individuals of species were captured, the field survey data sheets or data exported from HerpMapper, voucher photographs and GIS. Report photographs shall be those collected during this survey or downloaded from the DoD PARC Group and Photo Library Site: <http://dodparcphotolibrary.shutterfly.com/> if available. The report format shall follow that of a scientific publication and include the following section heading: Introduction, Methods, Results, Discussion and Literature Cited, as well as original data sheets and/or copies thereof and other appendices as appropriate. Reports shall be generally free of typos, grammatical errors, formatting inconsistencies and incorrectly labeled tables and figures. The reports shall provide proper citations for all documents referenced. It is requested that the draft report contain line numbering for ease of Government comment. The final report shall be submitted only after the Contractor has addressed all Government comments.

**SECTION 3.0 – SPECIAL REQUIREMENTS/CONDITIONS**

[List any special/specific requirements of the activity/base such as communication with range control, access, awareness briefs, munitions training and clearances needed to access the installation or special use areas on the installation (prohibited areas or restricted sites). In addition, this section should describe any restrictions on the use of equipment such as radio telemetry, acoustic data loggers, and photography.]

*Example: The Contractor is responsible for making any travel arrangements required to support this work. A vehicle pass may be required. A valid driver’s license, vehicle registration and proof of vehicle insurance will be required to access the installation. The Contractor is required to contact the installation representative to schedule and negotiate passage through any restricted areas ahead of project implementation. In some cases, access may be temporarily suspended due to safety or security reasons. The Contactor may be responsible for attending a safety, munitions or natural and cultural resources awareness brief prior to the beginning of field work. Briefings will be arranged and/or administered by the installation point of contact*.

This work is being conducted on an active military installation. All aspects of the mission take priority over other projects and may cause operational delays. Any delays or constraints caused by the mission may occur at any time with little or no advance notice.

**SECTION 4.0 – GOVERNMENT FURNISHED EQUIPMENT/DATA**

The Government will provide the Contractor with maps and/or GIS data layers such as roads, wetlands, training areas, installation restoration sites and habitat types for the Contractor to determine suitable survey areas, deploy equipment and make other decisions needed to adequately perform the work.

**SECTION 5.0 – POINTS OF CONTACT**

[List all points of contact names, mailing address and email/phone numbers for the DoD installation and/or regional technical representative as well as the contract specialist.]

**SECTION 6.0 – Deliverables**

[List all deliverables, when they are to be submitted, how many, to whom, how (hand deliver, fed ex, etc.), when, etc. This is best described in a table format.]

1. **Draft and Final Reports**

A draft and final report shall be provided in digital formats (Microsoft Word and Adobe Portable Document Format [PDF]). If spreadsheets are provided, the data should be provided in Microsoft Excel format. All digital photographs taken during the project fieldwork shall be submitted on CDs/DVDs.

Note: File types, formatting, number of copies and method of submission will vary based on site specific requirements and preferences and should be specified in this section.

1. **Geographical Information System Data**

The GIS layers (including but not limited to survey area polygons and species capture locations) shall be submitted as part of the digital geographic deliverables of this project. GIS deliverables shall be provided in ESRI ArcGIS format (version 10.0 or higher). All GIS deliverables will be created and submitted in accordance with the specifications in Appendix A.

Note: We recommend that you include your Military Service or Command’s Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) as an appendix to this document for the collection and delivery of geospatial data.

[Describe any additional standards that must be met for the deliverables that are not already in the basic contract, including tabular/spatial data format, file format, document format, etc.]

The period of performance for this task order shall be eighteen months from the date of award. A general schedule of events is proposed below.

Note: The period of performance and schedule will be variable depending on projects goals and objectives. For a general herpetofauna inventory, we recommend a minimum of one-year period of performance with field surveys conducted during the spring, summer and fall seasons.

|  |  |
| --- | --- |
| **Event** | **Date** |
| Kickoff Meeting/Teleconference | Within 14 days of contract award |
| Work Plan (draft and final) | Within 30 days of kickoff meeting |
| Field Survey-1 | Spring |
| Teleconference | TBD |
| Field Survey-2 | Summer |
| Teleconference | TBD |
| Field Survey-3 | Fall |
| Draft Report/GIS Deliverables | Within 30 days after completion of field work |
| Final Report/GIS Deliverables | With 60 days after completion of field work |
| Monthly Progress Reports | Monthly |

Note: If you are contracting this project using a nonperformance-based services contract, Section 7 does not apply.

**SECTION 7.0 – PERFORMANCE MEASUREMENT AND PAYMENT SUMMARY AND OFFER SCHEDULE**

7.1 The Contractor shall be responsible for achieving the performance measures (see Table 7.3 below) in this PWS and successfully performing all the tasks required for successful performance.

7.2 Payments shall be made to the Contractor upon completion of the following:

1) Verification that the corresponding performance standards and Acceptable Quality Levels defined below have been satisfactorily achieved, and

2) Submission of a properly prepared invoice. Invoices that fail to meet the requirements of this paragraph and/or the invoicing or prompt payment clauses of the contract may be rejected in their entirety.

7.2.1 If a task associated with a work element is eliminated or not necessary for accomplishing project completion, the contract/task order shall be modified and the payment amount associated with that task shall not be paid to the Contractor.

7.2.2 Failure to demonstrate that the performance objectives have been achieved and the work elements are complete may result in non-payment of the final work element and/or a negative evaluation.

7.3 Performance measurements that apply to this PWS.

| **Work Element / Task** | **Performance Standard** | **Acceptable Quality Level** | **Assessment Method** | **Performance Payment and Incentive** |
| --- | --- | --- | --- | --- |
| **Section [X] – [Section Title],**  **Example**: Project Management/ Support/ Administration | **[Add the standard of how you plan to evaluate if the contractor has met the objective.]**  **Example:** Accurate and timely cost and schedule management and administrative support to keep the project on scope, schedule and budget. | **[Add the minimum factor that determines the contractor payment**.]  **Example**: 100% acceptance | **[Add who determines payment and how.**]  **Example**: Review project progress reports.  Acceptance by Contracting Officer (KO) or task order COR. | **[Add the payment plan and/or incentive**.]  **Example for Fixed Price:** Lump sum payable monthly as a percentage of completion of each task.  **\*Example for Cost Reimbursement:** Award fee will vary according to performance. (This is an example that can be used for all work elements)  Incentive includes the positive evaluations and award of options (if applicable). Penalties include negative evaluations. |
| **Section [X] – [Section Title],**  **Example:** Project Meetings | **[Add the standard of how you plan to evaluate if the contractor has met the objective**.]  **Example**: Completion and distribution of all meeting materials including agenda, handouts, figures, schedule, PowerPoint presentation, and meeting minutes. Accurate and timely support, attendance and technical support at the meetings. | **[Add the minimum factor that determines the contractor payment**.]  **Example**: 100% acceptance | **[Add who determines payment and how.]**  **Example:**  Review of meeting minutes, deliverables, and customer feedback. Acceptance by Contracting Officer (KO) or task order COR. | **[Add the payment plan and/or incentive**.]  **Example for Fixed Price:** Lump sum payable pro-rated as a percentage of meeting completion schedule.  Incentive includes the positive evaluations and award of options (if applicable). Penalties include negative evaluations. |
| **Section [X] – [Section Title],**  **Example:**  Work Plan and Attachments | **[Add the standard of how you plan to evaluate if the contractor has met the objective.]**  **Example**: Acceptance of deliverables. This task includes the work plan, methods proposed, and schedule. Work Plan and all sections and appendices shall include sufficient information to implement the survey. The work plan must be clearly written, factually accurate and complete and have minimal transcription, typographical, and grammatical errors. | **[Add the minimum factor that determines the contractor payment**.]  **Example**: 100% acceptance | **[Add who determines payment and how.**]  **Example:** Review of deliverables for content, quality and adherence to local laws, guidance and regulations.Acceptance by Contracting Officer (KO) or task order COR. | **[Add the payment plan and/or incentive**.]  **Example:**  Lump sum payable as a percentage of completion through submission of deliverables with the following milestone limits in the payment schedule: 20% of the proposed task cost at distribution of internal draft, 20% of task cost upon acceptance and distribution of draft document by KO with recommendations from the task order COR, and 60% of task cost upon acceptance and distribution of final document by KO with recommendations from the task order COR. |
| **Section [X] – [Section Title],**  **Example**: Field Work | **[Add the standard of how you plan to evaluate if the contractor has met the objective.]**  **Example**: Complete field work as specified in the Work Plan and other requirements of this PWS with no health and safety incidents. Survey and sample data collection should occur in a timely manner with no or very minimal schedule delays. | **[Add the minimum factor that determines the contractor payment**.]  **Example**: 100% acceptance | **[Add who determines payment and how.]**  **Example:** Announced and unannounced field inspections, schedule, check lists, Review of field data. | **[Add the payment plan and/or incentive**.]  **Example:**  Monthly payment on a prorated scale of schedule of value items completed and accepted by the Government. Final 70% payment for this work element shall be retained until contractor has achieved the goals and all outstanding items identified in the work plan. |
| **Section [X] – [Section Title],**  **Example**: Reports | **[Add the standard of how you plan to evaluate if the contractor has met the objective.]**  **Example**: Document is organized, well written and can be comprehended by the general community. Document has been reviewed by an editor and is in a scientific format | **[Add the minimum factor that determines the contractor payment**.]  **Example**: 100% acceptance | **[Add who determines payment and how.]**  **Example:** Factually accurate and complete with no more than two major deficiencies (e.g. missing information) and five minor deficiencies (e.g. spelling, format, wrong date). | **[Add the payment plan and/or incentive**.]  **Example**: an exceptional Draft Report will allow Contractor to skip pre-final report and produce Final Report.  Monthly payment on a prorated scale of schedule of value items completed and accepted by the Government. The following will be paid by versions of documents: Internal draft 20%, draft 20%, draft final 20%, Final 40%. Final payment for this work element shall be retained until contractor has achieved the goals and all outstanding items identified in the work plan. |

**SECTION 8.0 – REFERENCES**

Recommend references for herpetofaunal surveys are provided below:

– Fisher, Robert; Stokes, Drew; Rochester, Carlton; Brehme, Cheryl; Hathaway, Stacie; and Case, Ted. 2008. Herpetological monitoring using a pitfall trapping design in southern California: U.S. Geological Survey Techniques and Methods 2-A5, 44 p..

* Guidelines for Use of Live Amphibians and Reptiles in Field and Laboratory Research.

Second Edition, Revised by the Herpetological Animal Care and Use Committee

(HACC) of the American Society of Ichthyologists and Herpetologists, 2004. (Committee

Chair: Steven J. Beaupre, Members: Elliott R. Jacobson, Harvey B. Lillywhite, and Kelly

Zamudio;<http://www.asih.org/sites/default/files/documents/resources/guidelinesherpsresearch2004>.pdf)

* Graeter, G. J., K. Buhlmass, L. R. Wilinson, and J. W. Gibbons (Eds.). 2013. *Inventory and Monitoring: Recommended Techniques for Reptiles and Amphibians.* Partners in Amphibians and Reptile Conservation Technical Publication IM-1, Birmingham, Alabama
* Heyer, W. R., Donnelly, Maureen A., McDiarmid, Roy W., Hayek, Lee-Ann C. and Foster, Mercedes S. 1994. Measuring and monitoring biological diversity: standard methods for amphibians Smithsonian Institution Press, Washington and London. 364 pp..
* McDiarmid, Roy W., Foster, M. S., Guyer, C., Gibbons, J. W. and Chernoff, N. 2012. Reptile Biodiversity: Standard Methods for Inventory and Monitoring. Berkeley: University of California Press. 424 pp..
* Wildlife Research Associates. 2016. Criteria for the Selection and Use of Light Sources and Binoculars for Visual Encounter Surveys of Adult and Sub-Adult California Red-legged Frogs (*Rana draytonii*)