ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 07/12/2012

2. CONTRACT NO. (If any): EP-BPA-12-H-0027

3. ORDER NO.:

4. REQUISITION/REFERENCE NO.:

5. ISSUING OFFICE (Address correspondence to):
HPOD
US Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3803R
Washington DC 20460

6. SHIP TO:
a. NAME OF CONSIGNEE: Indicated on call
b. STREET ADDRESS:
c. CITY:
d. STATE:
e. ZIP CODE:

7. TO: (b)(4)
a. NAME OF CONTRACTOR: EASTERN RESEARCH GROUP, INC.
b. COMPANY NAME:
c. STREET ADDRESS: 110 HARTWELL AVENUE
7816747200
d. CITY: LEXINGTON
e. STATE: MA
f. ZIP CODE: 024213136

f. SHIP VIA:

8. TYPE OF ORDER
☐ a. PURCHASE
REFERENCE YOUR: Request for Quotation
RFQ-DC-12-00003
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.

☐ b. DELIVERY
Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: Indicated on call

10. REQUISITIONING OFFICE: OAR/OAP/CCD

11. BUSINESS CLASSIFICATION (Check appropriate box(es))
☐ a. SMALL ☒ b. OTHER THAN SMALL ☐ c. DISADVANTAGED ☐ d. WOMEN-OWNED ☐ e. HUBZone
☐ f. SERVICE-DISABLED VETERAN-OWNED ☐ g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM ☐ h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)

12. F.O.B. POINT: Destination

13. PLACE OF
a. INSPECTION: Destination
b. ACCEPTANCE: Destination

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date): Indicated on call

16. DISCOUNT TERMS: Indicated on call

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	GSA Contract #: GS-10F-0036K DUNS Number: (b)(4) Blanket Purchase Agreement Terms: Pursuant to GSA Federal Supply Schedule Contract Number: GS-10F-0036K and Federal Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE

18. SHIPPING POINT:
19. GROSS SHIPPING WEIGHT:
20. INVOICE NO.:

17(h) TOTAL (Cont. pages): $0.00

21. MAIL INVOICE TO:
a. NAME: Indicated on call
b. STREET ADDRESS (or P.O. Box):
c. CITY:
d. STATE:
e. ZIP CODE:

17(i) GRAND TOTAL: $17,892,814.00

22. UNITED STATES OF AMERICA BY (Signature):

23. NAME (Typed): Faye Sas
TITLE: CONTRACTING/ORDERING OFFICER

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
07/12/2012	EP-BPA-12-H-0027	

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Acquisition Regulation (FAR) 8.405-3, Blanket Purchase Agreements (BPAs), the Contractor agrees to the following terms of a BPA EXCLUSIVELY WITH The United States Environmental Protection Agency: 1. The contract services specified in Attachment 2: Statement of Work can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract. 2. The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be $17,892,814.00. 3. Delivery: Shall be specified on individual orders. 4. This BPA does not obligate any funds. 5. This BPA expires on July 15, 2017 or at the end of the contract period, whichever is earlier. 6. The following individuals are hereby authorized to place orders under this BPA: Faye Sas, Contracting Officer Rachel Schwartz, Contracting Officer 7. Orders will be placed against this BPA via electronic mail, FAX, paper or oral communications. 8. The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence. Invoicing Procedures: Invoices shall be submitted via e-mail to RTPReceiving@epa.gov Continued ...					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $0.00

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
07/12/2012	EP-BPA-12-H-0027	

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Provide the pdf file with the following naming convention and subject in email: SI_PO#_inv#.pdf Example: SI_EP08X00005_5335.pdf For status of invoice payments, call the Financial Office¿s Customer Service at (919) 541-0616. The FedEx/commercial courier address for invoices: US EPA, RTP-Finance (Mail Drop D143-02) 4930 Page Road Durham, NC 27703 The following attachments are hereby incorporated into the subject Blanket Purchase Agreement: Attachment 1: Pricing Schedules Attachment 2: Statement of Work Attachment 3: Additional Provisions and Clauses Attachment 4: Notice Regarding Prohibited Contractor Activities on EPA Contracts Attachment 5: Ordering Procedures Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 07/16/2012 to 07/15/2017					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $0.00

Attachment 1: Pricing Schedules

For pricing information, reference contractor's cost quotation dated March 08, 2012.

Attachment 2: Statement of Work

STATEMENT OF WORK
Technical and Outreach Support Services for EPA's Natural Gas STAR Program

1. **SCOPE**

1.1 This scope of work is organized into the following sections:

a. Background: This section briefly describes the program's background and the specific nature of the work required under these contracts.

b. Statement of Work (SOW): This section provides a description of the work areas to include the following tasks:

Task 1. Domestic Regulatory and Policy Support
Task 2. Strategy Development for Country and Regional Action Plans
Task 3. Planning and Execution of Technology Transfer Workshops
Task 4. Project Identification and Development of Pre-Feasibility Assessments

1.2 Statutory authority and reference documents:

Clean Air Act Amendments of 1990, Section 603

Reports to Congress required by Clean Air Act:
Anthropogenic Methane Emissions in the United States: Estimates for 1990, EPA 430-R-93-003, April 1993
Options for Reducing Methane Emissions Internationally, Volume I: Technological Options for Reducing Methane Emissions
EPA 430-R-93-006, July 1993
Opportunities to Reduce Anthropogenic Methane Emissions in the United States, EPA 430-R-93-012, October1993
Options for Reducing Methane Emissions Internationally, Volume II: International Opportunities for Reducing Methane Emissions
EPA 430-R-93-006B, October 1993
US Climate Change Action Plan, 1993

Natural Gas STAR Program Documents. To obtain reference information and copies of Natural Gas STAR reports and publications cited in this SOW, review the NATURAL GAS STAR home page at www.epa.gov/gasstar.
Examples of relevant documents include:

- *Inventory of US Greenhouse Gas Emissions and Sinks (1990 – 2006).* April 2008. http://www.epa.gov/climatechange/emissions/downloads/08_CR.pdf
- *Global Mitigation of Non-CO2 Gases Report.* June 2006 http://www.epa.gov/climatechange/economics/downloads/GlobalMitigationFullReport.pdf
- *Install Pumpjacks on Low Water Gas Production Wells.* January 2004

http://www.epa.gov/gasstar/documents/gaswells.pdf

- *Optimize Glycol Circulation and Install Flash Tanks Separators in Glycol Dehydrators.* October 2006
  http://www.epa.gov/gasstar/documents/ll_flashtanks3.pdf

- *Options for Reducing Methane Emissions from Pneumatic Devices in the Natural Gas Industry.* October 2006
  http://www.epa.gov/gasstar/documents/ll_pneumatics.pdf

- *Designing the Ideal Offshore Methane Mitigation Strategy.* April 2010.
  http://www.epa.gov/gasstar/documents/spe126964.pdf

- *Methane's Role in Promoting Sustainable Development in the Oil and Natural Gas Industry.* October 2009
  http://www.epa.gov/gasstar/documents/best_paper_award.pdf

- *Reducing Methane Emissions from Compressor Rod Packing Systems.* October 2006. http:// www.epa.gov/gasstar/documents/ll_rodpack..pdf

A. BACKGROUND

Greenhouse Gases, Climate Change and the Importance of Mitigation

Methane is a large contributor to global warming, second only to carbon dioxide. Methane is a potent greenhouse gas over 20 times more effective, per unit mass, at trapping heat in the atmosphere than carbon dioxide (CO_2) over a one-hundred year period. Furthermore, methane's concentration in the atmosphere is changing at a rapid rate, more than doubling over the last two centuries and continuing to rise annually. These increases are largely due to increasing emissions from anthropogenic sources; more than 60 percent of total methane emissions are related to human activities.

Methane Emissions from Oil and Natural Gas Operations

Oil and natural gas operations are a significant source of global methane emissions and account for approximately 18 percent of the total human-made sources according to the EPA, *Global Anthropogenic Non-CO2 Greenhouse Gas Emissions: 1990 - 2020* report, dated June 2006. This inventory data further shows that the United States contributes 12 percent of the worldwide emissions from oil and natural gas systems. (See breakdown of top 5 methane emitting countries below.) Also according to EPA's *Inventory of U.S. Greenhouse Gases and Sinks: 1990-2008*, dated April 2010, oil and gas systems are one of the largest human-made sources of methane emissions and account for 22 percent of domestic methane emissions or 1.8 percent of the total greenhouse gas emissions in the United States.

Methane emissions occur in the upstream oil production sector and in all sectors of the natural gas industry, from drilling and production, through processing and transmission, to distribution. Methane emissions primarily result from normal operations, routine maintenance, fugitive leaks and system upsets. As gas moves through the system, emissions occur through intentional venting and unintentional leaks. Venting can occur through equipment design or operational practices, such as the continuous bleed of gas from pneumatic devices (that control gas flows, levels,

temperatures, and pressures in the equipment), or venting from well completions during production. In addition to vented emissions, methane losses can occur from leaks (also referred to as fugitive emissions) in all parts of the infrastructure, from connections between pipes and vessels, to valves and equipment. In the upstream oil sector, emissions can occur from venting of associated gas from oil wells, oil storage tanks, and production-related equipment such as gas dehydrators and pneumatic devices.

There are various opportunities throughout oil and natural gas system operations to reduce methane emissions by implementing cost-effective technologies and practices. Some of these technologies and practices can be implemented in all sectors and have varying implementation costs and anticipated payback periods. Working collaboratively with the oil and natural gas industry in the United States since 1993, Natural Gas STAR has provided a framework for partner companies to implement methane emissions reducing technologies and practices, and to document their voluntary methane emissions reduction activities. Through this work, the oil and natural gas industry, with the assistance of Natural Gas STAR, has pioneered some of the most widely–used, innovative technologies and practices that can identify, quantify and reduce methane emissions

Natural Gas STAR is a flexible, voluntary partnership that encourages oil and natural gas companies—both domestically and abroad—to adopt cost-effective technologies and practices that improve operational efficiency and reduce emissions of methane, a potent greenhouse gas and the primary component of natural gas. Reducing both fugitive and vented methane emissions have many environmental, economic and operational benefits. For more information and copies of the materials review the Natural Gas STAR web site at http://www.epa.gov/gasstar/tools/recommended.html.

To assist oil and natural gas companies in identifying and prioritizing methane emission reduction opportunities, Natural Gas STAR provides the following services and resources:

- **Technical Resources** including documents describing more than 80 technologies and practices that can cost-effectively reduce methane emissions. These are proven, commercially-available technologies that have been successfully implemented by members of the oil and natural gas industry and reported to the EPA through Natural Gas STAR Program activities. Technical documents are also available in Arabic, Chinese, Russian, and Spanish at http://www.epa.gov/gasstar/tools/translations.html.
- **Technical Workshops** to raise awareness about the sources and volumes of methane emissions, identify available technologies, and discuss expert and industry experience in implementing these activities.
- **Peer Networking** – Partners can participate in technology transfer workshops and web-based communications to build strong networks with industry peers and keep up on industry trends, initiatives, and the latest technologies.
- **Voluntary Record of Reductions** through program participation and reporting, companies create a permanent record of their voluntary accomplishments in reducing methane emissions. In addition, annual reporting allows EPA to provide feedback to partners through individual, detailed partner summary reports.
- **Public Recognition** to highlight partner achievements through articles in industry journals, technical studies, the Gas STAR Partner Update newsletter and at the Annual Implementation Workshop award luncheon.

- **One-On-One Technical Assistance** for international partners interested in targeted assistance in analyzing profitable methane reduction opportunities.

For more information on the program, please visit: www.epa.gov/gasstar.

Natural Gas STAR's domestic activities. Prior to 2004, the Program focused a large portion of its resources on opportunities in the US. Since that time, the Program has directed more resources to international oil and natural gas operations. The domestic Natural Gas STAR Program is also changing in light of the EPA's GHG Reporting Program and emerging domestic regulatory actions. EPA recently finalized Subpart W under the green the Greenhouse Gas Reporting Rule that requires oil and natural gas companies to begin collecting CO_2, N_2O and methane emissions data. EPA is also in the process of addressing responses from industry and in providing input into proposed policy, with the goal of understanding how existing rules and proposed regulations may impact possible methane reduction mechanisms both within the agency and at other agencies such as Department of Transportation (DOT), Federal Energy Regulatory Commission (FERC) and Bureau of Land Management (BLM). While the data collected for Subpart W is distinct from information historically submitted to Natural Gas STAR, it is anticipated to complement and augment the emissions data EPA has collected under the voluntary program.

Natural Gas STAR's international activities. The Global Methane Initiative (GMI) is an international partnership seeking to advance cost-effective, near-term methane recovery and use as a clean energy source. The goal of GMI is to reduce global methane emissions in order to enhance economic growth, strengthen energy security, improve air quality, improve industrial safety, and reduce emissions of greenhouse gases. EPA is the lead US agency in GMI and serves as co-chair of the Oil and Gas Subcommittee.

In support of GMI and building on the success of the domestic program, Natural Gas STAR expanded to include oil and natural gas companies throughout the world in 2006. The launch of Natural Gas STAR International significantly increases opportunities to reduce methane emissions from oil and natural gas operations worldwide and creates a framework for global application of the Program's principles, including cost-effective methane emissions reduction technology transfer and best practice implementation. The Program now has 12 international partners. Natural Gas STAR International has identified a list of Tier1 and Tier 2 countries with which the program will actively seek greater cooperation and support. Tier 1 countries are countries that immediately present significant and achievable emission reduction opportunities: Tier 2 countries are leading GMI partners from whom we wish to encourage greater support for oil and gas sector activities. These priority countries were established upon consideration of criteria including 1) estimated oil and gas sector methane emissions / potential reductions, 2) participation in GMI, 3) broader U.S. diplomatic strategy and relationship, and 4) regional relationships. This current list was established in early 2011 but is subject to regular evaluation and change. For this requirement, the tier 1 and tier 2 countries are listed below:

Tier 1 Countries: Russia, Mexico, Brazil, China, Indonesia, Ukraine
Tier 2 Countries: India, Argentina, Poland, Colombia, Chile, Kazakhstan, Turkmenistan, United Arab Emirates, Kuwait, Saudi Arabia, Oman, Qatar.

B. STATEMENT OF WORK

This Scope of Work entails a set of activities to assist the Government in the continued development of emission reduction projects for oil and natural gas systems in the US and abroad. Most of the activities performed under this contract shall focus on promoting industry engagement; evaluating the feasibility of reducing methane emissions from operations; and providing training and technology transfer to regional experts and companies in identified Tier 1 and Tier 2 countries and overall support for methane emissions reduction worldwide.

Under this contract it will be necessary for the contractor to travel to key Tier 1 and Tier 2 countries as directed by EPA. With very few exceptions, individual trips inside and outside the US will be limited to a maximum of three weeks, and in most cases will not exceed one week. US Government contractors are required to comply with Federal Travel Regulations (FTR) when traveling under contract to the Government. The contractor shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise specified) to perform the Areas of Work.

The Government shall make the final decision on all contractor provided recommendations, options, assessments, analyses, etc. All reports, materials, or work products generated under this statement of work shall be for Government review and approval prior to use or distribution.

Task 1: Domestic Regulatory and Policy Support

The contractor shall assist the Government in preparing analyses and assessments of methane emissions and mitigation options from conventional and unconventional natural gas production.

Specific elements of these evaluations and assessments may include the following:

Subtask 1.1. Policy Support
The contractor shall provide support for the development and refinement of the greenhouse gas inventory and provide technical support to inform policy discussions regarding emissions from petroleum and natural gas systems. Support is often needed on a quick turn-around basis, including but not limited to analysis of specific monitoring methods, data submissions associated with existing state and federal regulations, and in-depth analysis of emissions sources and development of policy options. The contractor shall analyze the interconnection and potential impact of other regulations (such as New Source Performance Standards, Clean Water Act, and Safe Drinking Water Act) relevant to oil and natural gas operations. The contractor shall provide assessments of legal and regulatory requirements, environmental, health and safety regulations and other applicable laws unique to the oil and natural gas industry.

Subtask 1.2. Technical Support
The contractor shall respond to technical questions from key stakeholders and the general public regarding methane emissions from the oil and natural gas industries, and methane emission control technologies and practices as directed by EPA. On an as-needed basis, this may involve conducting research on government and industry policy, business practice, industry, market and government trends, etc. This assistance may require sharing the results of such analyses in the form of reports, technical documentation, and/or other written materials.

Subtask 1.3. Economic Analysis
The contractor shall assess the applicability of market mechanisms, such as carbon credits, emissions trading systems, etc. to promote the implementation of methane emission reduction

projects in the oil and natural gas sector. In addition, the contractor shall assist the Government in conducting detailed market evaluations related to the development of specific oil and natural gas projects. These market evaluations may include detailed assessments comparing the economic risk of implementing a particular methane emission reduction project in addition to assessments of carbon markets (both voluntary and regulatory) and their impact on oil and natural gas operations both in specific cases and more generally.

Subtask 1.4. Communication/Outreach
The contractor shall provide outreach and communication support to a diverse audience of executives, academics and other key stakeholders in the U.S. oil and natural gas industry. These support activities will include the development of written and web-based educational materials, project summaries, fact sheets, program brochures and technical outreach materials targeted to the oil and natural gas industry.

Task 2: Strategy Development for Country and Regional Action Plans

The contractor shall assist the Government by building strong relationships and full engagement with Tier 1 and Tier 2 countries. Specific activities will include the following:

Subtask 2.1. Research
The contractor shall conduct relevant research which will inform strategy development for country-specific and regional outreach including, but not limited to: identifying and researching high priority oil and gas companies, industry associations, industry events, governmental ministries, and other relevant organizations (including corresponding contacts); gathering relevant industry data and trends; gathering information on methane emissions from oil and gas operations; and company- priorities or policies with regard to climate change and energy efficiency.

Subtask 2.2. Strategy Development
Based on the research information gathered, the contractor shall recommend short-term and long-term strategies and action plans to secure strong engagement and support from priority organizations in specific countries and regions. This shall also include the development of sector-specific methodologies for key countries and/or regions.

Subtask 2.3. Communication/Outreach
The contractor shall provide outreach and communication activities to a potentially diverse audience comprised of executive, technical, academic and other key stakeholders in the oil and natural gas industry. These activities will include development of written and web-based educational materials, program and project summaries, fact sheets, brochures and technical outreach materials targeted at specific industry and interest groups. The contractor shall be prepared to use a variety of media in disseminating outreach materials to promote Natural Gas STAR International and the Global Methane Initiative.

Subtask 2.4. Measurement and Other Implementation
The contractor shall provide support in the planning, development, and execution of in-country methane emission measurement studies. These activities will include but not be limited to the coordination of in-country measurement studies to identify and quantify actual emissions from oil and natural gas operations with the potential for significant methane emission reductions in pre-feasibility stage. This may include development of measurement plans, communication and coordination with company representatives and/or vendors or subcontractors for measurement and analysis activities, execution of work, and capacity building in country such that company

representatives can duplicate activity in the future. The contractor shall provide reports detailing the results of measurement studies with full technical, economic and environmental analysis of recommended activities that can reduce emissions from key sources. Furthermore, the contractor shall provide other follow up as needed, such as the development of presentations for senior management and/or conference calls to explain findings to company stakeholders.

Task 3: Planning and Execution of Technology Transfer Workshops

The contractor shall organize and conduct workshops as needed on specific topics to share technical information and experiences related to methane emission reductions from oil and natural gas systems for US or international audiences. Elements of this activity include development of new contacts in key countries and regions, development of marketing materials, actual marketing and outreach to potential attendees in industry and government, agenda development, identification of appropriate speakers/presenters, preparation and delivery of presentations, and logistical elements associated with implementing the workshop (site arrangements, registration, materials, proceedings, interpretation, translation of documents, etc.). Examples of this support include:

Subtask 3.1. Presentations
The contractor shall develop new and revise existing presentations as needed to support country and region-specific action plans, including attendee information packets. The contractor shall develop a packet development plan to streamline the process of developing company-specific information packages, with the focus of providing information relevant to targeted attendees in regard to starting new or expanding existing methane emissions reduction projects. This plan should include the procedure for choosing targeted individuals and companies, proposed items for each company-specific package, etc. Company-specific information should be a core component of each technology transfer workshop.

Subtask 3.2. Study tours
The contractor shall organize and conduct study tours for US or international delegations. These study tours may include site visits to one or more domestic or international sites as appropriate. Elements of this activity include development of an itinerary / agenda, identification of appropriate persons to accompany the delegations, and logistical elements associated with implementing the study tour (i.e. transportation, logistics, etc.). In some cases these tours will be held in conjunction with technology transfer workshops or other classroom sessions.

Task 4: Project Identification and Development of Pre-Feasibility Assessments

The contractor shall prepare analyses and assessments of potential emission reduction projects and opportunities for oil and natural gas systems in the U.S. and abroad.

Subtask 4.1. Project Identification
The contractor will provide technical support as needed to aid in project identification, development, and implementation in both domestic and international regions, but with a focus on Tier 1 or Tier 2 countries as identified by National Gas STAR International. Examples of the kinds of support the contractor shall provide include but are not limited to the following:

- Identifying and prioritizing potential opportunities for methane emission activities/projects with specific international oil and gas companies;
- Sharing analysis of operational data that can be used to identify primary sources of methane emissions and corresponding cost-effective technologies and practices;

- Developing equipment- and process-level methane emission estimations for operations under study using established, well-understood emission information (engineering calculations, accepted emission factors, etc.);
- Developing economic and environmental analyses of methane emission reduction projects that can be implemented to reduce methane emissions from sources including estimates of country-appropriate costs from existing sources.

Subtask 4.2. Development of Pre-Feasibility Assessments
The contractor shall evaluate and assess the feasibility of identified methane emission reduction projects. These analyses shall evaluate all appropriate factors including technical, economic, financial, market, and legal/regulatory considerations. These pre-feasibility studies will include the following elements:

- Gathering data, process flow information, and economic specifications (e.g. preferred payback period, cost of gas or supplemented electricity, cost of capital, etc.) needed for pre-feasibility analyses of specific projects;
- Assessment of historic and projected methane emissions from key sources (i.e. compressors, dehydrators, control valves, etc.);
- Preliminary assessment of project economics (internal rate of return, simple payback period);
- Preparation of an analysis of methane source data (i.e. compressors, dehydrators, etc.) and evaluation of technologies and practices to optimize methane emissions reductions;
- Evaluation of methane detection and mitigation technologies, including the most appropriate technically and commercially viable options for site specific operations and conditions;
- Execution of on-site methane emissions detection, measurement and/or estimation from vented sources including but not limited to tanks and compressors, leak detection, or other fugitive methane emission sources;
- Performance of a technical analysis and preliminary engineering design based on the most feasible and economic options;
- Calculation of emission reductions associated with project implementation based on project lifetime, compared with business as usual projections;
- Estimation of capital and operating costs for installation of the proposed technologies;
- Preparation of a final feasibility study report that includes an executive summary and synopses of the analyses conducted as well as an assessment of the overall environmental impacts/benefits of project.

Attachment 3: Additional Provisions and Clauses

The following provisions and clauses are incorporated into the BPA and/or the resulting task order:

- Printing (EPAAR 1552.208-70) (DEC 2005)
- Organizational Conflicts of Interest Notification (EPAAR 1552.209-70) (APR 1994)
- Organizational Conflicts of Interest (EPAAR 1552.209-71) (MAY 1994)
- Organizational Conflict of Interest Certification (EPAAR 1552.209-72) (APR 1984)
- Notification of Conflicts of Interest Regarding Personnel (EPAAR 1552.209-73) (MAY 1994)
- Compliance with EPA Policies for Information Resources Management (EPAAR 1552.211-79) (OCT 2000)
- Payments - Fixed-rate services contract (EPAAR 1552.232-73) (OCT 2000)
- Screening Business Information for Claims of Confidentiality (EPAAR 1552.235-70) (APR 1984)
- Treatment of Confidential Business Information (EPAAR 1552.235-71) (APR 1984)
- Release of Contractor Confidential Business Information (EPAAR 1552.235-79) (APR 1996)
- Technical direction (EPAAR 1552.237-71) (AUG 2009)

For the full text of each provision/clause consult the electronic code of federal regulations at http://ecfr.gpoaccess.gov. Title 48, Chapter 15: Environmental Protection Agency.

Attachment 4: Notice Regarding Prohibited Contractor Activities on EPA Contracts

The Contractor shall not perform any of the following activities on behalf of EPA in connection with this contract:

1. The actual preparation of Congressional testimony.

2. The interviewing or hiring of individuals for employment at EPA.

3. Developing and/or writing of Position Descriptions and Performance Standards.

4. The actual determination of Agency policy.

5. Participating as a voting member on a Performance Evaluation Board; participating in and/or attending Award Fee meetings.

6. Preparing Award Fee Letters, even under typing services contracts.

7. The actual preparation of Award Fee Plans.

8. The preparation of documents on EPA Letterhead other than routine administrative correspondence.

9. Reviewing vouchers and invoices for the purposes of determining whether costs, hours, and work performed are reasonable.

10. The preparation of Statements of Work, Work Assignments, Technical Direction Documents, Delivery Orders, or any other work issuance document under a contract that the contractor is performing or may perform. Such a work issuance document, prepared by an EPA prime contractor under an EPA prime contract for its subcontractor, is exempt from this prohibition.

11. The actual preparation of responses to audit reports from the Inspector General, General Accounting Office, or other auditing entities.

12. Preparing responses to Congressional correspondence.

13. The actual preparation of responses to Freedom of Information Act requests, other than routine, non-judgmental correspondence.

14. Any contract which authorizes a contractor to represent itself as EPA to outside parties.

15. Conducting administrative hearings.

16. Reviewing findings concerning the eligibility of EPA employees for security clearances.

17. The actual preparation of an office's official budget request.

Attachment 5: Ordering Procedures

(A) One or more Task Orders (TOs) may be issued during the performance of this BPA. In accordance with the FAR 8.405-3(c)(2), Ordering from BPA's, the Contracting Officer will give each awardee a fair opportunity to be considered for each order. Procedures and selection factors to be considered for each TO that provides fair opportunity are set forth below.

(B) Procedures providing a fair opportunity for consideration on each requirement.

(i) Orders at or below the micro-purchase threshold. The ordering activity may place orders at or below the micro-purchase threshold with any BPA holder that can meet the agency needs. The ordering activity should attempt to distribute any such orders among the BPA holders.

(ii) Orders exceeding the micro-purchase threshold but not exceeding the simplified acquisition threshold.

(a) The ordering activity must provide each multiple-award BPA holder a fair opportunity to be considered for each order exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold unless one of the exceptions at 8.405-6(a)(1)(i) applies.

(b) The ordering activity need not contact each of the multiple-award BPA holders before placing an order if information is available to ensure that each BPA holder is provided a fair opportunity to be considered for each order.

(c) The ordering activity contracting officer shall document the circumstances when restricting consideration to less than all multiple-award BPA holders offering the required supplies and services.

(iii) Orders exceeding the simplified acquisition threshold.

(a) The ordering activity shall place an order in accordance with paragraphs (*1*), (*2*) and (*3*) of this paragraph, unless the requirement is waived on the basis of a justification that is prepared and approved in accordance with 8.405-6. The ordering activity shall—

(1) Provide an RFQ to all BPA holders offering the required supplies or services under the multiple-award BPAs, to include a description of the supplies to be delivered or the services to be performed and the basis upon which the selection will be made;

(2) Afford all BPA holders responding to the RFQ an opportunity to submit a quote; and

(3) Fairly consider all responses received and make award in accordance with the selection procedures.

(C) Task Ordering Process for Selected Multi-awardees.

(1) The CO will issue a TO request to those awardees selected for consideration. The request will include a Statement of Work (SOW) that includes a detailed description of work to be accomplished, a listing of the deliverables, the period of performance (POP) of the task order, and additional information as appropriate. Note: the TO POP may be for greater than one year, or may include additional option periods if the need is on-going. The request will also include specific instructions for the submission of responses (i.e., oral or written, distribution instructions), the selection criteria factors and other information deemed

appropriate.

(2) Awardees will generally be allowed between 7 and 14 calendar days to prepare and submit responses. However, more or less time may be necessary based on the requirements. The due date shall be set forth in each TO request. Awardee(s) may "NO BID" at their own discretion. However, all "NO BIDS" must include a brief statement as to why the awardee has chosen not to participate.

(3) Bid and Proposal (B&P) Costs. B&P costs of preparing a TO estimate will not be reimbursed as a direct cost to this contract.

(4) Technical Approach. The TO request will state whether an oral presentation is required in addition to or instead of the written technical response. Both oral and written technical responses shall address, at a minimum:

Technical Approach
Lead Personnel
Risks
Period of Performance (if not specified by the Government)
Teaming Arrangement to include subcontracting
Past Performance

The technical information should be brief, i.e., 3-5 pages stating compliance or exception to TO requirements, risks, assumptions, and conflict of interest issues. Responses shall not merely restate TO SOW requirements.

(5) Price/Cost Estimates. A written cost estimate will always be required. This area of the response shall include detailed cost/price amounts of all resources required to accomplish the task. (i.e. man-hours, equipment, travel, etc.). At a minimum, the following data will be provided:

(i) Identify labor categories in accordance with BPA schedule and the number of hours required for performance of the task. Unsanitized cost estimates are complete cost estimates which include all required information. The offeror must provide unsanitized (with complete prices) cost estimates which include the identification of clerical labor, and ODC cost elements and identify any GFP and/or GFI required (if any) for task performance.

(ii) Other Relevant Information. This information shall always be in writing and shall address other relevant information as required by the contract or requested by the TO request.

(6) If necessary, during the evaluation of responses, the Government may contact an awardee with questions concerning their response. However, such contact does not constitute discussion as defined by FAR 15.306.

(D) Selection Criteria for Awarding Task Orders. Once responses are received, the Government will evaluate the responses in accordance with the selection criteria. The Government's award decision will be based, at a minimum, on selection criteria that addresses

past performance, technical/management approach and price/cost. Individual task order selection criteria may include other factor(s) relevant to the particular task order. The order of importance for the factors may be identified on each individual request.

(E) Process for Awards under Other than Fair Opportunity to be Considered Provisions. The process for excepted requirements is the same as paragraph "D" above except that there will be no selection criteria;

(F) Unauthorized Work. The Contractor is not authorized to commence task performance prior to issuance of a signed TO or verbal approval provided by the CO.

(G) Task Funding Restriction. No unfunded tasks are allowed.

(H) Task Order Issuance. TOs will be issued via electronic commerce by the CO.

(I) Ombudsman Description. The EPA Ombudsman will review complaints from the contractors regarding the issuance of task orders, and ensure that all contractors are afforded a fair opportunity to be considered. Complaints to the EPA Ombudsman must be forwarded to: EPA's Competition Advocate, Susan Moroni, Mail Code 3801R, Ronald Reagan Building, 1300 Pennsylvania Avenue, N.W., Washington, D.C. 20004.