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Subject: Guidance Update for Prospectus for Campground and Related Granger-Thye Concessions, Form FS-2700-34

To: Regional Foresters

I remain committed to modernizing our recreation special uses program, while maximizing our existing authorities to enhance visitor services and community benefits.

Recently, questions have been raised regarding the use of the Prospectus for Campground and Related Granger-Thye Concessions, FS-2700-34 Form, and existing term length options for concession campground authorizations. I would like to take this opportunity to highlight areas of important guidance.

- The FS-2700-34 Form must be used when soliciting applications for the operation and maintenance of government-owned campgrounds. The language in the form is standard and may not be altered, except as provided in the instructions.
- The determination of minimum fee may not deviate from approved methodology.
- While the form's instructions provide for limited flexibility in terms of establishing the holder's financial responsibility for removing hazardous trees, values above 1% should be reviewed by the Washington Office to ensure that the concessionaire is not being held responsible for stand replacing events.
- The FS-2700-34 Form is not to be used for other activity types (e.g. resorts), although, the formatting and topics may be incorporated into a non-campground prospectus as determined by the authorized officer.
- A new contract for reservation services is currently under negotiation. A new pricing structure is expected on October 1, 2018. Contract pricing is dependent on negotiations and pricing is not available to bidders at this time. For the purpose of evaluating bids, recreation site use fees charged to the public should not include current or estimated reservation fees.
- To ensure the largest pool of bidders, I recommend making prospectuses available on forest websites, FedBizOpps, to all interested parties who have made a specific request to be notified of the offering, and though any relevant mailing list.
- As information related to the business offering is clarified or updated during the noticing period, ensure that all sources are updated consistently. I recommend a single, centralized location for all questions and responses to ensure that all bidders are provided




the same information.

- It is the responsibility of the Regional Forester to review all prospectuses prior to publication.

Lastly, we have underutilized the term options that are identified by the FS-2700-34 Form instructions. The FS-2700-34 Form allows for a special use authorization for an initial 10-year term, with the option to extend the term an additional 5 years based on satisfactory performance. The "10+5" term option is to be based on facility reconstruction or improvement costs that exceed \$250,000 and when a consolidated fee payment of more than 5 years is needed to finance the project. While the "5+5" term remains an option, the reduction of deferred maintenance within our government-owned campgrounds remains a critical need, and I strongly recommend that you utilize the "10+5" term option in all future prospectuses. Please note that existing directives that limit the term option to "5+5" are incomplete and will be updated to reflect the form guidance as soon as possible (e.g. FSM 2344.31, FSH 2709.11, Ch. 10).

I look forward to working with you to maintain and enhance our concession campground program.



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