

**Process for Accessing CEC Community Relations Services  
Through USACE BPA # DACW31-98-A-0008**

CEC is a woman-owned small business based in the Washington, DC area that specializes in environmental communications and community relations services. CEC is assisting several **USACE districts** at formerly used defense sites, active installations, and BRAC installations. CEC services **include:** Restoration Advisory Board Facilitation & Support, Community Relations Plans, Risk Communications Training, Fact sheets & Newsletters, Exhibits, public meeting support, presentation materials, **internet** services, etc.

CEC has established a **Blanket** Purchase Agreement with the Baltimore District that is open to all **DoD** Agencies. **This** is a five year agreement that was initiated in **February** 1998. Up to \$50,000. of community relations services can be contracted per phone call. This blanket purchase agreement has been designed to expedite the contracting process. This contracting process can be completed within 7-10 days **from** the date of the initial contact with the Baltimore District's designated Contract Specialist (Jackie Henderson). The Baltimore District will charge a **\$250.-300.** administrative fee for each BPA call **to** cover the cost of contract administration.

**Step 1.** The **USACE** District Project **Manager** contacts CEC to discuss the desired **scope** of work. CEC will assist the project manager in defining or refining the scope of work and will provide **an** estimate. **This** scoping/estimate procedure is referred to as a "market **survey**".

**Step 2.** The **USACE** District Project **Manager** then meets with his/her Finance & Accounting **representative** to determine a budget for the work.

**Step 3.** The **USACE** Project **Manager's** Finance & Accounting Representative contacts Jackie Henderson (Baltimore District Contract Specialist) to notify Jackie that their District is interested in accessing services through **CEC's** Blanket **Purchase** Agreement.

**Step 4.** The Finance & Accounting Representative from the **interested** District transfers funds (using **Military Interdepartmental Purchase** Request) for the services to the Baltimore District Finance & Accounting Department. If the desired **scope** of work is above **\$25,000**, a brief Justification & Approval form is required. The **USACE** Project **Manager** can contact Jackie Henderson at the Baltimore District for assistance with the preparation of this simple form.

**Step 5.** Baltimore District Contract Specialist (Jackie **Henderson**) faxes CEC a solicitation for Quote.

**Step 6.** CEC submits quote to Baltimore District contracts specialist.

**Step 7.** Baltimore District contract Specialist issues **BPA** call **number** (**PO** number) and a contract agreement which contains her signature and **the USACE** **Project Manager's** signature.

**For More Information Contact:**

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