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Memorandum

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From: /s/ Donald W. Cline
Associate Director for Water

WATER MISSION AREA POLICY MEMORANDUM NO. 2017.01

Subject: Hydrologic Equipment Purchases using the Hydrologic Instrumentation Facility Contracts

Policy Summary: The U.S. Geological Survey Water Mission Area (WMA) purchases of instrumentation and equipment that are available on Hydrologic Instrumentation Facility (HIF) Indefinite Delivery Indefinite Quantity (IDIQ) contracts will be purchased through the HIF using those contracts. The benefits to the WMA are:

- quick “no hassle” access to reliable hydrologic equipment that meets WMA requirements,
- efficient equipment acquisitions that significantly reduce duplicative procurement efforts,
- quantity buying discounts, and
- quality-control inspected equipment.

The HIF’s IDIQ contracts enable the HIF to provide the WMA quick access to hydrologic instruments and equipment from major manufacturers. The HIF’s time and effort needed to develop hydrologic instrument IDIQ contracts is funded by the reimbursable sales, rental, and repairs project. Funding from the reimbursable sales, rental, and repairs project also

supplement the WMA's funding of the instrumentation quality assurance and HIF evaluation programs.

Background: The HIF develops and maintains with the U.S. Geological Survey Office of Acquisition and Grants (OAG) several IDIQ contracts with major vendors. These contracts are used by the HIF to stock the HIF sales, rental and repairs project that gives WMA field and project offices efficient access to over 1,200 instruments and equipment through the HIF's internal One Stop Shopping web site and by phone. These contracts also provide instrument repairs for many hydrologic instruments and eliminate the need for WMA offices to spend time on arduous procurement processes for repairs that exceed the \$2,500 credit card limit for services.

For more than six years, WMA offices have made the majority of their equipment purchases through the HIF's reimbursable sales, rental and repair project. These purchases help support the In-Service Quality Assurance (OSW memo 2016.01- Price meters, OSW memo 2014.04- ADCPS, OSW memo 2010.02- FlowTrackers, OGW memo 2015.03 - Groundwater Tapes) and New Product Evaluation programs, HIF's hands-on equipment and telemetry training, the WMA radio liaison officer, and the quarterly WMA instrumentation newsletter. During In-Service Quality Assurance (QA), basic instrument maintenance is performed, and if repairs are needed, the item is sent to the HIF repair shop. Status and test reports for the instruments are available from the HIF data base through the HIF's One Stop Shopping web site. In the Hydraulic Laboratory, specialized tanks are used to check ADCPs and FlowTrackers and a custom built calibration table is used to check the groundwater tapes at a cost that is estimated to be 20% less than other source. QA confirms that in-use instruments are still meeting WMA requirements for measuring high quality data.

HIF's IDIQ equipment contracts with the major suppliers of hydrologic instruments significantly reduce procurement lead times because the solicitation and bidding is completed during the initial contracting process and result in pricing discounts from the vendors because of the large quantities bought. Simple delivery orders can be used by the HIF as needed which helps the HIF to better manage and minimize the on-hand equipment inventory. Equipment is Quality Controlled (QC) inspected for compliance to USGS and vendor specifications prior to acceptance by the HIF, helping to minimize the instrument issues in the field. About 5 to 10% of HIF's newly purchased equipment has a HIF identified problem that requires action by the vendor. Problems with equipment are managed by the HIF with the vendors. One recent example is the identification of out of spec lots of Xylem-YSI pH sensors that were confirmed and corrected by the vendor based on feedback from the HIF.

Vendor IDIQs: The HIF has IDIQs with several major vendors of hydrologic instruments and continues to develop additional IDIQs in order to provide instrumentation efficiently to the WMA. The vendors that currently have an IDIQ with the HIF are: XYLEM (includes WaterLog, YSI, and Sontek), Teledyne RDI, InSitu, Sutron (includes Sutron and Ott),

and Hach (includes Hydrolab and Satlantic). Contact HIF customer service at 1-800-382-0634 or visit the One Stop Shopping web site at <http://1stop.usgs.gov/> for information on instruments and equipment available on the HIF's IDIQs.

Summary: HIF sales, rental and repair program minimizes the time spent by field staff acquiring equipment and allows the WMA to buy equipment using fewer procurements and contracts. Development of the HIF's IDIQ contracts takes months of effort and coordination between the HIF's contracting officer representatives, OAG's contracting officers, and the vendors. Allowing offices to bypass the HIF to use the HIF IDIQ contracts undermines the ability of the HIF to continue to develop and support these contracts and the other HIF instrumentation projects that support the work of the WMA. Purchases of hydrologic instrumentation that is available on HIF IDIQs will be purchased through the HIF. This policy is intended to support the HIF's instrument contracting efforts and the HIF's mission to provide quality hydrologic equipment and instrument support to the WMA and our Federal partners.