**PERFORMANCE WORK STATEMENT**
**Contract Number: EP-C-08-010**
**Work Assignment Number 4-69**

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**Title: Support for the Region 9 State of the Science Workshop on Mercury Remediation in Aquatic Environments**

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**SOW Section & Paragraph:** 2.2

**Period of Performance:** Option Year 4: November 30, 2012 – December 1, 2013

## 1. PURPOSE

The purpose of this work assignment is to obtain services and support to plan, organize, summarize, and conduct specific activities for a mercury remediation workshop to be held at EPA Region 9 office in San Francisco, CA.

As part of implementing Region 9's strategic plan, Region 9 proposed holding a state of the science workshop to investigate the latest in remediation techniques for mercury contaminated sites with aquatic environments and examine the effects of current remediation practices. The proposal for logistics support was put forth by the ORD Superfund and Technology Liaison to Region 9 and accepted by OSP. The Region has begun planning the workshop. Contractor support is needed for coordinating the planning meetings, running the online registration webpage, coordinating presentation material submissions, being present for the workshop day in Region 9 (note-taking and logistics), and publishing a Proceedings document within one month after the workshop.

The workshop will provide a venue for all stakeholders to learn about these issues through presentations. Participants would include researchers, practitioners, regulators and vendors and is scheduled to take place in late September 2013 in the Region 9 office in San Francisco, CA.

The Contractor's activities will not require special expertise in the technical matters discussed at the workshop, but the Contractor should possess the practical knowledge, experience, and skills commonly used in note taking and preparing for such highly complex meetings with researchers, practitioners and other technical experts.

## 2. BACKGROUND

As a component to ORD's Superfund and Technology Liaison (STL) Program, ORD is assisting with the sponsorship and planning of this workshop. Michael Gill (Region 9 STL) is working with interested parties inside and outside EPA in planning this workshop. We anticipate about 100 people will attend. Most attendees will be from, but not limited to, the western United States. They will include Federal agencies, state and local governments, project managers, researchers, practitioners, private consultants and vendors, and responsible parties undertaking response actions (both voluntary and enforcement compelled). This workshop will be structured with a single track of talks and perhaps a breakout session, all held in one day in the EPA Region 9 office. We will invite technical speakers from in and out of the government.

## 3. PERFORMANCE WORK STATEMENT

This Performance Work Statement (PWS) describes EPA's requirements regarding services to be rendered by the Contractor in support of this workshop. Tasks include preparing summary minutes of planning meetings / teleconferences, arranging for and monitoring online registration (through Trainex.org), logistical support before and during the workshop, assistance in monitoring the preparation, receipt and final submittal of presentations, preparing and editing post-meeting proceedings, and distribution of online materials before and after the meeting.

### Task 1. Prepare Work Plan and Cost Estimate

The Contractor shall prepare a Work Plan and Cost Estimate, including the proposed level of effort, cost plus fixed fee, and a schedule of tasks within 15 calendar days of the date of receipt of this SOW, and submit it to the Work Assignment Manager (WAM), the Project Officer, and the Contracting Officer for their respective approvals.

### Task 2. Workshop Arrangements

The Contractor shall participate in organizational teleconferences (assume 8 one hour calls) as indicated by the WAM through written technical direction.

### Task 3. Electronic Registration and Logistics

The workshop will be held in the EPA Region 9 office conference rooms in San Francisco. We anticipate about 100 attendees. We have secured space for September 25 and 26, and will select one of those dates soon. After approval of the Performance Work Statement and Cost Estimate, and upon notice to proceed from the Contracting Officer, work shall commence. The Contractor shall work with EPA to utilize the Trainex.org website for registration. The Contractor will assist with electronic dissemination of a registration notice to email lists and web pages as designated by the WAM. The registration page will contain a link that can be used to access up-to-date information concerning the meeting, including logistical information, agenda and background materials. The Contractor will maintain a computer database of all registrants, including their names, affiliations, phone numbers, and mailing and email addresses, and will generate the participant list from this database. Upon request, the current registration list will be available via email to the EPA WAM and other workshop organizers.

The Contractor shall manage the Trainex.org registration system throughout the registration process. The Contractor shall use and update this system to provide information about the upcoming workshop.

### Task 4. Pre-Meeting and Post-Meeting Materials

This will be billed as a "green" workshop, and therefore will have very few paper handouts. The Contractor shall compile two sets of meeting materials:

(1) Material for an electronic pre-workshop packet posted online and
(2) Material for an electronic post-workshop proceedings packet available online after the workshop.

Materials for the pre-workshop packet shall include the most current draft agenda, background materials, a logistical fact sheet (to include hotel and travel info and to be prepared by the Contractor), available summaries of speaker presentations (PowerPoint format), speaker abstracts and biographies, and a list of all registrant email addresses. The Contractor shall provide the WAM with the pre-meeting packet materials approximately

one month prior to the workshop (electronically) and post the items online for the attendees as the information becomes available.

The Proceedings packet will include the final forum summary report, final agenda, a list of registered participants, weblinks to the posted final versions of speaker presentations (PowerPoint format), a forum evaluation form, and other materials as needed. The Contractor shall then post this online at a non-secured workshop website.

The Contractor, as directed by the WAM, shall assist EPA in monitoring the preparation, receipt and final submittal of presentations. This includes periodically contacting forum presenters to ensure they are on schedule in preparing and submitting their presentations and reporting back to the planning committee on their progress.

**Task 5. On-Site Meeting Activities**

A. The Contractor shall use an EPA-provided laptop and LCD monitor and load all PowerPoint presentations on the laptop and ensure that the projection video equipment is working during the workshop.

B. The Contractor shall take abbreviated notes during the workshop, identifying any action items, which will be used as part of the proceedings package.

C. The Contractor shall provide, distribute and collect all forum evaluation forms from attendees during the workshop and compile them for incorporation into the edited proceedings.

D. The Contractor shall assist with on-site registration, which should include signage, tables, simple nametags, sign-in sheets, etc.

E. The Contractor shall assist the WAM in any day of conference support necessary, including coordination with facility staff, to ensure the smooth execution of the workshop.

**Task 6. Preparing and Editing the Workshop Proceedings**

Within 30 working days following the workshop, the Contractor will produce a draft summary Proceedings report and submit it to the EPA WAM for review and comment. The draft and final Proceedings report shall be written in an organized and concise manner that follows EPA acceptable style guidelines, including consistent verb tense, style, font, and punctuation.

EPA will provide the Contractor with modifications, comments, and revisions that the Contractor shall incorporate into the final edited Proceedings report within 15 calendar days of receiving EPA's comments. At this time, the Contractor will also incorporate the final agenda, a summary of the forum evaluation forms, speaker abstracts and bios, and the link to the presentation material online on the workshop website (to be accessible to the general public until January 31, 2014 and then transferred to EPA), the list of registrants, and their email addresses into the report.

Draft and revised Proceedings shall be provided to EPA in electronic format as an MS Word document and posted on the website as an Adobe PDF document.

## 4. SCHEDULE OF DELIVERABLES

The complete work assignment tasks are listed above.

| Task | Completion Date |
|---|---|
| 1. Performance Work Statement | Within 15 calendar days after receipt of this Statement of Work, the contractor shall provide a draft workplan and cost estimate. Within 10 calendar days of receipt of EPA comments, the Contractor shall submit a final workplan and cost estimate. |
| 2. Workshop Arrangements | Within 10 calendar days after Notice to Proceed, the Contractor will participate in a kickoff conference call (up to 2 hours). Subsequent to that, there will be regular planning calls, at least once per month, whereby the Contractor is to take notes and provide a written summary of the meeting minutes within 5 business days. |
| 3. Registration Web Site | The Contractor will work with EPA to utilize the Agency Trainex.org website to develop an internet-based registration and forum information system. This should be available within 10 calendar days after approval of the Contractor's work plan. |
| 4. Pre/Post Meeting Materials | No later than 30 calendar days before the approved date of the workshop, the Contractor will assemble and provide an electronic version of the contents of the pre-meeting package to the EPA WAM and post same info on a website for access by the attendees. |
| 5. On-Site Workshop Activities | The Contractor shall provide support for the registration of participants at the workshop. This may include signage, tables, nametags, sign-in sheets, etc. |
| 6. Proceedings Preparation | Within 30 calendar days following the workshop, the Contractor shall prepare the draft Proceedings report. Within 15 calendar days after receiving EPA's modifications, comments and revisions, the Contractor shall incorporate EPA's modifications, comments, and revisions into a final Proceedings report in Word and Adobe PDF formats (see Special Conditions below). Within 15 calendar days after the workshop, the Contractor will post all final forum presentations, pre-meeting and meeting materials on the workshop website and retain it there until January 31, 2014, at which time it will be transferred to an EPA website. The Final Proceedings Report will also be posted on the Contractor website within 5 calendar days after approval by the WAM. |

## 5. SPECIAL CONDITIONS

Final products will be produced by the Contractor upon EPA WA COR's approval through written technical direction. The Contractor will provide all materials written under these tasks to the EPA WA COR, as per work assignment, in electronic form. Electronic versions shall be compatible with the ORD and regional computer systems and software, (e.g., Microsoft Word and Adobe Acrobat).

## 6. CONFIDENTIALITY

Some of the work assigned under these tasks will be to draft, edit and review program and sensitive, organizational information, e.g., material related to the President's Budget, that will not be ready for broad or public distribution. The contractor shall not discuss the contents of any document with anyone not specified as a participant in the documents review process or its preparation. The EPA WA COR shall supply the contractor with a list of individuals involved with any documents under these tasks.

## 7. MANAGEMENT CONTROLS

Technical direction for this work assignment is provided by the work assignment statement of work, by the work plan developed to implement this work assignment by the contractor (after it has been accepted and approved by the EPA WA COR), and by the contractor's designated management representatives. Periodic meetings and emails between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The Contractor shall document these meetings and submit copies of this correspondence to the EPA Project Officer (PO) and EPA WA COR.

The Contractor shall meet with the EPA WA COR to present and discuss the work plan for this work assignment before it is approved by the EPA WA COR. With the exception of the EPA WA COR and PO, EPA personnel are not authorized to provide technical direction to the Contractor.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment, typically the DFO. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. These interactions do not result in direction to the Contractor.

## 8. TRAVEL

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer COR prior to the travel. The contractor is expected to travel and stay overnight near the meeting facility when meetings are held at locations outside of the Washington, DC metropolitan area, due to the long hours of support required. This workshop is scheduled to be held in San Francisco, CA at the end of September, 2013.

# PERFORMANCE WORK STATEMENT (PWS)
# Contract Number: EP-C-08-010
# Work Assignment Number 04-01

**Title:** 10th Annual Drinking Water Workshop

**Scope of Work Reference:** Task 2.4

**Period of Performance:** Date of Issuance through Nov. 30, 2013

## 1. BACKGROUND

In October 2001, EPA Administrator, Christine Todd Whitman, announced an initiative for additional research and development for cost-effective technologies to help small systems meet the new arsenic standard set at 0.010 mg/L and to provide technical assistance to operators of small systems to reduce compliance costs. As part of this initiative to assist small community water systems (< 10,000 customers) in complying with the new standard, EPA's Office of Research and Development (ORD) conducted a series of 50 full-scale, long-term, on-site demonstrations of arsenic removal technologies; Round 1 (12 projects), Round 2 (28 projects) and Round 2a (10 projects).

To provide information to the interested stakeholders (State agencies, water utilities, and engineering firms) on the results of the arsenic treatment technology demonstration program, ORD began an annual series of workshops (2004-05-06) that showcased the arsenic demonstration program. The titles of these three Workshops are as follows:

2004 Workshop on the Design and Operation of Adsorptive Media Processes for the Removal of Arsenic from Drinking Water.
2005 Workshop on Arsenic Removal from Drinking Water.
2006 Workshop on EPA's Arsenic Removal Demonstration Program: Results and Lessons Learned.

These three workshops, although open to all parties having an interest in arsenic technology, were developed primarily for the State's Drinking Water staff responsible for compliance and enforcement of the revised arsenic regulation. Attendance by State personnel was in the 50 - 60 range with the total attendance around 150. The workshops were co-sponsored by the Office of Ground Water and Drinking Water (OGWDW), Office of Water (OW) who has the overall federal responsibility for the compliance of the arsenic regulation.

Because of the successfulness of the past Workshops and the interest of the OGWDW and State attendees to have the workshop provide information on other drinking water contaminants and issues, the topics of the last six workshops (2007, 2008, 2009, 2010, 2011 and 2012) included technical sessions on a variety of other drinking water contaminants in addition to arsenic, such as radium, uranium, lead, copper, nitrate perchlorate, iron and manganese all small system problems. The last four workshops were also co-sponsored by the Association of Safe Drinking Water Administrators (ASDWA). The titles of the past three Workshops are as follows:

2007 U.S. EPA Workshop on Inorganic Contaminant Issues.
2008 Fifth Annual USEPA Drinking Water Workshop: Treatment and Distribution System Compliance Challenges.
2009 Sixth Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions.

2010 Seventh Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Compliance Strategies.
2011 Eight Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Compliance Strategies.
2012 Ninth Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Compliance Strategies.

## 2. PURPOSE

The purpose of this Work Assignment is for the Contractor to provide logistic and technical support for the preparation and conducting of the EPA tenth annual drinking water workshop (2-1/2 days) to be held in Cincinnati, OH on September 10-12, 2013. The primary goal of this workshop is to provide information to employees of the State drinking water programs who have the compliance responsibilities for the drinking water regulations and related drinking water issues and problems. The Workshop will again be co-sponsored by the OGWDW, OW and ASDWA who will provide advice and recommendations on the Workshop agenda.

## 3. SCOPE OF WORK

This performance work statement describes EPA requirements regarding services to be rendered by the contractor for the 10th Annual Drinking Water Workshop. The contractor shall make all necessary arrangements to hold a 2-1/2 day workshop in Cincinnati, OH on September 10-12, 2013. The workshop arrangements shall include the following;

### Task 1. Workshop Arrangements

1. Provide for meeting rooms for the workshop as follows:
   - 1st Day (Tuesday):
     - a) - One general meeting room to accommodate up to 210 people classroom style (Full Day).
     - b) - One general meeting room to accommodate up to 90 people class room style (Half day - Afternoon)
   - 2nd Day (Wednesday):
     - a) - One general meeting room to accommodate up to 210 people classroom style (Full Day).
     - b) - One general meeting room to accommodate up to 90 people classroom style (Half Day)
     - c) – Four small meeting areas for discussion groups (Half Day)
   - 3rd Day (Thursday)
     - a) - One general meeting room to accommodate up to 210 people classroom style (Half Day - Morning).

2. Provide for space and supplies for 10 posters for 1st and 2nd day.
3. Arrange for all necessary audio/visual equipment for all meeting rooms.
4. Arrange a block of sleeping rooms for participants. Recent Workshops have had around 220 attendees with approximately 100 from out side the Cincinnati area. Rooms will be needed for three nights.
5. Develop an announcement advertising the workshop to be delivered to the EPA WA COR for placement on the EPA ORD drinking water web site.
6. Provide registration services that attendees can use either by direct mail or e- mail.
7. Provide support services to speakers and session moderators before and during workshop. Example of services would include answering questions, and training in use of audio/visual equipment.
8. Provide a workbook for all attendees containing agenda, list of speakers, attendees and copies of presentations (Power Point (PPT) slides)

9. Provide all workshop support services during the two day workshop. Support services would include staffing of registration desk, passing out workbooks, maintaining registration list, preparation of name tags, answering attendees' questions, assisting poster presenters, working with hotel personnel on workshop needs.

**Task 2. Workshop Agenda and Speakers.**

1. The contractor shall develop a draft proposed workshop agenda for review by the EPA WA COR. The agenda shall be based upon a list of drinking water topics provided by the EPA WA COR. After receiving the EPA WA COR comments, a final workshop agenda shall be developed. After approval of the agenda by the EPA WA COR, presentations that can be made by EPA personnel will be provided by the EPA WA COR for use by the contractor in developing the list of speakers. Speakers for all non-EPA presentation shall be the responsibility of the contractor. The minimum qualification of the non-EPA speakers will be provided by the EPA WA COR. It is anticipated that approximately 5 non-federal speakers will be required. Because the workshop is an EPA/OGWDW drinking water sponsored workshop where research and regulatory information will be included in the program, session moderators will be from these two EPA offices and the names provided to the contractor by the EPA WA COR.

2. The contractor shall prepare a Workshop proposed agenda and registration form to be delivered to the EPA WA COR for placement on the EPA ORD drinking water web site.

**Task 3. CD of Presentations**

Contractor shall provide to the WA COR 5 copies of a CD with all of the final power point presentations and support materials.

**4. SCHEDULE OF DELIVERABLES**

Work Plan due within 15 calendar days after receipt of work assignment

Task 1. Workshop Arrangements

1. The contractor shall select the meeting location and complete all required meeting place arrangements by May 30, 2013.
2. The contractor shall provide draft of the Workshop announcement for review by the EPA WA COR by May 15, 2013 and the final announcement by May 30, 2013 for posting by EPA on EPA ORD drinking water web site.
3. The contractor shall complete workbooks for attendees by September 6, 2013.

Task 2. Workshop Agenda and Speakers

1. The contractor shall provide the Workshop proposed agenda and registration form for placement on the EPA ORD drinking water web site by July 1, 2013.
2. The contractor shall contact and obtain speaker commitments by August 1, 2013.

Task 3. – CD of Presentations

Contractor shall provide a CD with all of the final power point presentations and support materials by November 30, 2013.

## 6. TRAVEL

"Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer prior to the travel. It is expected that the contractor will be requested to participate in a 2-1/2 day workshop in September, 2013, Cincinnati,OH.

## 7. EPA GREEN MEETING REQUIREMENTS

"When soliciting quotes or offers for meeting and conference services on behalf of the EPA, the contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and conferences. More information about EPA's Green Meetings initiative may be found on the internet at http://www.epa.gov/oppt/greenmeetings/."

## 7. ACCEPTANCE CRITERIA

Final products will be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

## 8. MANAGEMENT CONTROLS

Periodic meetings between the EPA and contractor staff are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO and the EPAWA COR or alternate EPA WA COR are the primary representatives of the Contracting Officer authorized to provide technical direction.

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**PERFORMANCE WORK STATEMENT**
**Contract Number: EP-C-08-010**
**Work Assignment Number 04-04**

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**Title:** Program Database Support for the U.S. EPA Environmental Technology Verification (ETV) Program

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**SOW Section & Paragraph: 2.3 Support for the Preparation of Electronic Products**

**PERIOD OF PERFORMANCE:** Option Year 4: Issuance to November 30, 2013

## BACKGROUND

The U.S. Environmental Protection Agency's (EPA's) Environmental Technology Verification (ETV) Program develops test protocols and verifies the performance of innovative technologies that have the potential to improve protection of human health and the environment. The goal of ETV is to provide credible performance data for commercial-ready environmental technologies to speed their implementation for the benefit of purchasers, permitters, vendors, financiers, and the public. ETV, through its verification organizations, evaluates the performance of commercial-ready environmental technologies by providing objective, government quality-assured testing data and reports. Since its inception, ETV has developed over 90 testing protocols and verified more than 440 technologies. Tracking and reporting of program activities, products and accomplishments; outreach and dissemination of verification information to end-use audiences; and documentation, assessment and communication of program performance and human health and environmental impacts have been critical to operating a high-quality, successful program.

## PURPOSE

The purpose of this statement of work (SOW) is to define the steps that will be needed to provide support to the ETV Program to house, maintain and update (as necessary) an Internet-based database for collecting and synthesizing ETV tracking and reporting data. The period of performance for this SOW is through November 30, 2013.

## TASK DESCRIPTIONS

The contractor shall furnish all personnel, material, equipment, and services necessary to perform the work outlined in the following tasks and subtasks.

### TASK 1: Prepare Work Plan

The contractor shall prepare a work plan and cost estimate in accordance with the terms and conditions of the contract. The contractor's work plan should contain a break-out clearly specifying estimates (LOE, ODCs, etc.) associated with performing each of the individual Tasks 1 through 3 (and subtasks) as outlined in this SOW.

### TASK 2: Conference Calls

The contractor shall participate in periodic conference calls (approximately biweekly) with the EPA WA COR or EPA technical lead(s) to discuss/monitor progress and address issues or concerns related to the work assignment tasks.

## TASK 3: Development and Maintenance of Internet-Based ETV Database

The ETV Program has an existing Internet-based database for input, collection, and reporting of information on program activities, milestones, products, funding, operations, and other activities. This database was developed by the contractor under a previous contract and is currently housed on the contractor's server. Under this work assignment, the contractor shall be responsible for on-going maintenance and trouble-shooting for the existing database modules and reporting functions, including housing of the database on the contractor's server and ensuring that the database, modules, and all reporting functions are accessible at all times by the EPA WA COR or EPA technical lead(s). The contractor shall also update, refine, and/or further develop the database input modules and report generating functions to reflect current program operations and most user-friendly applications, as necessary.

### SUBTASK 3.1: Database Maintenance and Support

The contractor shall *make necessary changes, updates, etc.* in response to comments forwarded by the EPA WA COR. The contractor shall address comments or revisions identified by the EPA WA COR (and other reviewers) as a result of the use of the database, modules, and reporting functions.

The contractor shall *ensure that the database, modules, and all reporting functions be developed and located on a server to be accessible at all times* by the EPA WA COR or EPA technical lead(s). Administration and maintenance of the database must be transferable to the EPA WA COR, if necessary. The contractor shall ensure that the Internet database remains secure and protected from corruption or data access by non-EPA WA COR-approved users.

The contractor shall *provide on-going maintenance and support* of the ETV Database and subsequent modules. This includes ensuring that the database and modules (which are housed on the contractor's server) are functional and accessible. The contractor shall hold regular conference calls with the EPA WA COR or EPA technical lead(s) to discuss any problems that arise. The contractor shall respond to comments/problems identified by the EPA WA COR and database users (i.e., provided through the database Support module function) and make necessary changes to correct for problems. The contractor shall perform routine maintenance and trouble-shooting functions for the database, modules, and reporting functions. On an as needed basis, the contractor shall *establish additional user access levels* and/or *supply user IDs and passwords* to individual users based on access levels determined by the EPA WA COR.

Maintenance and support of the ETV Database will be on-going through a period of performance to November 30, 2013.

### SUBTASK 3.2: Database Development and Updates

The contractor shall *edit/update existing database modules* to reflect changes in program structure or activities (e.g., addition of new centers, projects, etc.; archival of non-active centers/projects; addition of new data input fields; etc.). The EPA WA COR will provide input on changes to the database format or data input needs, which the contractor shall use to design and incorporate the changes. The contractor shall make the draft versions of the modified modules accessible to the EPA WA COR for review, testing, and comments; incorporate comments/changes from the EPA WA COR and other reviewers; and put the changes into production in the database following EPA WA COR approval.

NOTE: Given the decreased level of activity under the ETV Program, EPA does not anticipate many revisions or changes to the current format and data fields in the ETV database except in minor instances.

The contractor shall ensure, as necessary, that the database employs the most current and user-friendly software versions or applications available for development of new database modules or refinements to existing modules. The contractor shall make recommendations for upgrades to the database as required to maintain functionality. As approved by the EPA WA COR based on these recommendations, the contractor shall complete upgrades to the ETV database.

As necessary, completion of edits or updates to existing database modules will be on-going through a period of performance to November 30, 2013.

### SUBTASK 3.3: Reporting Functions Development and Updates

As needed (see NOTE below), the contractor shall *generate new or edit/update existing data reporting and search functions* for the modules and the database as a whole, as identified and prioritized by the EPA WA COR. The contractor shall make reporting/search functions accessible to the EPA WA COR, EPA technical lead(s), and other reviewers for review, testing, and comments. The contractor shall incorporate comments and suggested changes from the EPA WA COR, EPA technical lead(s), and other reviewers for these modules.

NOTE: Given the decreased level of activity under the ETV Program, EPA does not anticipate that many new data reporting or search functions will be developed under this work assignment. As necessary, generation of new or updated data reporting and search functions will be on-going through a period of performance to November 30, 2013.

## DELIVERABLES AND PROJECT SCHEDULE

All deliverables shall be submitted to the EPA WAM according to the following schedule.

| **TASK 1: Prepare Work Plan** | |
|---|---|
| Work plan due | In accordance with the contract clauses |
| **TASK 2: Conference Calls** | |
| Periodic conference calls | On-going |
| **TASK 3: Development and Maintenance of Internet Database for Tracking and Reporting Data** | |
| **Subtask 3.1:** Database Maintenance and Support | On-going through 11/30/13 |
| **Subtask 3.2:** Database Development and Updates | On-going through 11/30/13 |
| **Subtask 3.3:** Reporting Functions Development and Updates | On-going through 11/30/13 |

## DELIVERABLE ACCEPTANCE CRITERIA

The following deliverable acceptance criteria will be used to assess deliverables submitted under Tasks 1 through 3 of this SOW.

**TASK 1:** The contractor' work plan and cost estimate should be in accordance with the terms and conditions of the contract, and should contain a break-out clearly specifying estimates (LOE, ODCs, etc.) associated with performing each of the individual Tasks 1 through 3 (and subtasks) as outlined in this SOW.

**TASK 3:** Updated, refined, and/or newly developed database input modules and report generating functions shall reflect current program operations and the most current, user-friendly database software applications, as available. On-going maintenance and trouble-shooting for the existing database modules and reporting functions should be responsive, timely and complete. New or updated modules should be properly tested by the contractor for functionality before submission to the EPA WA COR or upload to the live database. The

database should be housed on the contractor's server and the database, modules, and reporting functions should be working and accessible at all times by the EPA WA COR. Administration and maintenance of the database must be transferable to the EPA WA COR, if necessary. The database should be secure and protected from corruption or data access by non-EPA WA COR-approved users.

## MANAGEMENT CONTROLS

Technical direction for this work assignment is provided by the work assignment SOW, by the work plan developed to implement this work assignment by the contractor (after it has been accepted and approved by the EPA WA COR) and by the contractor's designated management representatives. Periodic meetings between the EPA, contractor and work assignment managers are encouraged to discuss any questions that may arise during the performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA PO and WA COR.

In all meetings, conferences, symposia, etc. participated in as a part of satisfying the terms of this contract, contractor personnel shall be clearly identified through the use of name badges that indicate their corporate affiliation. Contractor personnel shall clearly identify themselves as contractors when contacting center personnel or other organizations during the performance of this effort.

The contractor shall ensure that the work done under this project does not contain any real or apparent personal or organizational conflicts of interest.

The contractor shall maintain the confidentiality of any confidential business information collected as part of this effort.

The contractor shall comply with Government Printing Office guidelines during the performance of this effort.

The contractor shall comply with Paperwork Reduction Act guidelines during the performance of this effort.

The contractor shall inform the EPA WA COR verbally or in writing within two businesses day if any significant problems arise, as well as any corrective actions and potential impacts on project deliverables, costs, etc.

## SPECIAL REQUIREMENTS

The contractor's monthly Progress Reports should contain a break-out detailing cumulative costs (ODCs, etc.) and LOE expended for each Task 1 through 3 (and subtasks) as outlined in this statement of work.

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**PERFORMANCE WORK STATEMENT**
**Work Assignment Number: 04-11**

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**Title:** Technical Support for Environmental Measurement, Monitoring, Modeling, and Laboratory Science Programs

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**Scope of Work Reference:** Task: 2.1, 2.2, 2.3, and 2.4

**BACKGROUND:**

The U. S. Environmental Protection Agency (Agency or EPA) has undertaken a number of initiatives to improve the quality, consistency, accessibility, ease-of-use, and cost effectiveness of the Agency, State, and regulated community environmental measurement, monitoring, modeling, and laboratory science activities. The Agency has given the Office of the Science Advisor responsibility for supporting these cross-Agency efforts with programs such as the Forum on Environmental Measurements (FEM), the Council for Regulatory Environmental Modeling (CREM), and the Environmental Laboratory Advisor Board (ELAB).

The FEM was established as a standing committee of senior EPA managers to enhance EPA's measurement programs by recommending to the Agency's Science Policy Council, chaired by the Agency's Science Advisor: the basic principles to guide the Agency's measurement community; the promotion of consistency and consensus within the Agency on measurement issues; and provide an internal and external contact point for addressing measurement methodology issues with multi-program impact. The FEM is addressing a number of issues thru sub-committees (or Action Teams/Workgroups), which include at the present time: Improving the Quality of Agency Methods; Implementation of the Performance Approach; Technical Assistance; Method Detection/ Quantitation and Calibration; General Laboratory Competency; National Laboratory Accreditation; Environmental Measurement Symposium (i.e., the joint meeting of the National Environmental Monitoring Conference [NEMC] and Forum on Laboratory Accreditation); Environmental Technology; and Monitoring Assessment. Tasks outlined below to support the efforts of the FEM will include preparing summaries of meetings for the primary membership meetings (i.e., quarterly) and sub-committee (or Action Team/Workgroup) meetings in addition to assistance for sub-committees, when needed, with literature searches, assisting in the development of technical background papers (e.g., guidance, reports), training, and peer review.

The CREM was established to promote scientific integrity and defensibility in the modeling principles, practices, and guidance, which information environmental and public health regulatory decision-making and research applications. Specifically, the CREM:

- Promotes consistency in model development, evaluation, and application; eliminate duplication, confusion, and uncertainty; and facilitate transparency, improve science and policymaking, and integration.
- Inventory modeling activities and needs and determine which activities should be addressed by CREM in a manner that is supportive, but not duplicative, of other ongoing efforts.
- Anticipates scientific and technological developments in modeling, so that EPA is prepared for the next generation of environmental models and their quality assurance needs.
- Coordinate with other cross-agency groups and external stakeholders on environmental monitoring, information management, and technology needs to promote the alignment of activities to solve complex environmental modeling issues, address the Agency's science and technology priorities, and leverage

constrained resources. Such external stakeholders will include federal, state, local, academic, and industry partners.

- Facilitates the transition toward integrated modeling to information Agency decisions and actions while decreasing program and media-specific constraints.
- Provide a central point of focus to address cross-Agency modeling issues that are beyond the purview of any single Agency office, including communications within the environmental modeling community with links to Program- and Region- specific information.
- Resoles technical issues and provides guidance which could have broad applications.
- Identifies and fosters adoption of best practices that will save modeling resources or expedite model development.
- Plans strategically and sets priorities in consultation with the Science and Technology Policy Council (STPC) regarding the possible development of cross-Agency guidance, principles or activities for issues including, but not limited to: model development and applications; peer review; quality assurance and control; model performance, evaluation, verification, and validation; training; technical support; and identification and penetration of barriers to improved use of models in EPA.

The CREM workgroups to undertake these activities include: uncertainty, modeling inventories, integrated modeling, and training/guidance. Others may still materialize in the coming months, as well. Tasks outlined below to support the efforts of the CREM will include preparing summaries of meetings for the primary membership meetings (i.e., quarterly) and sub-committee (or Action Team/Workgroup) meetings in addition to assistance for sub-committees, when needed, with literature searches, assisting in the development of technical background papers (e.g., guidance, reports), training, and peer review.

The ELAB is a Federal Advisory Committee to the Agency made up of individuals from trade associations for the environmental laboratory industry; trade associations from EPA's regulated community; environmental public interest groups; academia; local and tribal governments; proficiency testing providers; and laboratory assessment bodies. Since their initial Charter a number of years ago, the kinds of advice, information and recommendations that ELAB provides to the EPA has changed to include issues related to enhancing the EPA's measurement programs, and the operation and expansion of a national environmental accreditation program. Tasks outlined below to support the efforts of the ELAB will include preparing summaries of meetings for the primary meetings and workgroups in addition to assistance for the workgroups, when needed, with literature searches and assisting in the development of technical background papers.

It is anticipated that there will be approximately 175 meetings during the course of this work assignment (i.e., Technical Directives will be issued via email to provide specific meeting information). Two meetings will be held in a face-to-face setting with the location varying. The first meeting is scheduled for January 14, 2013 from 8:30 – Noon (ET) at the Hyatt Regency in Denver, Colorado. The second meeting will be August 5, 2013 at the Hyatt Regency in San Antonio, Texas with the exact time yet to be determined.

**TASKS:**

The contractor shall monitor the meetings of the FEM, FEM Action Teams/Workgroups, CREM, CREM Action Teams/Workgroups, ELAB, and ELAB Workgroups by providing logistical and meeting summary services to facilitate the work of these groups.

In addition to these meeting summaries, FEM and CREM sub-committees (or Action Teams/Workgroups), and ELAB workgroups will need assistance with:

- the development of general meeting materials to help facilitate discussions of current and potential issues;
- the development of method validation guidelines, which could include literature searches, for biology, sampling for biology, toxicology, and other areas as identified;

- the development of outreach documents, tools, and training materials for the implementation of the performance approach;
- the development of an inventory, glossary, and report for method detection/ quantitation and calibration;
- the development of outreach documents to improve participation in national accreditation programs;
- the development of inventories for environmental technology;
- the development of an inventory of data exchange formats/templates;
- the development of an inventory and report for monitoring;
- the development of a model domain taxonomy to catalog models;
- the development of an approach for characterizing uncertainty, strengths, and limitations of models, and modeling components to aid in their comparison; the development of an approach(s) for use of integrated modeling;
- the development of training for model quality assurance; and
- the development of webinars for measurement, monitoring, modeling, and laboratory science tools.

**DELIVERABLES:**
**The Work Plan is due within 15 calendar days of receipt of the work assignment.**

The WAM will provide technical direction and draft materials to the contractor for all of the committee, sub-committees, board, and workgroups listed above. An initial conference call will be held within 5 working days of receipt of the draft materials to clarify questions and details of technical directives.

An outline of all meeting highlights and action items will be provided to the WAM **within 24 hours of each committee, sub-committee, board, or workgroup meeting date.**
All draft meeting summaries will be provided to the WAM **within 10 working days of each committee, sub-committee, board, or workgroup meeting date**. Each summary will be finalized during the next official meeting of each committee, sub-committee, board, or workgroup meeting date and final summary will be provided to the WAM **within 5 working days of each committee, sub-committee, board, or workgroup meeting date once the draft is discussed.**

For some sub-committee and workgroup meetings, minutes will not be discussed further and will be considered final after the next meeting of the group, if no comments are raised.

A specific deliverable schedule will be established with each appropriate committee, sub-committee, board, or workgroup; WAM; and contractor for each product listed above within 10 days of receipt of the draft materials to clarify questions and details of each product.

**TRAVEL:**
Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer COR prior to the travel. **The contractor is expected to travel to Sarasota, FL and Washington, DC for these two face-to-face meetings.**

**ACCEPTANCE CRITERIA:**
Final products shall be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

**MANAGEMENT CONTROLS:**

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

**Work Assignment COR:**

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**Alternate Work Assignment COR:**

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**PERFORMANCE WORK STATEMENT**
**Contract Number EP-C-08-010; Scientific Consulting Group**
**Work Assignment Number: 04-14**
**Amendment No. 1**

| | |
|---|---|
| **Title:** | Risk Assessment Forum Support<br>Follow On |
| **Scope of Work Reference:** | Task: 2.2 |
| **Work Assignment COR:** | Julie Fitzpatrick<br>Office of the Science Advisor |
| **Alternate Work Assignment COR:** | Michael Broder |

**The purpose of this amendment is to add an additional task.**

**TASK ADDITION:**
The Contractor shall work with the Risk Assessment Forum to revise and edit the *Guidelines for Exposure Assessment* (EAGL). The COR will provide the current copy of the EAGL and technical direction to the Contractor. The Contractor shall establish contact with the COR and alternate to discuss the WA. As needed, the Contractor shall maintain a line of communication with the COR and alternate COR and provide routine updates. In areas where the Contractor is unsure of the course of action, the Contractor shall seek guidance from the COR, alternate COR or designee.

The Contractor shall provide a revised draft of the EAGL per technical direction no later than July 15 in electronic format (Word 2007).

**PERFORMANCE WORK STATEMENT**
**Work Assignment Number: 04-14**

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**Title: Risk Assessment Forum Support Follow On**

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**Scope of Work Reference:** Task: 2.2

**Period of Performance:** Issuance through Nov. 30, 2013

## 1. BACKGROUND

This work assignment contains follow on tasks from several work assignments from option year 2 (WA 02-14, WA 02-24, WA 02-25, WA 02-46, WA 02-48, and WA 02-50) that were combined into WA 03-14 for option year 3. These work assignments supported activities of the Risk Assessment Forum.

## 2. PURPOSE

The primary purpose of this Performance Work Statement (PWS) is to complete projects initiated on the previous work assignments listed above.

## 3. Tasks

### Task 1 - Prepare Work Plan and Cost Estimate

The Contractor shall prepare its work plan, budget estimate, and schedule of deliverables, within 15 calendar days after receipt of work assignment

This PWS requires expertise in risk assessment. Critical to the success of this PWS is a high level of knowledge of Agency risk assessment practices relative to cumulative risk assessment and uncertainty and variability associated with the risk assessment process, including modeling and measurement.

### Task 2 – Communication

Within one week of receipt of work assignment, the contractor shall convene a conference call (not to exceed 1 hour) with the EPA WA COR, and appropriate contractor staff to clarify outstanding questions and confirm the schedule and specific tasks for the work assignment. The contractor shall provide weekly status updates to the EPA WA COR. The contractor shall initiate additional communications with the EPA WA COR should developments arise that shall affect the conduct or schedule of this work assignment.

### Task 3 – Inventory of Current Guidance and Tools for Uncertainty and Variability Analysis (WA 02-48 Task 4)

A draft inventory has been submitted by the contractor. Following receipt of written comments from EPA, the contractor shall revise the inventory. The contractor shall respond to all comments within the report using track changes and submit as draft final for approval. Upon receipt of comments on the draft final, the contractor shall conduct a final technical edit on the report and submit as camera ready for reproduction.

**Task 4 – Edit the "Framework for Human Health Risk Assessment to Inform Decision Making" (WA 02-14 Task 2)**

Following receipt of written comments on the draft edited document, address comments and resubmit as draft final. Following receipt of written comments on the draft final edited document, address comments and resubmit as final.

**Task 5 – Edit the "Framework for Determining a Mutagenic Mode of Action for Carcinogenicity" (WA 02-14 Task 2)**

The draft *Framework* document will be provided to the Contractor for technical editing and final production. The document will include several chapters, and will include appendices and figures. Specific activities may include, but are not limited to: (1) Performing basic editing (i.e., spelling, grammar, punctuation, paragraph structure, etc.) for the *Compendium* document; (2) Verifying all references contained in the body of the document are also listed in the bibliography, and vice versa; (3) Verifying all references are cited correctly and able to be located based on the citation information; (4) Assessing the document for consistency in writing styles and making the appropriate modifications so that the writing flows smoothly; (5) Formatting the document in a professional manner so that it is ready to be printed (i.e., indentations, fonts, page numbers, headings).

**Task 6 – Probabilistic Risk Assessment White Papers (WA 02-50 Task 2 and amendment 1)**

Upon receiving comments on the editing of the draft documents entitled " Using Probabilistic Methods to Enhance the Role of Risk Analysis in Decision-Making With Case Study Examples," and a corresponding summary for managers entitled "Using Probabilistic Methods to Enhance the Role of Risk Analysis in Decision-Making Managers' Summary" the contractor shall make requested revisions and submit as final. Upon receiving comments on the contractor developed a response to comment table the contractor shall make requested revisions and submit as final.

## 4. Schedule of Deliverables

| Due Date | Product |
|---|---|
| Task 1 – Work Plan and Cost Estimate | Within 15 calendar days after receipt of work assignment |
| Task 2 – Communications | Convene Conference with the EPAWA COR and other personnel as appropriate within five calendar days of receipt of work assignment. |
| Task 3 – Inventory of Current Guidance and Tools for Uncertainty and Variability Analysis | Draft Final Inventory due within 10 calendar days of receiving comments from EPA<br><br>Final Inventory due within 5 calendar days of receiving comments from EPA |
| Task 4 - Edit the "Framework for Human Health Risk Assessment to Inform Decision Making" | Draft Final Document due within 10 calendar days of receiving comments from EPA<br><br>Final Document due within 5 calendar days of receiving comments from EPA |
| Task 5 - Edit the "Framework for Determining a Mutagenic Mode of Action for Carcinogenicity" | Assemble and assess the Framework document and report back to EPA WA COR within 7 calendar days of receiving document.<br><br>Submit first draft edited paper within 10 calendar days after |

| | |
|---|---|
| | receipt or report contents or comment from the EPA WA COR.<br><br>Submit final formatted paper within 5 calendar days of receiving comments from the WA COR. |
| Task 6 – Probabilistic Risk Assessment White Papers | Second drafts due 20 calendar days after receipt of report contents or comments from the EPAWA COR. Provide draft in two versions: mark-up text and with edits accepted to ensure ability to identify changes made, including appropriate revisions to the response to comment table.<br><br>Final formatted reports due 10 calendar days after receipt of comments from the EPA WA COR. |

**5. ACCEPTANCE CRITERIA:**

Final products shall be produced by the Contractor upon approval by the EPA WA COR through written technical direction. The Contractor shall provide all materials produced as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems and software.

**6. MANAGEMENT CONTROLS:**

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA-COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

**Work Assignment COR:**

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**PERFORMANCE WORK STATEMENT**

**Contract Number: EP-C-08-010**

**Work Assignment Number 04-18 Amend 1**

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**Title: Annual, Monthly and Weekly Support of the STAR Fellowship Grant Program and related Conferences**

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**SOW Section & Paragraph: 2.3 – 2-4**

**PERIOD OF PERFORMANCE:** Option Year 4: Issuance to November 30, 2013

*Task 6: Fellow Portfolio*
The contractor shall conceptualize, develop and design a new Fellow Portfolio for print and electronic forms. The Portfolio shall contain abstracts on each new fellow entering the program along with their educational and research information. In addition to the new fellow abstracts, the PDF version of the final Portfolio shall include indices designed for users to locate specific fellows within the electronic copy. The contractor shall meet with the EPA WA COR to discuss design concepts and presentation ideas for review and approval prior to the development of the Portfolio. Upon receiving approval from the EPA WA COR on the design and layout of the Portfolio, the contractor shall edit and format each fellow abstract for consistency and style, and prepare and desktop publish the Portfolio, and deliver a hard copy and a 508-compliant PDF to the EPA WA COR.

*Task 7: Development of the 2013 Fellowship Conference Registration Website*
The contractor shall develop the registration website for the 2013 Fellowship Conference incorporating the approved 2013 graphics theme. The contractor shall conceptualize the registration website design and send the design concept to the EPA WA COR for review and approval prior to designing the final registration website. The contractor shall prepare and edit the content for the registration website and send to the EPA WA COR for review and approval prior to including the final text in the registration website. In addition, the contractor may be required to provide other light logistical support for the 2013 Fellowship Conference as directed by the EPA WA COR.

*Task 8: 2013 Fellowship HelpLine*
The contractor shall provide support to the EPA staff for handling the public inquiries associated with the NCER 2013 Fellowship Announcement. A special, temporary EPA email address will be established to receive public inquiries associated with the 2013 Fellowship Announcement. These will be reviewed by EPA NCER staff and then will be forwarded to the contractor's staff for direct reply with appropriate guidance. The contractor's staff will prepare and send out the replies responding by email. They will also maintain appropriate logs and copies of all inquiries and replies.-

At the end of the HelpLine project, the contractor shall develop a summary report containing an aggregate of the data on the types of inquiries, general areas of concerns, and the number of replies per category with sample replies.

Based upon a preliminary review of the aforementioned summary report, an additional task may be necessary to allow for a more in-depth analysis of various segments of the summary data in order to better understand the difficulties that applicants had with certain key areas of the Fellowship Request for Proposals and what were the specifics of those difficulties. The EPA WA COR shall request further analysis via written technical direction.

**PERFORMANCE WORK STATEMENT**
**Contract Number: EP-C-08-010**
**Work Assignment Number 04-30**

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**Title: Annual, Monthly and Weekly Support of the STAR Fellowship Grant Program and related Conferences**

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**SOW Section & Paragraph: 2.3 – 2-4**

**PERIOD OF PERFORMANCE:** Option Year 4: Issuance to November 30, 2013

## A). Introduction

The Environmental Protection Agency has an ongoing program known as the Science to Achieve Results (STAR) grant program. The STAR Fellowship program is a research grant program designed to provide Fellowships which foster academic research in areas that will ultimately assist policy makers to make decisions based on sound scientific results. There is a need to track, edit, monitor, and assist in the preparation of progress reports during the review and processing of the applications prior to web posting. During the active period of each Fellowship, support needs to be provided in reviewing, editing and posting the student's reports and publications / citations. Entries in NCER's Fellowship Information Inventory (FII2) must be monitored, cross-checked, verified and updated. Links and references to Fellowship publications are reviewed and identified for inclusion into the NCER agency website. Final reports are ultimately posted to the NCER web site through its web database as a means of relaying to the public our research progress and results; this would require the contractor to assist us in mining the data to produce requested reports. The purpose of this work assignment, therefore, is to assist NCER in posting annual, monthly, intermittent and final summary Fellowship reports, documents and informational data points to the FII2. All products are based upon Technical Directives and are prepared for the EPA WA COR's final review.

The Contractor shall perform the following activities to facilitate the transmission, review, and posting of related results for approximately 300-400 STAR fellowships.

## B) Scope of Work

The contractor shall maintain and monitor the posting by the Fellows of original incoming files and data associated with the STAR Fellowships. In some instances informational reports will be tagged for full edit review, while in other cases only a review of the publication, previous employment and other documentation lists will be required. The contractor shall only perform the reviews when specifically assigned by the EPA WA COR through Technical Directives. At times the contractor shall contact various Fellowship Principal Investigators (PIs) or the NCER PO to either collect additional information or to clarify information in the FII2 system / reports created from the FII2 data. From time to time, the contractor will review the FII2 system at the request of the EPA WA COR in order to highlight areas for improvement and make recommendations. The contractor will monitor and maintain the FII2 system as necessary and develop specific fixes for the FII2 system as directed. The contractor shall augment the FII2 with tools whenever we can improve our collection processes in generating Fellowship reports. The contractor shall generate reports from the FII2 inventory of information which will summarize monthly progress of its use and upkeep. The FII2 must be managed and updated by the contractor to accurately reflect various report results or the status of all documents.

Important dates for the contractor to verify within the FII2 may include:

1) receipt date and delivery date by the contractor of technical directives
2) dates NCER PO contacted contractor and what specific information is requested by contractor
3) dates of outputs that were sent to NCER PO for approval
4) dates that specific information was requested by NCER PO
5) dates various activities were approved by NCER PO
6) dates materials were sent to contractor's Project Officer
7) dates which highlight the completion of FII2 inventory improvements

The FII2 inventory will continue to be set up to notify POs of appropriate "triggers" and delivery dates related to documents and information being provided.

**C) Tasks**

**Task 1: Monitoring, Editing, and Preparing Reports for Data Entries into the Fellowship Inventory system**

The contractor shall perform an edit review of all initial, annual and final summary reports specifically identified by the Fellowship PO as related to the FII2 Inventory. When conducting a full edit review - the contractor shall review for completeness, spelling and minor grammatical edits as well as accuracy. No edits shall be made to project results or data, inconsistencies in results or data shall be flagged for the EPA WA COR but not modified. This activity may involve contacting either each PI or each PO for additional information and clarifications.

**Contractor Activities under Task 1:**

The contractor may perform the following activities when specifically requested by the EPA WA COR in support of this task:

a) Maintain original report files furnished by the Fellowship PO or PI,
b) Monitor / maintain posted data points and documents by each Fellowship PI,
c) Edit / Collect assigned reports by EPA WA COR and when necessary contact each Fellowship PI / PO for additional information as needed,
d) Collect assigned reports from Fellowship PIs for publication review,
e) Follow up with Fellowship POs on reports that have exceeded "trigger" dates,
f) Maintain statistical counts of annual and final reports in the tracking inventory through monthly statistical summary tabulations of grants being reviewed, information requested, and/or sent to each PO for approval or resolution,
g) Fill gaps as necessary in EPA's data base with regard to changing or missing PI addresses, e-mail addresses, and phone numbers as well as changing the EPA PO assigned to the projects (when required),
h) Post grant extension dates in FII2 to the project period of the grant as determined from information provided by each EPA Fellowship PI / PO and GAD Grant data base as provided by the EPA WA COR,
i) Conduct regular checks to assure that the FII2 data reflects all current e-mail and address changes,

etc.

j) Submit periodic compilation reports (these would be no more frequent than quarterly) of PI publications when requested by EPA WA COR through a written technical direction on particular topics to be determined by EPA WA COR,
k) Submit completed periodic FII2 reports to each PO and /or to the EPA WA COR,
l) Incorporate information submitted directly by each PI in response to contractor inquiries into appropriate or missing format fields.

**Deliverables**

The contractor may be requested to supply the following reports to the EPA WA COR through regular system channels on a monthly basis:

1) Statistical summary report detailing number of reports in the system, reviewed, pending, passed to each PO, or approved for posting
2) Lists of late Fellowship PO report approvals by PO
3) Lists of late data reports due from Fellowship PIs to POs
4) Total number of files processed per month, average process time with explanations of any delays
5) Notes on any issues encountered in processing any particular report or managing specific FII2 data points

**Task 2: Review of Fellowship PI publications, citations, and FII2 data points**

When specifically requested by the EPA WA COR, the contractor shall review and edit all data points/citations on every new annual and final report. The contractor shall assure that an accurate citation is being included in the reports. The contractor shall add URL links to full text and abstracts of Fellowship files / publications where available through web searches.

**Contractor Activities under Task 2:**

The contractor shall perform the following activities in support of this task when specifically requested by the EPA WA COR:

a) Review and edit publication citations to assure accuracy
b) Use ISI-WOS, Dialog, PUBMED, Google scholar, Science Direct, Scopus, Wiley Interscience and other web tool resources to locate abstracts and full text of publications
c) Remove all anticipated pubs and keep a record of all anticipated pubs
d) Send all anticipated, incomplete, and other pubs that cannot be resolved back to EPA WA COR
e) For all those pubs that can be resolved and verified by finding an abstract, full text, or evidence such as citing pubs, keep the pub citations in the reports and attach a file relaying the abstracts, full text, or link to publisher if abstracts and full text as well as other evidence of existence if abstract is unavailable
f) identify all duplicates for removal from any report or database

**Task 3: Clean up of FII2 data**

The contractor shall correct FII2 data points by removing duplicates and incomplete data and otherwise

editing as necessary the information therein.

**Contractor Activities under Task 3:**

When requested by the EPA WA COR, the contractor shall perform the following activities in support of this task; note that the extent of each effort shall be specifically determined by the EPA WA COR based on available funding:

a) Contractor shall continue incrementally reviewing back years of grantee data, publications, etc. by RFA research categories and other requested statistics.
b) Contractor shall convey updates in electronic files (excel) that include the grant number, and various combinations of other data based upon progress and / or final reports
c) Contractor shall identify those documents and data points which can be tied to the ongoing information within the FII2.

**Work Assignment COR:** Ted Just Telephone: (703) 347-8054
Just-ted@epa.gov

**Task 4: White Paper on State of the FII2 and Proposed Improvements**

The contractor shall prepare a white paper on the types of improvements that can and should be made to the FII2. The contractor shall determine what similar tools or mechanisms other research organizational entities within other federal agencies like NSF, NIOSH, NIH, NIEHS, DOE, etc are using to maintain similar FII2 data. The contractor shall also identify any other databases or tools in the public domain that may be pertinent to NCER's research impact analysis in addition to those mentioned above.

**Task 5: Provide assistance in conducting reviews of various groupings of subsets of Fellowships, i.e. Relevancy, Media Programs, etc.**

**Schedule of Deliverables (upon specific request by** EPA WA COR**):**

| | |
|---|---|
| Updated reports associated with FII2 information | Monthly |
| Summaries of reviews and modifications | Monthly |
| Statistical summaries compiled from FII2 datapoints | Monthly |
| Clean -up of FII2 data-points | Ongoing - Monthly |
| White Paper on System Improvements | TBD by EPA WA COR |

D) **Staffing**

In the work plan, the contractor must identify qualified staff to perform tasks provided in the work assignment. Staff must be qualified to perform technical editing, tracking and various support functions.

1) Conflict of Interest

The contractor shall disclose any conflict of interest regarding this work.

2) Acceptance Criteria

Deliverables shall be provided to the EPA WA COR in accepted Agency format and be of high quality. Deliverables shall be prepared using Excel and Word or appropriate spreadsheet and word processing software. Deliverables shall be submitted electronically to the EPA WA COR via e-mail as well as hard copy (when requested).

3) Management Controls

Analyses and materials prepared by the contractor shall be based on information obtained by the contractor at the direction of the EPA WA COR. Information will be provided to the contractor directly from the principle investigators, Fellowship project officers and the EPA WA COR. Annual and periodic report

summaries will be thoroughly reviewed and approved by the Fellowship NCER PO prior to distribution via various contemporary publicity avenues using the many agency publicity vehicles, i.e. web posting, etc. by the EPA WA COR; the contractor is not involved in this final part of the process.

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference, on-site at the contractors' and/or EPA staff offices, or by video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

**PERFORMANCE WORK STATEMENT**
**Contract Number: EP-C-08-010**
**Work Assignment Number 04-19**

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**Title: NCER Communications Support**

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**SOW Section & Paragraph: 2.3 – 2-4**

**PERIOD OF PERFORMANCE:** Option Year 4: Issuance to November 30, 2013

## I. Introduction

The National Center for Environmental Research (NCER) implements four unique environmental science programs: Science to Achieve Results (STAR) research grants program, undergraduate and graduate student fellowships, the Small Business Innovation Research (SBIR) program, and the P3 – People, Prosperity, and the Planet – Student Design Competition in Sustainability. The success and impact of these programs rely, in part, on extensive communications and outreach activities. This work assignment is for support for all of NCER's programs in communications activities and products.

## II. Scope of Work

### A) Develop Outreach and Communication Materials

Provide editorial and graphic support to produce various print and multimedia products that explain NCER programs, projects and policies. These products may include 12-25 of any of the following: reports, booklets, brochures, posters, presentations, fact sheets, press kits, information packets, business cards, postcards, advertisements, flyers, and mailings..

**Tasks:** The contractor shall perform the following activities:

1) Draft text from existing materials supplied by the EPA WA COR.
2) Edit text at different levels - substantive edit, copyedit, and proofread - as directed by the EPA WA COR.
3) Propose graphic design and layout for products.
4) Prepare final versions of products.
5) Communications research
6) Writing and editing
7) Graphic design and research
8) Program outreach activity plans and distribution of promotional materials
9) Communication program implementation

**Deliverables**

The contractor shall supply the following to the EPA WA COR upon receipt of technical direction:

1) Documents (includes possible items in categories mentioned above) - 5
2) Presentations - 4
3) Mailings - up to 2 of approximately 300 letters each
5) Research and implementation for communication strategies - 4

**B) Provide Exhibit Support for Conference and Meetings**

NCER frequently exhibits at professional meetings. Exhibits require some advance work and set up at the meetings as well as striking the exhibit and shipping equipment and supplies back to the office or the next meeting. The contractor may provide support for up to 10 meetings. The EPA WA COR will provide the list of meetings for which help is needed.

**Tasks and Deliverables**

1) Determine dates for registration and shipping deadlines.
2) Gather materials for distribution in consultation with the EPA WA COR.
3) Prepare materials for shipping, including exhibit registration forms.
4) When the meeting is in the Washington DC metro area, assist with setup and striking of the exhibit.
5) Maintain inventories of exhibits and materials, update and repair as necessary.

**C) Graphic Design and Production**

As the technology available for communications and outreach expands to include new formats and media, NCER must adapt the delivery of its information to include current (web and print) as well as the new technologies (video, blogging, web 2.0 to name a few on the immediate horizon). The contractor may provide support for conversion of existing material and development of new material to fit the new technologies for 4-6 projects.

**Tasks and Deliverables**

1) Provide audio and videographer support and production for interviewing NCER POs, fellows, P3 teams and SBIR business people at NCER meetings.
2) Provide graphic design and production support posters and other large format information products – 10

III. General Requirements

**A) Schedule of Deliverables**

To be determined by technical direction for each product.

**B) Staffing**

In the work plan, the contractor must identify qualified staff to perform tasks provided in the work assignment.

**C) Conflict of Interest**

The contractor shall disclose any conflict of interest regarding this work.

**D) Management Controls**

Analysis and materials prepared by the contractor will be based on information obtained by contractor at the direction of the EPA WA COR. Information in support of this work assignment will be provided to the contractor directly from NCER staff members.

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

**Work Assignment COR**:

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**PERFORMANCE WORK STATEMENT**
**Contract Number: EP-C-08-010**
**Work Assignment Number 04-21**

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**Title:** Conveying the impact of NCER and ORD funded research through Technology Transfer of Impact of Metrics

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**SOW Section & Paragraph: 2.3 – 2-4**

**PERIOD OF PERFORMANCE:** Option Year 4: Issuance to November 30, 2013

## Background:

In order for EPA to be considered a leader in environmental health research that has significant impact on our health, the environment, and the green economy, ORD & NCER must be able to convey the impact of our funded research to our various targeted audiences. Successful communication of research impacts will result in use of the research findings in policy and decision making processes, adoption of improved processes, technologies, methods, and in the implementation of community interventions. In order for the public and the hill to understand the importance of our research, proper metrics must be developed and the resultant impact must be interpreted and conveyed through various communication mechanisms so that these audiences can easily see the impact of public dollars spent to protect human health and the environment.

Research impact metrics will also be used in various performance reviews of NCER's research programs. Performance reviews are conducted in four year cycles on ORD/NCER's research programs by the Board of Scientific Counselors (BOSC) and OMB (previously through the PART review process). Citation analyses (bibliometrics) and Decision Document Analyses (DDA) are currently run for these reviews as well as for mid-cycle meetings. In addition these impact measures are used by the ORD labs and centers for internal reviews and metrics such as the ORD score card.

These and other metrics such as the number of companies established, employee positions created, researchers funded, models, methods, processes developed, etc will be used to define NCER research impact on the green economy. NCER needs to be able to demonstrate to the Hill that our research funding has a large return on investment through direct impact on jobs, the economy, and developing the next generation of scientists and engineers. The ability to communicate these impacts thru several mediums will define the success and longevity of NCER's research programs.

The contractor shall assist in the analysis and compilation of various metrics reports, charts, graphics and other tools to demonstrate the worthiness and impact of NCER's funded research. The contractor shall develop new methods of conveying the impact of the analyses to all of our user audiences thru the EPA website, news media, PSAs, social networking sites, listserves, reports to congress, journals, local governments, school systems, public interest groups and other organizations, etc.

The contractor shall compile up to 10 bibliometric and decision document analyses reports as requested by the EPA WA COR. These reports shall include an executive summary as well as descriptions, tabulations, and graphic analyses of findings and comparisons using Thomson's Essential Science Indicators (ESI) database, Thomson's Incites, Web of Science, and El Sevier's Scopus and "bibliometrics in a box" database tools as described in 1 thru 10 below. The contractor shall also include a definition of baselines, and caveats about any changes to those baselines in the report. The contractor shall also run a comparison of the major findings with any previous bibliometric report prepared for each research area. The contractor shall maintain an awareness of standards and thresholds, as well as journal to field allocations used by ESI. The contractor shall notify the

EPA WA COR when any ESI threshold or methodology changes. The EPA WA COR may determine that the change is significant enough to warrant recalculation of previous analyses to allow current analyses to be comparable to past analyses. Bibliometric reports shall be submitted electronically to the EPA WA COR in word format. The contractor shall identify all pertinent citing documents including policy and decision documents at all levels of government. The contractor shall identify anecdotal examples show the impact of NCER's research projects that could be used in outreach campaigns to both targeted audiences and the general public.

**Bibliometric & DDA Analyses of Intra and Extramural Publications for external reviews and for communicating impact of research to the public.**

**Task 1: Basic Bibliometric Analyses:**

The contractor shall conduct up to 10 topical citation analyses using accepted web based tools such as Thomson's Web of Science (WOS), Dialog Citation Index, Scopus or other similar data bases. EPA will furnish the contractor with the bibliographies compiled by our NPDs and NCER's web database tool which houses bibliographic citations for all intramural (identified by the NPDs) and extramural program publications. These bibliographies will include a mix of publication types and will typically contain 200 to >3,000 journal publications. The contractor shall address and include the following elements and procedures:

1) Use Thomson's ten year rolling periods unless otherwise requested by the EPA WA COR (thru the National Program Directors (NPDs)). The contractor shall input this information into excel spreadsheets, a reference manager database, and the oracle database that feeds the NCER web search engine. The contractor shall run split analyses between intramural and extramural publications.

2) Searching WOS and Scopus, the contractor shall record the number of bibliographic citations per publication. In addition the contractor shall note any publications that would be considered highly cited using Thomson's Essential Science Indicator (ESI) database. The contractor shall run analyses for the 10%, 1%, 0.1%, and 0.01% highly cited threshold levels using the 22 research fields tracked by ESI. The number of publications falling into each threshold level shall be tabulated in the bibliometric document, and the full citations meeting each threshold shall be included either in the document or in an appendix (if in excess of 1 full page).

3) The contractor shall determine which papers would be considered hot papers using the ESI definition of a hot paper (# of citations within a 2 month period within 2 years of original publication). The contractor shall use this definition

   plus the hot paper thresholds set for each of the scientific fields documented in ESI.

4) The contractor shall also include comparative tables of NCER and ORD publication average citation rates and ESI's average citation rates for each scientific field.

5) The contractor shall include an analysis of the publications for impact factor (the measure of the frequency with which the average article in a journal has been cited in a given year) using Thomson's Journal Citation Index (JCR). This analysis shall include the number of papers published in the top 10% of journals as ranked by the JCR for impact factor.

6) The contractor shall include an analysis of the publications for immediacy index (the measure of how quickly the average article is cited in a particular journal) again using the JCR. This analysis shall include the number of papers published in the top 10% of journals as ranked by JCR for

immediacy index.

7) The contractor shall include an analysis of author self citation to determine if the self citation rate is above or below average. Currently thresholds are used from publications by Mac Roberts, and Kovacic and Misak. The contractor shall determine whether self citation thresholds are changing by searching for other documentation on a quarterly basis.

8) The contractor shall include an analysis of number of authors that have been included in Thomson's HighlyCited.com database.

9) The contractor shall include an analysis of any patents listed in the bibliography. The contractor shall also search all principal investigators and coauthors to identify patents associated with the research. This shall also include a tally of the number of patents that were referenced by other patents.

10) The contractor shall include comparisons with any additional ESI special topic parameters including top 20 papers, top 20 authors, top 20 countries publishing in the field, top 20 journals in the field, top 20 institutions publishing in the field, and ESI special topics trends analyses (publication rates, citation rates) for topic matched papers used by ESI within the special topic as compared to EPA/NCER papers in that topic. Both graphical and tabulated comparisons shall be included in the bibliometric analysis.

11) The contractor shall run separate analyses on intra vs. extramural publications and show comparison tables that compare the combined program against intramural and extramural publications. The contractor shall compile the extramural citation data into a separate table which summarizes extramural grants program both on a program specific level and on an overall center level.

**Task 2: Data Mining Analyses/DDA Reports**

Data mining analyses are designed to show what pertinent EPA policy and rulemaking documents cite the Principle Investigator's (PI) publications from the bibliography compiled for each research area. NCER has developed a search tool located at: http://cfepa.saic-solutions.com/citing_ncer/RC_Summary.cfm which operates from the NCER research project database and searches the EPA electronic dockets and the EPA web inventory. Any EPA documents that cite any of the research publications from the bibliography are brought back as "returned hits" identifying (where possible) the EPA office owning the citing document. The contractor shall perform the following tasks as assigned by the EPA WA COR with respect to data mining and compilation of the DDA reports:

1) Append/update the database holdings as necessary with updates that may have been included in the NPD research program bibliography; also non-journal publications shall be added to the data mining search from the bibliography. The contractor shall furnish these updates to EPA in the form of a RIS file.

2) The EPA WA COR shall provide the data mining "hit list" to the contractor. The contractor shall eliminate any documents that are not policy or rulemaking documents. Also remove any ORD documents that cannot be supported as major rulemaking or policy documents. The contractor shall analyze how the NCER PI publications are being used in the EPA internal documents identified by the data mining tool.

3) Data mining results from (2) above shall be tabulated and included in the bibliometric report. Graphical representations shall also be developed to assist in communicating this research impact thru various communication media.

4) The contractor shall run "Google Analyses" on subsets of the bibliographies based on a highly cited list and a randomly selected subsample. The contractor shall note any trends in the types of users, or any relationship with how they are being cited/used and by whom.

**Task 3: Special add-ons to Bibliometric Reports**

The NPDs may request through the NCER WACOR, additional permutations to be run as a part of the bibliometric analysis. The following types of additional reports shall be run if requested by the EPA WA COR:

1) Citation Analysis of non-journal publications: The contractor shall run searches using Dialog, ISI, and Google tools to identify citations in scientific journals of EPA reports, book and book chapters, and other non journal publications as requested by the EPA WA COR. These citation analyses shall also be compared to the ISI broad scientific categories.

2) Intramural vs. Extramural splits – if requested by the BOSC, a split analysis and comparison of intramural vs. extramural publications shall be run comparing highly cited, high impact factor and high immediacy index rankings.

3) Gray literature – a wider Google analysis of EPA white papers may be requested. Analysis of citing web sites and journal and non-journal citing documents shall also be included.

4) Collaborative analyses – in some cases an analysis of collaborating or affiliated organizations will be requested. Publications would under this scenario be analyzed for affiliated institutions.

6) Other time splits – in some cases analyses by year, 5 year increments or other time duration permutation may be requested.

7) Analysis by focus area – in some cases sub-analyses within a research area may be identified by the NPD for separate comparative analyses. In these cases the NPD will provide the appropriate project and publication allocation.

**Task 4: Broadcasting the Impact of how cited research is being used**

1) The contractor shall as requested by the EPA WA COR, perform a manual analysis of the full text of some percentage of highly cited and hot publications to categorize and determine how these publications are being used by other scientists in the field. As a part of this analysis the contractor shall determine whether the research provided special tools or methods, baseline characterization, dose response relationships, etc.

2) The contractor shall compile anecdotal examples to convey the extent of research impact. These examples may be worthy of developing multimedia presentations about research impact including videotaped interviews; podcasts (audio and video);

3) The contractor shall develop communication plans that engage the public and targeted audiences through PSAs, videos, podcasts, and other multimedia tools.

4) The contractor shall determine the impact of these types of communication tools on informing various user groups about Return on Investment of each communication effort.

**Schedule of Deliverables**

| | |
|---|---|
| Citation Analyses by RFA Category | Within 4 weeks from assignment by the EPA WA COR |
| Impact Analyses | Within 8 weeks from assignment by the EPA WA COR |
| Videos and other multimedia: | Within 4 weeks from assignment by the EPA WA COR |

A) Staffing

In the work plan, the contractor must identify qualified staff to perform tasks provided in the work assignment. Staff must be qualified to perform citation rate searches on multiple systems. Staff must be qualified to perform bibliometric analyses of citation information and perform comparative analyses with Essential Science Indicators (ESI).

B) Conflict of Interest

The contractor will disclose any conflict of interest regarding this work.

C) Management Controls

Analyses and materials prepared by the contractor will be based on information obtained by the contractor at the direction of the EPA WA COR. Information will be provided to the contractor directly from the principle investigators, the EPA WA COR, or the NPDs.

Deliverables shall be provided to EPA in accepted Agency format and be of high quality. Analysis report deliverables shall be prepared using Excel and Word or appropriate spreadsheet and word processing software. Multimedia deliverables shall be submitted electronically to the EPA WA COR via e-mail as well as via DVDs.

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

| | |
|---|---|
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**PERFORMANCE WORK STATEMENT**
**Contract Number: EP-C-08-010**
**Work Assignment Number 04-26**

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**Title:** Annual and Final Grant Fellowship Report Editing, Analysis, Synthesis and Pub Review for Web Dissemination

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**SOW Section & Paragraph: 2.3 – 2-4**

**PERIOD OF PERFORMANCE:** Option Year 4: Issuance to November 30, 2013

**A) Introduction**

The Environmental Protection Agency has an ongoing program known as the Science to Achieve Results (STAR) grant program. The STAR grant (and fellowship) program is a research grant program designed to foster academic research in areas that will ultimately assist policy makers to make decisions based on sound scientific results. There is a need to track and edit progress reports during their review process prior to web posting. Reports and bibliographic publication citations need to be edited and posted to NCER's egrants tracking system and publications must be cross checked through NCER's web database. Links to PI publications are searched for and identified for inclusion into the web database. Reports are ultimately posted to the NCER web site through its web database as a means of relaying to the public our research progress and results developed through the NCER grants and fellowship program. The purpose of this work assignment therefore, is to assist NCER in posting annual and final summary reports to the egrants tracking system and reviewing, and editing annual and final summary reports and their associated publications from each research project issued under NCER's STAR program, in preparation for NCER Project Officer and Web Master final review.

The contractor shall conduct a synthesis review of all tribal grant reports to identify the areas of research and the results gleaned from those tribal grants previously funded by NCER. This synthesis summary report will be conveyed to the public thru a tribal science page on the NCER web site. The Contractor shall perform the following activities to facilitate the transmission, review, and posting of approximately 1000 annual and final summary reports for grants, centers and fellowships.

**B) Scope of Work**

The contractor shall use NCER's Web Reports Manager System (WRM) also known as "egrants" to edit reports as assigned by NCER POs or the NCER web master. The WRM system retains a running record of reports entered by grant number and by associated project officer.

The contractor shall use the WRM to collect and process files assigned to them by the NCER Webmaster (who is also the WA COR). The contractor shall post original incoming file and sequential versions as changes/edits are made. In some instances reports will be tagged for full edit review, while in other cases only a review of the publication list will be required. The contractor shall perform the reviews as assigned by the WA COR through the WRM system. At times the contractor may need to contact the PI or the NCER PO to either collect additional information or to clarify information in the reports. The contractor shall generate reports from WRM that will summarize monthly progress on annual and final report review as well as project publication citation review. The WRM must be updated by the contractor to accurately reflect report status and to assure that reports are moved to the next step of the review process.

Important dates for the contractor to verify within the WRM are:
1) Receipt date by the contractor
2) Dates PI contacted and information requested by contractor
3) Dates sent to NCER PO for approval
4) Dates information requested of PI by NCER PO (dates to be input by WA COR)
5) Dates approved by NCER PO
6) Dates sent to WA COR for web posting

The WRM system will notify NCER POs of appropriate trigger dates however the contractor shall follow-up with the NCER POs on those reports identified as extremely late (>30 days) by the webmaster.

**C) Tasks**

**Task 1: Editing Annual and Final Reports through WRM system (egrants)**
The contractor shall perform an edit review of only annual and final summary reports specifically identified by the NCER PO through the WRM system. When conducting a full edit review - the contractor shall review for completeness, spelling and minor grammatical edits. No edits shall be made to project results or data, inconsistencies in results or data shall be flagged for the WA COR but not modified. This activity may involve contacting each PI and each NCER PO for additional information and clarifications.

**Contractor Activities under Task 1:**

The contractor shall perform the following activities in support of this task:

a) Post original report files furnished by the NCER PO or Webmaster,
b) Post each newly edited version of the report file to WRM
c) Collect assigned reports from WRM for editing response to
d) Collect assigned reports from WRM for publication review
e) Maintain statistical counts of annual and final reports in tracking system and approved for web posting through monthly statistical summary tabulations of grants in system, reviewed, information requested, and sent to each NCER PO for approval or resolution.
f) Fill gaps as necessary in EPA data base with regard to changing or missing PI addresses, e-mail addresses, and phone numbers as well as changing the EPA NCER PO assigned to the projects (when required)
g) Post grant extension dates to the project period of the grant as determined from information provided by each EPA NCER PO and GAD Grant data base as provided by the WA COR.
h) Submit periodic compilation reports (these would be no more frequent than quarterly) of PI publications as requested by WA COR through written technical direction on particular topics to be determined by WA COR.
i) Submit completed annual and final web reports to each NCER PO or to WA COR through the WRM system for approval within 1 week from being assigned.

**Deliverables**
The contractor shall supply the following reports to the WA COR through the WRM system on a monthly basis:
1) Statistical summary report detailing number of reports in the system, reviewed, pending, passed to each NCER PO, or approved for posting.
2) Lists of late NCER PO report approvals by NCER PO
3) Lists of late reports due from PI s by NCER PO
4) total number of files processed/month, average process time with explanations of any delays
5) notes on any issues encountered in processing any particular report

**Task 2: Review of PI bibliographic publication citations**

The contractor shall review and edit all publication citations on every new annual and final report. The contractor shall assure that an accurate citation is being included in the reports. The contractor shall add url links to full text and abstracts of publications where available through web searches.

**Contractor Activities under Task 2:**

The contractor shall perform the following activities in support of this task:
a) Review and edit publication citation to assure accuracy
b) Use ISI-WOS, Dialog, PUBMED, Google scholar, Science Direct, Scopus, Wiley Interscience and other web tool resources to locate abstract and full text of publication
c) Remove all anticipated pubs and keep a record of all anticipated pubs
d) Send all anticipated, incomplete, and other pubs that cannot be resolved back to WA COR and NCER PO
e) For all those pubs that can be resolved and verified by finding an abstract, full text, or evidence such as citing pubs, keep the pub citations in the reports and attach a file relaying the abstracts, full text, or link to publisher if abstracts and full text as well as other evidence of existence if abstract is unavailable
f) Identify all duplicates for removal from report or database

**Task 3: Clean up of publication database**

The contractor shall correct NCER's PI publication database by removing duplicates and incomplete citations and locating abstracts and full text publications also described in Task 1 above.

**Contractor Activities under Task 3:**

The contractor shall perform the following activities in support of this task, note that extent of effort shall be determined by the WACOR based on available funding:

a) Contractor shall continue incrementally reviewing back years of grantee publications by RFA within each NCER research category.
b) the contractor shall convey updates in electronic files (excel) that include the citation (grant number, location in progress report or final report, as well as location in main or center subprojects), the corrections to the citations, directions as to removal if duplicate, directions as to removal if pub cannot be verified, copies and links for journal article abstract, and full text.
c) All anticipated pubs shall be removed and recorded separately. The contractor shall identify which pubs fall into journals that are not covered by any of the verification tools used (Pubmed, dialog, ISIWOS, Scopus, etc)

**Task 4: Synthesis documents**

As identified by the WA COR, the contractor shall periodically compile summary synthesis documents which summarize the research results of all grants and fellowships issued on a particular topic. The contractor shall complete the comprehensive synthesis report on NCER-funded Tribal projects/research across all nvironmental media.

**Task 5: News articles for the NCER web page**

The contractor shall periodically prepare short news reports for the NCER web site that highlight worthy research findings or research progress. The contractor shall pull this information from annual and final web

reports and associated PI publications. Where available, other news sources reporting on these same findings shall also be identified and linked.

**Schedule of Deliverables**
Updated reports in WRM reviewed and modified Monthly
Statistical summary report compiled in WRM Monthly
(detailing number of reports in the system,
reviewed, pending, passed to NCER PO, approved
for posting reviewed for accuracy, etc.)
Clean -up of Pub database Ongoing - Monthly
Final synthesis document on Tribal research TBD by WA COR
Research findings news reports for the web TBD by WA COR

D) **Staffing**
In the work plan, the contractor must identify qualified staff to perform tasks provided in the work assignment. Staff must be qualified to perform technical editing and tracking support functions.
1) **Conflict of Interest**
The contractor will disclose any conflict of interest regarding this work.
2) **Management Controls**
Analysis and materials prepared by the contractor will be based on information obtained by the contractor at the direction of the WACOR. Information will be provided to the contractor directly from the principle investigators, NCER project officers and the WACOR. Annual and Final report summaries will be thoroughly reviewed and approved by the NCER project officers prior to approval for web posting by the WACOR; the contractor is not involved in this part of the process.

Deliverables shall be provided to EPA in accepted Agency format and be of high quality with no errors. Deliverables shall be prepared using Excel and Word or appropriate spreadsheet and word processing software. Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR. The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction. Per the technical direction clause, the EPA CO and EPA PO will be provided with copies of all technical direction.

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**PERFORMANCE WORK STATEMENT**
**Work Assignment Number: 04-~~11~~36**

**Title:** Meeting Support for Science and Technology Policy Council Staff and Related Interagency Activities in Support of the EPA Science Advisor~~Technical Support for Environmental Measurement, Monitoring, Modeling, and Laboratory Science Programs~~

**Scope of Work Reference:** Task~~: 2.1, 2.2,~~ 2.3~~, and 2.4~~

~~**PERFORMANCE WORK STATEMENT**~~
~~**Contract Number EP-C-08-010**~~
~~**The Scientific Consulting Group, Inc.**~~
~~**Work Assignment Number: 04-36**~~

~~**Title:** Meeting Support for Science and Technology Policy Council Staff and Related Interagency Activities in Support of the EPA Science Advisor~~

~~**Scope of Work Reference:** Task: 2.3~~

**Period of Performance:** ~~Date of~~ Issuance through Nov~~ember.~~ 30, 2013

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## BACKGROUND

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The EPA Science Advisor convenes and chairs the EPA Science and Technology Policy Council (STPC), which is comprised of senior managers from EPA Offices and Regions. The official STPC representatives are at the Deputy Assistant Administrator and Deputy Regional Administrator level and appropriate level for Offices within the Office of the Administrator. The Science Advisor's priorities for the STPC dovetail with interagency activities, in particular the White House Office of Science and Technology Policy (OSTP) Committee on Environment, Natural Resources, and Sustainability (CENRS). The STPC is supported by a Steering Committee C(consisting of Agency Senior Science Advisors) and a small staff within the Office of the Science Advisor.

## TASKS

1) The Science Advisor convenes quarterly meetings of the STPC. The Science Advisor may convene additional meetings of the STPC to address specific topics (estimate two special STPC meetings). The EPA Work Assignment (WA) COR will provide meeting logistical information to the contractor in advance. The contractor shall attend the meetings in person, record the meeting and prepare a concise meeting summary report consisting of action items, decisions, and brief summary of discussions. The contractor shall prepare draft and final meeting summary reports based on comments received from EPA WA COR, Technical Representative and STPC staff.

2) The STPC staff convenes up to five meetings of the STPC Steering Committee each year. The EPA Work Assignment (WA) COR will provide meeting logistical information to the contractor in advance. The contractor shall attend the meetings in person, record the meeting and prepare a concise meeting summary report consisting of action items, decisions, and brief summary of discussions. The contractor shall prepare draft and final meeting summary reports based on comments received from EPA WA COR, Technical Representative and STPC staff.

3) The STPC staff convenes up to 36 meetings (3 meetings per month) of the Peer Review Advisory Group, which reports to the STPC. The EPA Work Assignment (WA) COR will provide meeting logistical information to the contractor in advance. The contractor shall attend the meetings in person, record the meeting and prepare a concise meeting summary report consisting of action items, decisions, and brief summary of discussions. The contractor shall prepare draft and final meeting summary reports based on comments received from EPA WA COR, Technical Representative and STPC staff.

4) The STPC staff convenes up to 12 meetings (1 meeting per month) of the Technology Innovation Steering Committee, which reports to the STPC and up to 6 meetings of the Technology Innovation Network. The EPA Work Assignment (WA) COR will provide meeting logistical information to the contractor in advance. The contractor shall attend the meetings in person, record the meeting and prepare a concise meeting summary report consisting of action items, decisions, and brief summary of discussions. The contractor shall prepare draft and final

meeting summary reports based on comments received from EPA WA COR, Technical Representative and STPC staff.

5) The STPC staff convenes up to 5 meetings of the Scientific Integrity Committee which reports to the STPC, including an Agency-wide Annual Meeting. The EPA Work Assignment (WA) COR will provide meeting logistical information to the contractor in advance. The contractor shall attend the meetings in person, record the meeting and prepare a concise meeting summary report consisting of action items, decisions, and brief summary of discussions. The contractor shall prepare draft and final meeting summary reports based on comments received from EPA WA COR, Technical Representative and STPC staff.

6) The STPC staff assist *ad hoc* committees that may be formed at the discretion of the Science Advisor. The contractor shall provide assistance as needed for tasks assigned via Technical Direction from the EPA WA COR. Contractor assistance may include: occasional note taking for technical discussions, technical editing of reports, and development of documents, including text, tables, and figures. (Estimate support for sixteen *ad hoc* meetings, technical editing of sixteen documents, less than 50 pages each).

7) STPC activities may require support to develop communication and outreach materials for internal and external stakeholders. Technical direction of the EPA WA COR will be issued when necessary.

**DELIVERABLES**

1) Draft meeting summary reports within two (2) days.
2) Provide EPA WA COR with electronic link to the audio recording for STPC meetings within __-5 days as needed.
3) Provide final documents and reports within five (5) days after receipt of EPA comments on __-draft reports, meeting summary reports, or other task outputs.

**ACCEPTANCE CRITERIA**

Final products will be produced by the Contractor upon the EPA WA COR's approval through written technical direction. In some cases, the draft document will be sufficient for the purposes of the STPC staff. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

**MANAGEMENT CONTROLS**

Periodic meetings between the EPA and contractor staff are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WAM.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO and the EPAWA COR or alternate EPA WA COR are the primary representatives of the Contracting Officer authorized to provide technical direction.

**Work Assignment COR:** Robin Clarke
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**PERFORMANCE WORK STATEMENT**
**Contract Number EP-C-08-010**
**Scientific Consulting Group, Inc.**
**Work Assignment Number: 04-36**
**Amendment 1**

**Title:** Meeting Support for Science and Technology Policy Council Staff and Related Interagency Activities in Support of the EPA Science Advisor

**Scope of Work Reference:** Task: 2.3

**Period of Performance:** Date of Issuance through Nov. 30, 2013

**Work Assignment COR:**
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## BACKGROUND

The EPA Science Advisor convenes and chairs the EPA Science and Technology Policy Council (STPC), which is comprised of senior managers from EPA Offices and Regions. The official STPC representatives are at the Deputy Assistant Administrator and Deputy Regional Administrator level and appropriate level for Offices within the Office of the Administrator. The Science Advisor's priorities for the STPC dovetail with interagency activities, in particular the White House Office of Science and Technology Policy (OSTP) Committee on Environment, Natural Resources, and Sustainability (CENRS). The STPC is supported by a Steering Committee C(consisting of Agency Senior Science Advisors) and a small staff within the Office of the Science Advisor.

**The purpose of this amendment is to add an additional task.**

**TASK ADDITION:**

1) The STPC staff assist *ad hoc* committees that may be formed at the discretion of the Science Advisor. The contractor shall provide assistance as needed for tasks assigned via Technical Direction from the EPA WA COR. Contractor assistance may include: occasional note taking for technical discussions, technical editing of reports, and development of documents, including text, tables, and figures. (Estimate support for sixteen *ad hoc* meetings, technical editing of sixteen documents, less than 50 pages each).

2) STPC activities may require support to develop communication and outreach materials for internal and external stakeholders. Technical direction of the EPA WA COR will be issued when necessary.

Attached is a list of all the additional meetings that will require meeting support for the remaining meetings scheduled from the adhoc committees.

## DELIVERABLES

1) Draft meeting summary reports within two (2) days.
2) Provide EPA WA COR with electronic link to the audio recording for STPC meetings within 5 days as needed.
3) Provide final documents and reports within five (5) days after receipt of EPA comments on draft reports, meeting summary reports, or other task outputs.

## ACCEPTANCE CRITERIA

Final products will be produced by the Contractor upon the EPA WA COR's approval through written technical direction. In some cases, the draft document will be sufficient for the purposes of the STPC staff. The Contractor shall provide all materials written as part of these tasks to the

EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

## MANAGEMENT CONTROLS

Periodic meetings between the EPA and contractor staff are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WAM.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO and the EPAWA COR or alternate EPA WA COR are the primary representatives of the Contracting Officer authorized to provide technical direction.

**PERFORMANCE WORK STATEMENT**
**Contract Number: EP-C-08-010**
**Work Assignment Number 04-42 Amend 1**

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**Title: Sustainable and Healthy Communities Research Program Community Engagement Activities**

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**SOW Section & Paragraph:** 2.2

**PERIOD OF PERFORMANCE:** Option Year 4: Issuance to November 30, 2013

**The purpose of this amendment is to add the language in red below:**

**Task 2: Programmatic Information and Assessment**
The Contractor shall provide support for compiling and assessing the issues, science (tools), partnerships for the Listening Session communities. The contractor will complete a report and other products on the information. The contractor will not be collecting or generating any environmental data. Building on the information gathered from the Listening Sessions, EPA will provide information from the community-based programs, including, websites, reports, or other sources. The contractor shall identify the existing science that is being used in communities (e.g., data sets, tools, information and methodologies, and the processes and partnerships) that help facilitate the use of the science in addressing environmental issues towards achieving sustainable communities. The Contractor shall review existing materials, conduct research, and provide graphics support to design documents. The Contractor shall publish the report in final format ready for printing. The Contractor shall work primarily with EPA staff for product development of compilation and assessment. The Contractor shall provide hard copies and electronic files of materials developed including Word format and published format for the web and printing.

**PERFORMANCE WORK STATEMENT**
**Work Assignment Number: 04-42**

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**Title: Sustainable and Healthy Communities Research Program Community Engagement Activities**

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**Scope of Work Reference:** Task: 2.3, 2.4

**Period of Performance:** Issuance through Nov. 30, 2013

## 1. BACKGROUND

Communities face social, economic, and environmental trade-offs in a resource-constrained world. These trade-offs are often not well characterized in terms of the implications and interactions between human health, ecosystem services, economic vitality, and social equity. Conventional decision-making often does not adequately characterize these complex interactions. Communities therefore need holistic, integrated, and functional science and practical technical tools and support to find solutions that are sustainable: that is, they are equitable, efficient, and effective.

The US EPA Office of Research and Development (ORD) has revised their agenda for research and development by using the goal of sustainability as their "true north" to better meet the agency's mission and to help our external partners in their efforts to better protect human health and environment. One of the four new research areas that ORD has identified is Sustainable and Healthy Communities. ORD worked with the program offices and regions to develop the Sustainable and Healthy Communities Research Program (SHCRP) Framework and Research Action Plan. As research proceeds, the program needs to understand the state of the practice of communities. To understand this state, two questions needs to be answered. What priority issues are they addressing towards becoming more sustainable? What science are communities using to help them in making their decisions?

There is one activity that needs contractor support. Complete the report on the State of the Practice of communities from the Listening Sessions. The report will describe the issues, successes, scientific tools being used, and research needs for each sustainability priority identified by these communities.

## 2. PURPOSE

The purpose of this work assignment is to obtain technical expertise and services on scientific activities in support of the Sustainable and Healthy Communities Research Program in the Office of Research and Development, U.S. Environmental Protection Agency. In particular, the activities will support investigating, compiling, and analyzing the work of communities. The Office of Research and Development (ORD) is leading this effort and intends to work directly with the Contractor to provide services in support of the EPA's efforts.

## 3. SCOPE OF WORK

This Performance Work Statement (PWS) describes EPA's requirements regarding services to be rendered by the Contractor in support of ORD's efforts in working with the communities and other organizations, universities, and local, state, federal and tribal governments that work with communities. Tasks will include support for technical materials on community science issues. Below are the major tasks to be supported by this PWS.

**Task 1. Work Plan and Cost Estimate**

The Contractor shall prepare a Work Plan and Cost Estimate, including the proposed level of effort, cost plus fixed fee, and a schedule of tasks, within 15 working days of issuance of work assignment.

**Task 2: Programmatic Information and Assessment**
The Contractor shall provide support for compiling and assessing the issues, science (tools), partnerships for the Listening Session communities. The contractor will complete a report and other products on the information. The contractor will not be collecting or generating any environmental data. Building on the information gathered from the Listening Sessions, EPA will provide information from the community-based programs, including, websites, reports, or other sources. The contractor shall identify the existing science that is being used in communities (e.g., data sets, tools, information and methodologies, and the processes and partnerships) that help facilitate the use of the science in addressing environmental issues towards achieving sustainable communities. The Contractor shall review existing materials, conduct research, and provide graphics support to design documents. The Contractor shall work primarily with EPA staff for product development of compilation and assessment. The Contractor shall provide hard copies and electronic files of materials developed.

## 4. SCHEDULE OF DELIVERABLES

| Task | Completion Date |
|---|---|
| 1. Work Plan | Within 15 days after the effective date of this work assignment. |
| 2. Programmatic Inform and Assessment | The Contractor shall compile community information and finish the assessment report. |

## 5. SPECIAL CONDITIONS

Final products will be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written under these tasks to the WA COR, as per work assignment, in electronic form. Electronic versions shall be compatible with the ORD's computer systems and software.

## 6. MANAGEMENT CONTROLS

Technical direction for this work assignment is provided by the work assignment statement of work, by the work plan developed to implement this work assignment by the contractor (after it has been accepted and approved by the EPA WA COR), and by the contractor's designated management representatives. Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The Contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The Contractor shall meet with the EPA WA COR to present and discuss the work plan for this work assignment before it is approved by the EPA WA COR.

With the exception of the EPA WA COR and PO, EPA personnel are not authorized to provide technical direction to the Contractor.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. These interactions do not result in direction to the contractor.

| | |
|---|---|
| **WORK ASSIGNMENT COR:** | Susan Peterson ORD<br>Mail Code: 8104-R; RRB 51124<br>Tel. #: 202-564-1077<br>Fax#: 202-565-2911<br>Peterson.susan@epa.gov |
| **WORK ASSIGNMENT ALTERNATE: COR** | Greg Susanke, ORD<br>Mail Code: 8104-R; RRB 51155<br>Tel.#: 202-564-9945<br>Fax#: 202-565-2911<br>Susanke.greg@epa.gov |

**PERFORMANCE WORK STATEMENT**
**Contract Number: EP-C-08-010**
**Work Assignment Number 04-62**

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**Title:** Expand, Maintain and Quality Assure Data in EPA's Peer Reviewer Information System (PRIS)

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**SOW Section & Paragraph: 2.3 Support for the Preparation of Electronic Products**

**PERIOD OF PERFORMANCE:** Option Year 4: December 19, 2012- November 30, 2013

## BACKGROUND AND PURPOSE

The Environmental Protection Agency's (EPA) Office of Research and Development (ORD) National Center for Environmental Research's (NCER) Peer Review Division (PRD) identifies and enters into consulting contracts with scientists, engineers, and environmental subject matter experts to serve as peer reviewers of research grant, cooperative agreement, fellowship and Small Business Innovation Research (SBIR) applications. NCER has an electronic database (DB) of potential reviewers maintained in the Peer Reviewer Information System (PRIS) registry. In addition, data on areas of specialization, highest degrees, work address, and electronic contact information are maintained for peer reviewers who have authorized EPA to retain their names in PRIS in compliance with the Privacy Act.

We will continue to rely on this database to identify potential candidates for future review meetings.

The DB will continue to serve as the NCER central repository of data on potential reviewers of grant, cooperative agreement, fellowship and/or SBIR applications.

The primary purpose of this work assignment is to:

- Expand the number of potential reviewers into PRIS using electronic submission whenever possible.
- Perform a quality assurance on the accuracy of information for each of the peer reviewers in the database.
- Enhance the operating system in order to make the system more user-friendly.
- Maintain and troubleshoot the operating system.

## STATEMENT OF WORK

**[Work not to begin before December 19, 2012]**

The contractor shall conduct the following tasks:

### TASK I Maintain and Expand the DB

A) The Contractor shall maintain an updated copy of the PRIS database on an EPA approved server either on its premises or at a location to be specified by NCER. In either case, the location of database may be subject to, at the WAM's direction, the writing of an EPA security plan. The Contractor will comply with the security plan and the specified security measures and password protection.

B) The Contractor shall expand the DB by automatically adding reviewers to the database from reviewer listings received by the contractor for peer review meetings and additional sources provided by the WAM. The Contractor will contact the reviewers via E-mail with a username, password and URL, for them to enter their information into their profile to populate the database. The Contractor shall carbon copy the WAM on these E-mails. Unless otherwise agreed upon and approved by the WAM, all interaction with potential reviewers will be made through E-mail and the internet.

PRIS contains a function for reviewers to also upload their resume as an attachment to their profile. Every time a reviewer enters information into their profile they should be prompted to upload their CV or resume. It should be stated in this prompt to **not** include any personal information in their CV or resume including:

- Social Security Number (SSN) or any other personal financial information.
- Personal phone numbers including home or cell.
- Home mailing address.

Every time a CV or resume is uploaded, an E-mail shall be sent to the program manager to prompt a quality assurance check for personal information. The Project Manger or designated Contractor employee will *examine* the resume or CV for the following items:

- Social Security Number (SSN) or any other personal financial information.
- Personal phone numbers including home or cell.
- Home mailing address.

If any personal information is found in the uploaded CV or resume, the Contractor shall delete the CV or resume and contact the reviewer via E-mail and instruct them to delete the specified personal information and re-upload their edited CV or resume. Upon prompting of the re-upload, the Contractor shall verify that the personal information has been removed.

C) The DB is to be maintained and housed with the Contractor on a server unless a more appropriate location is determined. The DB is currently built on Structured Query Language (SQL) and is currently contained on a leased server and accessible through the Internet. Copies of the DB will be transferred to the Contractor in an electronic format. Copies of the DB will reside with the Contractor. Changes to records in the DB will be made on an on-going basis as potential reviewers update their records and they are verified by Contractor staff. Updated and verified records will be available to EPA users through the Contractor-maintained server as soon as they are verified by Contractor staff.

D) Unless otherwise agreed upon and approved by the WAM, the WAM will provide the Contractor with the attendance roster for persons who participated in the peer review process. The Contractor will compare the list with current DB records and identify those that are not in the DB. The Contractor shall E-mail those persons not in the DB supplying them with necessary information to enter their own record into the DB via the Internet (See B above). If the reviewer is unable to enter a record via the Internet, the Contractor will provide an alternative method such as email or hardcopy.

E) The WAM may provide the Contractor an electronic list of all Principal Investigators whose proposals received a score of "very good" or "excellent" once peer review results are placed into the GFS system (maintained by NCER). When provided, this list shall be used by the Contractor to expand the DB.

F) In cases where the Contractor finds missing information in the DB records but where the email address is complete, the Contractor may request a record update from the potential reviewers. The WAM must approve further investigation for contact information when the E-mail address is not available.

G) The Contractor shall contact each potential panelist entered into the DB by E-mail on an annual basis to ask for an update of their record with the exception of those persons who have asked to never be contacted.

**TASK II Verification of Data**

Any new or updated data entered by a potential reviewer shall be verified for completeness by the Contractor within two (2) weeks. The Contractor shall resolve apparent inaccuracies (i.e., spelling, phone number, etc.) and enter the correct information into the DB. The potential reviewer may be contacted via E-mail to resolve apparent inaccuracies. A record of all changes to the DB by the Contractor shall be kept on the Contractor's premises, and available for the WAM's inspection.

**TASK III Enhancement of the Database**

At the WAM's direction, the Contractor shall review the performance capabilities of the PRIS registry, which may include review of the existing code. The Contractor shall provide recommendation to the WAM and will meet with the WAM to discuss enhancements to the system which would streamline the system and increase usability. Any changes that will enhance features of the PRIS registry must be approved by the WAM prior to any work being performed through technical direction (TD). The design modifications may include, but are not limited to, increased speed, report formatting, making the user interface easier to use, increasing the ability to retrieve all relevant entries from a search, creating functional requirements documentation, adding a security system, updating Hypertext Markup Language (HTML) code to standards, adding record deletion capability, updating existing Edit screens, adding a file upload feature, or writing user documentation.

**DELIVERABLES**

Deliverables shall be provided to the WAM, the PO and/or the CO.

1. Work Plan – 20 days after WA effective date.

2. Quarterly PRIS electronic updates of contacted persons. The update may be a simple listing of potential reviewer's name, institution, and E-mail address for those entrants that have been contacted, with a notation for those successfully updated.

3. Each month the Contractor shall submit three (3) copies of the progress report outlining the technical progress, project changes, and resources consumed.

**MEETINGS**

1. The WAM and Contractor will have an initial meeting within 10 days of award of the WA at which time all forms and documents will be provided to the Contractor.

2. The WAM may request a meeting to discuss the Contractor's performance and problems they may be having with fulfilling the WA.

3. The WAM may set up meetings to coordinate design features between the different database systems that support PRD activities or to discuss possible design modifications to PRIS.

4. The WAM may request a demonstration of the PRIS DB for PRD staff and management.

**WORK ASSIGNMENT MANAGER (WAM):**

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National Center for Environmental Research (8725PY)
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**PHYSICAL ADDRESS OF WAM AND ALTERNATE**
One Potomac Yard (South)
2777 Crystal Drive
Arlington, VA 22202

**PERFORMANCE WORK STATEMENT**
**Contract Number: EP-C-08-010**
**Work Assignment Number 04-~~18 Amend 1~~64**

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**Title:** Support for NCER's Human Health Team Information Management System~~**Annual, Monthly and Weekly Support of the STAR Fellowship Grant Program and related Conferences**~~

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**SOW Section & Paragraph:** 2.2, 2.3
~~**2.3 – 2.4**~~
**PERIOD OF PERFORMANCE:** Option Year 4: Issuance to November 30, 2013

~~**PERFORMANCE WORK STATEMENT**~~
~~**Contract Number EP-C-08-010**~~
~~**Scientific Consulting Group**~~
~~**Work Assignment Number: ____**~~

~~**Title:** Support for NCER's Human Health Team Information Management System~~

~~**Scope of Work Reference:** Task: 2.2, 2.3~~

~~**Period of Performance:** Dec. 1, 2012 through Nov. 30, 2013~~

~~**Work Assignment COR:** Pasky Pascual~~
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~~pascual.pasky@epa.gov~~

~~**Project Officer COR** Melissa Revely-Wilson~~
~~U.S. EPA~~
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## 1. BACKGROUND

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Part of the Environmental Protection Agency's Science to Achieve Results (STAR) grant program, the Human Health Research Program is designed to foster extramural research in areas that will enhance society's understanding of the various ways in which environmental pollutants affect public health and the environment. Discussions among the members who make up the Human Health Team (**HHT**) have converged on an

understanding that the full benefits of this extramural research will depend on a more systematic and formalized way to integrate multiple studies across multiple domains. The Contractors will assist the HHT in organizing its portfolio of extramural research and in synthesizing and summarizing the products of this research.
One way of visualizing how the HHT generates knowledge from extramural research is featured in Box 1 below. The Human Health Research Program is categorized into several **Research Areas** (*e.g.* Children's Health, Tribal Health, Computational Toxicology, Cumulative Risk). Each area issues a Request for Applications (**RFA**), which asks interested extramural researchers for proposals to investigate particular issues. A single RFA will fund multiple **Projects**. Each of these projects will generate both **Annual Reports** and **Publications**.

Clearly, the Human Health Team is well positioned to aggregate, synthesize, and publicize research from the nation's best minds that lead to a better understanding of how both chemical and non-chemical (e.g. social factors) stressors influence human health across all aspects: across different scales of biological organization, across heterogeneous populations, across multiple sources of environmental stressors. But to take full advantage of this position, the Team would need considerable administrative and intellectual assistance from the Scientific Consulting Group.

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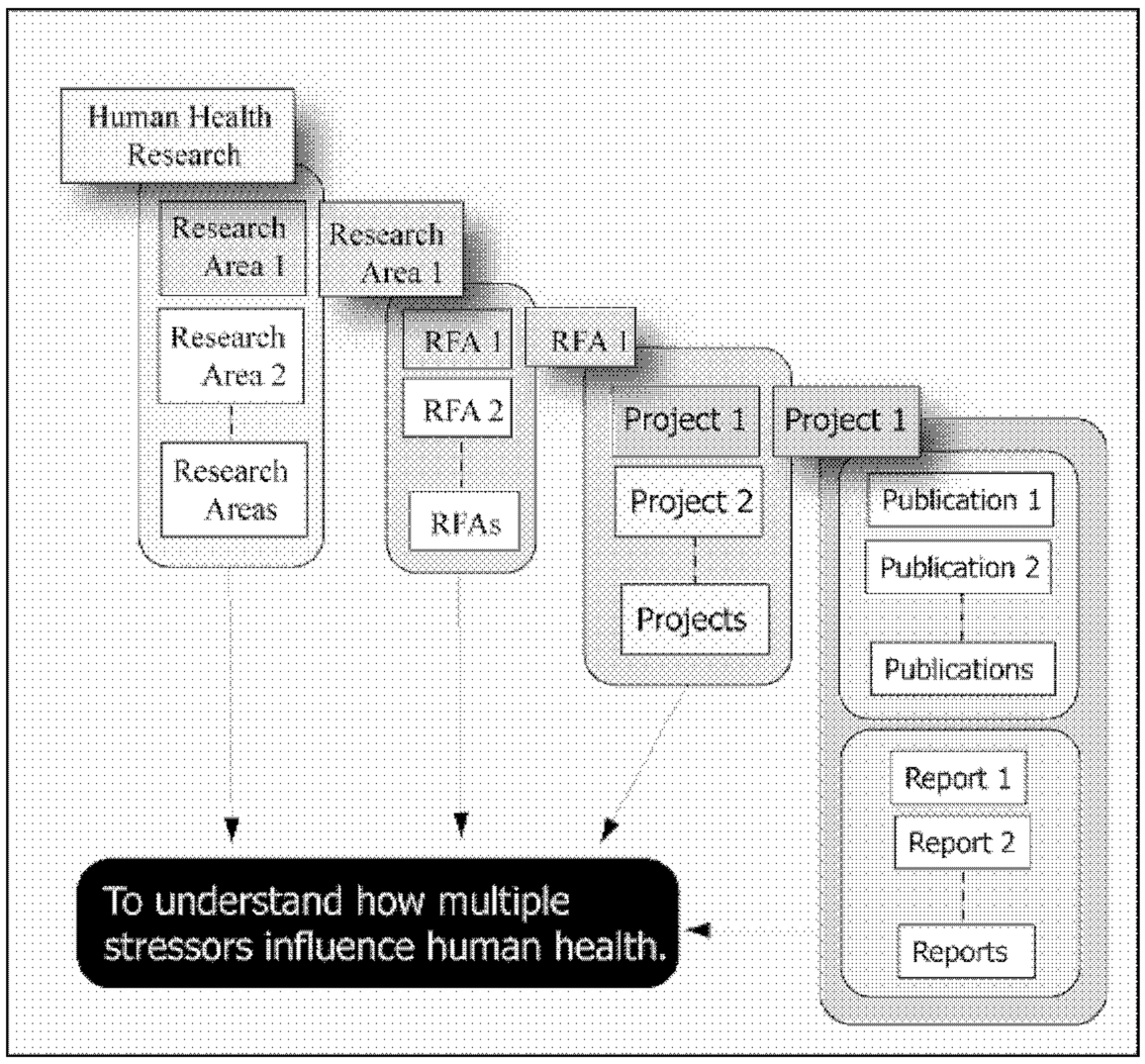
**Box 1**




**How the Human Health Research Program generates knowledge.** Simply put, the goal of the Human Health Research Program is to enhance society's understanding of how multiple environmental stressors influence human health. The program is divided into several Research Areas. Each area funds multiple Requests for Applications (RFA). Each RFA generates multiple Projects (i.e. research investigations). Each project generates multiple Reports and Publications. The Human Health Team is seeking contractor support to organize and synthesize knowledge generated across the entire program.

**Box 1** describes the process through which extramural grants are funded. To maximize the knowledge generated across all grants, the HHT is interested in organizing the information generated by the various projects into categories that conform to a conceptual framework, as graphically displayed in **Box 2**.

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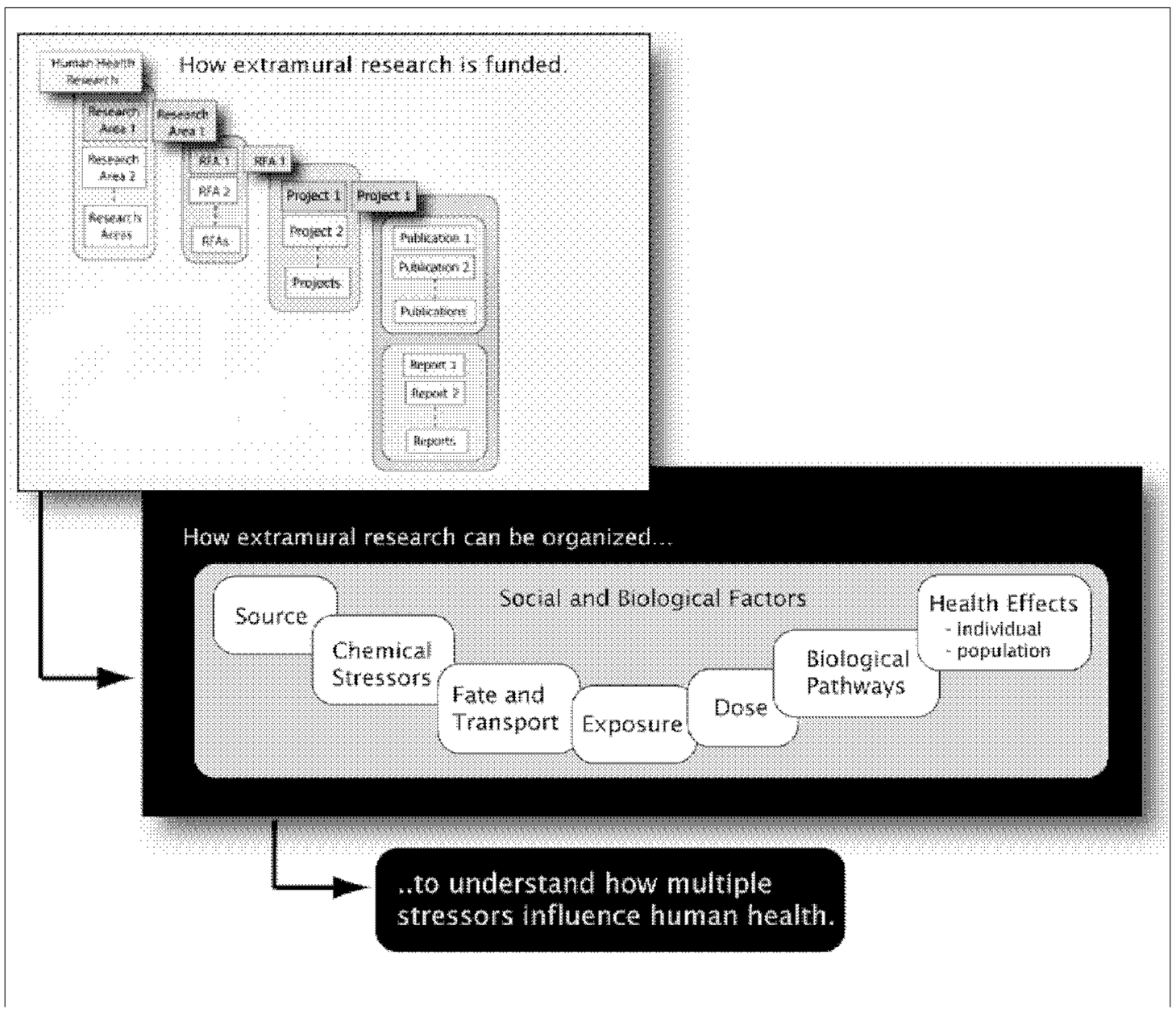
**Box 2**




**How knowledge from the Human Health Research Program can be organized.** To better understand how stressors influence human health, the information generated by the Program's grants will be organized into a conceptual framework that covers the process from the emission or discharge of environmental stressors to how these stressors impact human health, accounting for the influence of social and biological factors. To facilitate both the organization and synthesis of this information, the Contractor ~~will~~ shall provide the following deliverables (described in the text): the **Human Health DBase, Bibliography, and Synthesis Reports.**

All products are based upon Technical Directives and are prepared for the EPA WA COR's final review. The Contractor shall perform the following activities to facilitate the organization and synthesis of research across 150 (?) different Projects.

## 2. PURPOSE

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The contractor shall assist the Human Health Team's to manage, organize and synthesize the extramural research that it funds. The contractor shall only perform those activities assigned by the EPA WA COR through Technical Directives. At times the contractor shall need to directly contact the Principal Investigators (i.e. the extramural researchers) or members of the Human Health Team to either collect additional information or to clarify information.

The anticipated deliverables from this work assignment are as follows:

- An updated version of the database currently in use by the HHT to manage some of the team's grants. This version should be extended to incorporate all research areas under the Human Health Research Program. For purposes of this work assignment, this deliverable is called the **Human Health DBase**. This database is currently programmed within *Microsoft Access.*
- The Human Health Dbase will be populated with all the appropriate documentation, which includes annual reports, publications, and all supporting documentation for all the 150 Projects.
- A bibliography of all publications generated by the 150 projects, managed within the software Endnotes, a reference management software. For purposes of this work assignment, this deliverable is called the **Human Health Bibliography.**
- Updates to NCER's **E-Grant system**, which uploads reports, publications, and abstracts for each of the 150 projects.
- Various synthesis reports. Contractors may be asked to assist in developing a synthesis report to summarize research across all Projects within a single RFA; across multiple RFAs within a single Research Area; or across all Research Areas. For purposes of this work assignment, this deliverable is called the **Human Health Synthesis Reports**.

## 3. TASKS

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**Task 1: Prepare Work Plan and Cost Estimate**

The Contractor shall meet with the WA COR to discuss the subjects on which the preparatory writing assignment will be written, the timeframe for the deliverables to be completed by the contractor; and to prepare a budget estimate within 15 calendar days after receipt of this work assignment.

This work assignment requires expertise in human health risk assessment and database management at the P3 and P4 levels. Little or no sub-contracting of specialized expertise is anticipated.

**Task 2: Develop the Human Health DBase**

The HHT currently uses an Access Database to manage extramural research conducted in the Research Area for Computational Toxicology and Children's Health. Contractor will revise and update this database for use across the other Research Areas.

Contractor Activities under Task 2:

The will work with the EPA WA COR in support of this task. The EPA WA COR will provide the Contractor

with access to the data structure and the macros in the existing database. Contractor will test the robustness of this structure and evaluate whether it is stable enough to be extended to the other research areas. Contractor will provide EPA WA COR with suggestions on how the database may be improved.

Deliverables

The contractor ~~will~~ shall provide the EPA WA COR with a copy of the updated database, as well as a report on improvements and changes made. Additionally, Contractor will provide documentation of the database's capabilities and the underlying structure and macros. Contractor will also generate a user manual that will be understandable to a lay audience.

**Task 3: Populate Human Health DBase and Human Health Bibliography**

On an ongoing basis, Contractors will populate the Health Team Dbase with documents provided by the HHT or sent to them directly by the extramural PIs. Contractors will also maintain an EndNotes library to store and manage publications submitted by the extramural PIs.

Contractor Activities under Task 3:

The contractor shall perform the following activities in support of this task when specifically requested by the EPA WA COR:

a) Review and edit publication citations to assure accuracy
b) Use ISI-WOS, Dialog, PUBMED, Google scholar, Science Direct, Scopus, Wiley Interscience and other web tool resources to locate abstracts and full text of publications
c) Remove all anticipated pubs and keep a record of all anticipated pubs
d) Send all anticipated, incomplete, and other pubs that cannot be resolved back to EPA WA COR
e) For all those pubs that can be resolved and verified by finding an abstract, full text, or evidence such as citing pubs, keep the pub citations in the reports and attach a file relaying the abstracts, full text, or link to publisher if abstracts and full text as well as other evidence of existence if abstract is unavailable
f) Identify all duplicates for removal from any report or database
g) Attach the appropriate annual reports and publications into each database record
h) Keep track of when annual reports are due and contact the extramural PIs for their reports when necessary.

**Task 4: Assist the Human Health Team with keeping their E-grants entries current**

NCER has an electronic system for posting annual reports and publications or publication information on its website. Contractor will assist the HHT in keeping their contributions to this system current.

Contractor Activities under Task 3:

When requested by the EPA WA COR, the contractor shall perform the following activities in support of this task.

Contractor shall interact with members of the HHT, extramural PIs, and other NCER contractors to ensure that annual reports, final reports, and publications are posted as they become due.

**Task 5: Human Health Synthesis Reports**

Contractor will assist the HTT in developing and drafting reports and short research summaries with graphics (e.g. one page flyers, fact sheets pamphlets and brochures) to synthesize the extramural research funded by the Team. Contractors may be asked to assist in developing a synthesis report and short summaries to summarize research across all Projects within a single RFA; across multiple RFAs within a single Research Area; or across all Research Areas.

The basis for the Human Health Synthesis Reports will be the documents collected and organized within the Human Health DBase and the publications collected and organized within the Human Health Bibliography.

## 4. SCHEDULE OF DELIVERABLES

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| Deliverable | Due Date |
|---|---|
| Task 1 – Cost Estimate | Within 15 calendar days after receipt of work assignment. |
| Task 2 – Human Health DBase structure | March 15, 2013 |
| Task 3 – Human Health DBase with content | November 15, 2013 |
| Task 3 – Human Health Bibliography | November 15, 2013 |
| Task 4 – E-Grants with current information on annual reports and publications | November 15, 2013 |
| Task 5 – Human Health Synthesis Reports | November 15, 2013 |

## 5. STAFFING

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In the work plan, the contractor must identify qualified staff to perform tasks provided in the work assignment. Staff must be qualified to perform technical editing, tracking and various support functions.

## 6. CONFLICT OF INTEREST

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The contractor shall disclose any conflict of interest regarding this work.

## 7. ACCEPTANCE CRITERIA

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Deliverables shall be provided to the EPA WA COR in accepted Agency format and be of high quality. Deliverables shall be prepared using software compatible with current ORD computer systems. Deliverables shall be submitted electronically to the EPA WA COR via e-mail as well as hard copy (when requested).

## 8. MANAGEMENT CONTROLS

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Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's

discretion, these meetings may occur via teleconference, on-site at the contractors' and/or EPA staff offices, or by video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

## 9. CONFIDENTIALITY

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Some of the information to be edited under this task may be internal information that is not ready for public distribution. The Contractor shall not discuss the contents of the document with anyone not specified as a participant in the document review process or its preparation.

**Work Assignment COR:** Pasky Pascual
U.S. EPA/ORD/NCER
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Telephone: (703) 347-8056
pascual.pasky@epa.gov

**PERFORMANCE WORK STATEMENT**
**Contract Number: EP-C-08-010**
**Work Assignment Number 04-65**

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**Title:** Technical Editing Support of Risk Assessment Forum Documents

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**SOW Section & Paragraph:** 2.2

**PERIOD OF PERFORMANCE:** Option Year 4: Issuance to November 30, 2013

## A. BACKGROUND

Federal regulatory agencies often rely on risk assessments as a primary component in their decision-making process. To ensure that assessments are conducted in a consistent and transparent manner the Environmental Protection Agency (EPA) develops guidelines, guidance documents and "white papers" to provide a framework for analyzing information. EPA's Risk Assessment Forum (RAF) is charged with coordinating the development of Agency-wide guidelines and guidance documents that provide that framework. The principal audience for these products are EPA risk assessors and risk managers; however, these documents also provide clarity and transparency to the stakeholders and other interested parties, and are often cited by other regulatory entities.

## B. PURPOSE

As noted above, guidelines and related products are among the most important products generated by EPA. These products inform risk assessors how to acquire data and other information and apply it to risk assessment; promote consistency on how risk assessments are done across the agency; and inform stakeholders and other interested parties how EPA conducts its assessments. As such, these documents need to be written in a clear and concise manner.

Technical editing follows the development of content for the document. This assignment directs the Contractor to edit the documents submitted to improve consistency in voice, content, syntax, grammar and diction as laid out in technical direction .
This work assignment will serve as a generic task with the intention that it will cover technical editing of several documents for which technical direction will be issued for each product. The technical direction will contain instructions specific to the project.

## C. KNOWLEDGE AND SKILLS REQUIRED

Although much of the content has been provided, it is essential that the contractor possess demonstrated experience in the production of EPA guidelines with expertise in human health and ecological risk assessment methods, to adequately critique and edit RAF documents for clarity and consistency, and providing grammatical editing. The Contractor shall be cognizant of and responsive to the need for detail and consistency while editing these documents.

## D. TASKS

**Task 1. Prepare the Proposal**
For each technical directive, the contractor shall prepare a proposal that includes the proposed Firm Fixed Price, with the breakdown of the level-of- effort and other essential items. The price proposal is due no later than ten (10) days following receipt of the work assignment. The proposal from the company shall be submitted to the Contracting Officer Representative (COR), Project Officer (PO), Deputy Project Officer (DPO), and Contracting Officer (CO).

**Task 2. Establish Communication**
Within two (2) weeks of receiving the technical directive, the contractor shall convene a conference call with the COR, workgroup members, and appropriate contractor staff to clarify outstanding questions and confirm the schedule and specific tasks for the work assignment. The contractor shall initiate additional communication with the COR should developments arise that will affect the conduct or schedule of the assignment. In particular, the contractor shall review the technical direction provided along with the work assignment to ensure that the Contractor understands the items.

**Task 3. Technical Editing**
The Contractor shall review and edit the document addressing grammatical, syntax, and spelling errors that may exist in the document with specific attention to the items listed in the technical direction (see attachment entitled "Technical Direction"). The technical direction may also include associated activities such as tabulating reviewers' comments on draft documents. The Contractor shall maintain ongoing communication with the COR to ensure quality and timely completion of the project.

**Task 4. Delivery of the Final Product**
The Contractor may deliver three (3) hard copies in addition to the electronic version (MS Word 2007 unless otherwise stipulated) of the edited document to the COR including both clean and marked drafts: the latter shall be a revised document presented as a "track changes.

## E. SCHEDULE AND DELIVERABLES

| Product | Due Date |
|---|---|
| **Task 1.** Prepare a work plan that includes the proposed Firm Fixed Price, with the breakdown of the level-of- effort and other essential items. | Within ten days following receipt of the Technical Direction |
| **Task 2.** Shall convene a conference call with the COR, workgroup members, and appropriate contractor staff to discuss the work plan, and to clarify outstanding questions, confirm the schedule and address outstanding issues. | Within fourteen days following receipt of Work Assignment |
| **Task 3.** Shall review and edit the document addressing grammatical, syntax, and spelling errors that may exist in the document with specific attention to the items listed in the technical direction laid out in the attachment. | As specified in the technical direction. |
| **Task 4.** Shall deliver three (3) hard copies and one (1) electronic version (MS Word 2007) of the draft document to the COR including each in both clean and marked drafts: the latter shall be a revised document presented as a "track changes. | As specified in the technical direction. |

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|---|---|

**F. Acceptance Criteria**

Final products shall be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be in MS Word 2007, Powerpoint 2007 and Excel 2007 computer format unless otherwise stipulated.

**G. MANAGEMENT CONTROLS:**

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

**H. CONFIDENTIALITY**

Some of the information to be edited under this task may be internal information that is not ready for public distribution. The Contractor shall not discuss the contents of the document with anyone not specified as a participant in the document review process or its preparation.

**Work Assignment COR:**

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**Alternate Work Assignment COR:**

Lawrence Martin
Office of the Science Advisor
U.S. EPA (8105-R)

**PERFORMANCE WORK STATEMENT**
**Contract Number: EP-C-08-010**
**Work Assignment Number 04-66**

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**Title:** Title: External External Peer Review of the following draft risk assessments: Antimony Trioxide (CASRN 1309-64-4), HHCB (CASRN 1222-05-5), Trichloroethylene (CASRN 79-01-6), Methylene Choride (CASRN 75-09-2) and N-Methylpyrrolidone (CASRN 872-50-4).

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**SOW Section & Paragraph:** 2.2, 2.3

**PERIOD OF PERFORMANCE:** Option Year 4: Issuance to November 30, 2013

## I. Background

As part of EPA's continuing comprehensive approach to enhance the Agency's existing chemicals management program, in March 2012, EPA identified a work plan of 83 chemicals for further assessment under the Toxic Substances Control Act (TSCA). EPA identified seven of these chemicals for risk assessment in 2012. EPA intends to use the TSCA Work Plan Chemicals to help focus and direct the activities of the Existing Chemicals Program over the next several years. The documents to be reviewed consist of a Risk Assessment (approximately 100 pages in length plus 150 pages of references and appendices).

## II. OBJECTIVE

The U.S. EPA's Office of Pollution Prevention and Toxics (OPPT) has a requirement for external peer reviews of four documents: 1) Antimony Trioxide (CASRN 1309-64-4); 2) HHCB (CASRN 1222-05-5); 3) Trichloroethylene (CASRN 79-01-6); and 4) Methylene Choride (CASRN 75-09-2) and N-Methylpyrrolidone (CASRN 872-50-4), that the accuracy, content, and interpretation of findings be factual and scientifically sound. The review shall generate comments from the individual expert reviewers.

## III. DESCRIPTION OF TASKS

The contractor shall conduct the following tasks to accomplish the objective of this project: a) identify and select peer reviewers with appropriate expertise and determine absence of conflict of interest; b) provide the charge and review package contents to the reviewers; c) establish schedules and coordinate logistics for the letter peer review; and d) receive and compile written peer reviewer comments.

All work to be done under this work assignment shall be in compliance with the EPA Science Policy Council Handbook: Peer Review (Third Edition, EPA 100-B-06-002, 2006).

The documents to be reviewed consist of a Risk Assessment (approximately 100 pages in length plus 150 pages of references and appendices).

A) Task 1 - Establish Communication

The contractor shall schedule a conference call (not to exceed 1 hour) with the WAM and appropriate (contractor) staff to clarify outstanding questions and confirm the schedule and specific tasks.

The contractor shall provide verbal status updates to the WAM on a weekly basis. The contractor shall initiate additional communication with the WAM should developments arise that could affect the conduct or schedule of this peer review.

Deliverable 1: Conference Call Due: Three days after award of WA

B) Task 2 - Identify Scientific and Technical Experts

EPA is soliciting nominations of expert peer reviewers via a FRN from the public and submission of names with contact information (full name, address, affiliation, phone and e-mail) should be made within 30 days of the opening of this public comment period. The nominations of expert peer reviewers from the public will be relayed to the independent peer review contractor setting up the individual peer review panels.

Antimony Trioxide (CASRN 1309-64-4): The contractor shall independently identify a pool of 14 potential reviewers from which the contractor shall select and secure arrangements with 7 reviewers who are experts in the following areas: exposure modeling expert, aquatic ecotoxicology, terrestrial ecotoxicology, and inorganic chemist addressing water and sediment issues, and ground water. Experts shall be chosen by the contractor to participate in the external peer review panel. While contractor shall choose experts based upon scientific expertise, the contractor is encouraged to consider experts with diverse backgrounds that represent a range of employment sectors.

HHCB (CASRN 1222-05-5): The contractor shall independently identify a pool of 14 potential reviewers from which the contractor shall select and secure arrangements with 7 reviewers who are experts in the following areas: aquatic ecotoxicology, terrestrial ecotoxicology, fate and biodegradation, fate and bioaccumulation, environmental risk assessment (aquatic and terrestrial), analytical chemistry of organic waste water contaminants and human health risk assessment. Experts shall be chosen by the contractor to participate in the external peer review panel. While contractor shall choose experts based upon scientific expertise, the contractor is encouraged to consider experts with diverse backgrounds that represent a range of employment sectors.

Trichloroethylene (CASRN 79-01-6): The contractor shall independently identify a pool of 14 potential reviewers from which the contractor shall select and secure arrangements with 9 reviewers who are experts in the following areas: toxicology of TCE (developmental cardiotoxicity, immunotoxicology, reproductive toxicology, and cancer biology, expertise in PBPK modeling for TCE, exposure of volatile organics, experts on use of volatiles as solvent degreasers and in the arts/crafts field, chemical/environmental risk assessment experts, experts familiar with environmental release data (i.e., TRI, NEI) and associated modeling/interpretation. Experts shall be chosen by the contractor to participate in the external peer review panel. While contractor shall choose experts based upon scientific expertise, the contractor is encouraged to consider experts with diverse backgrounds that represent a range of employment sectors.

Methylene Chloride (CASRN 75-09-2) and N-Methylpyrrolidone (CASRN 872-50-4): The contractor shall independently identify a pool of 14 potential reviewers from which the contractor shall select and secure arrangements with up to 9 reviewers who are experts in the following areas: inhalation toxicology, toxicokinetics/PBPK modeling, dermal toxicology, neurotoxicology, immunotoxicology, developmental and reproductive toxicology, cancer biology, expertise in US consumer modeling (inhalation and dermal), expertise in occupational exposure assessment (inhalation and dermal) especially as related to VOCs. Experts shall be chosen by the contractor to participate in the external peer review panel. While contractor shall choose experts based upon scientific expertise, the contractor is encouraged to consider experts with diverse backgrounds that represent a range of employment sectors.

The contractor shall certify in writing to the WAM that the selected reviewers are free from any conflict of interest or an appearance of a lack of impartiality as follows:

1. Within 1 week of the initial conference call (via letter to EPA, see template for the selection of peer reviewers' letter);
2. Two weeks before the meeting (notice of recertification); and
3. The day of the meeting (notice of recertification).

The contractor shall instruct peer reviewers to report any changes that would impact their COI or impartiality status anytime during the process. The contractor shall immediately notify the CO, the PO and WAM of any changes.

All of the reviewers shall also have broad expertise in the area of toxicology, and understanding of EPA risk assessment guidance. The reviewers shall have scientific credentials equivalent to a Ph.D. or M.D. and shall be regarded as experts in their field. Expertise shall be judged by authorship on original publications and/or reviews in peer-reviewed scientific journals. Reviewers may also be judged by other measures of expertise including professional accomplishments and recognition by professional societies.

The contractor shall provide the WAM with the affiliation, qualifications, and curriculum vitae for each of the 14 candidate reviewers. The contractor shall ensure that the candidate reviewers meet the technical selection criteria and determine any actual or potential conflict of interest where it exists. Contractor will ask the potentially qualified candidates if they are interested and available for the date(s) of the peer review meeting(s). From each person that is interested and available, the Contractor will obtain: (a) a current, complete resume, (b) a completed conflict of interest form containing the information specified by EPA, and (c) if not on the resume, a list of pertinent publications during the past 5 years, with identification of the funding source(s) for the work presented in each publication. The Contractor will supplement the information from candidates by Internet searches and other methods that are appropriate. If EPA determines that the reviewers are scientifically unqualified for the specific review, the contractor shall have five days to submit substitutes for review. The WAM can provide comments to the contractor regarding the expertise and potential conflicts of interest of the proposed reviewers. The final selection of reviewers will be the responsibility of the contractor.
The contractor shall designate one of the reviewers as the Panel Chair with the approval of the WAM. This individual shall have demonstrated abilities for leading a scientific group and shall have a working knowledge of EPA risk assessment practices.

The contractor shall contact the approved candidates and arrange for their participation in the review and attend 3 conference/web conferences calls, tentatively scheduled to begin spring 2013. Review materials will include the charge to the reviewers and a Draft External Peer review Draft Risk Assessment with electronic copies of references cited and/or access to the health & Environmental Research Online (HERO) database http://hero.epa.gov/ (all provided by the EPA WAM). A draft charge will be provided to the contractor containing questions identified by the Agency. These charge questions must be included in the final charge. The contractor may add questions or suggest revisions to the charge provided by EPA. The charge must be consistent with the EPA Science Policy Council Handbook: Peer Review (Third Edition, EPA 100-B-06-002, 2006).

Deliverable 2. The Contractor shall provide a COI certification letter of the decision that includes a list of (14) prospective reviewers within 1 week of the initial conference call. The letter shall certify that either no COI or appearance of a lack of impartiality exists or such has been resolved for each prospective reviewer.

Deliverable 2A: CVs for the peer reviewers Due: Two weeks after WA award Deliverable 2B: Draft expert panel selection Due: Three weeks after WA award

C. Task 3 -- Pre-Meeting Review Period and Comments

The contractor shall draft instructions to the reviewers in accordance with the EPA Science Policy Council Handbook: Peer Review (Third Edition, EPA 100-B-06-002, 2006). The instructions shall inform the reviewers that their pre-meeting and post-meeting written comments will be made publicly available via distribution at the peer review meeting and the OPPT web site via links to the e-docket, respectively. The instructions shall also inform reviewers that from the time they accept the invitation to review the assessment; they should have no communications with members of the public, EPA, or other federal agencies on the assessment under review. Reviewers shall be instructed that if they are contacted in person or in writing on the assessment by anyone other than the contractor or another panel member, they should immediately inform the contractor.
The contractor shall immediately inform the PO and WAM of any reports by panel members of pre-meeting contacts regarding the assessment under review.

The contractor shall provide and send to each reviewer the Draft Workplan Risk Assessment, the charge to the reviewers, and instructions for the peer review according to the EPA Science Policy Council Handbook: Peer Review (Third Edition, EPA 100-B-06-002, 2006).

The contractor shall manage and monitor the review process and deliverable due dates. The reviewers will be allowed 6 weeks to complete their initial review. The contractor shall receive and compile reviewers' comments in a draft pre-meeting document. The contractor shall review the comments to ensure that the reviewers have fulfilled their responsibilities under their agreement with the contractor. The contractor is not to edit nor rearrange comments, but provide them in an electronic format (MS Word 2007 format or higher), as they are sent in the original form with reviewers' cover/comment letter. The compiled comments shall be provided to the WAM at least 10 days before the peer review panel meeting. An electronic copy of the draft final pre-meeting document shall be provided to each reviewer at least 10 days before the peer review panel meeting.

At least 90 days prior to the date of the first meeting, EPA will announce in the Federal Register: (a) the availability of the assessment to the public, including a request for public comment (60 day public comment period);

At least 60 days prior to the first meeting The Contractor will select a proposed final review panel based on: (a) expertise, knowledge and experience of each individual, (b) any potential conflict of interest for each individual, and (c) for the panel as a whole, a balance of scientific findings, views, and biases. Note that this is similar to the balancing used by the National Academies' National Research Council.

EPA will hold a consultation with the contractor to review the membership of the proposed final panel, and as appropriate, the particular the information on the conflict of interest form, previous statements of views, etc. to address issues raised regarding proposed finalists. EPA will provide to the Contractor any recommendations that may be called for based on this review. The Contractor will then designate the final peer review panel, make formal arrangements with the members for their services, etc.

EPA will again post in the Federal Register the subject, date, time and weblink/call-in number of the peer review panel meeting at least 3 weeks before the panel meeting, along with the names of the peer review panel members and an invitation for the public to observe/listen to the panel meeting and orally comment, if desired. This notice will also include the following language: "EPA requests that no individual or organization contact in

any way the panel members regarding the subject of the peer review meeting, send them written materials regarding the subject of the meeting, or make any offers or requests to any of them that appear to be linked to their participation in the peer review. EPA will ask panel members to report any such contacts, and will EPA take appropriate action to ensure the independence and impartiality of the peer review."

The Federal Register announcement will also provide information about the registration procedure to be conducted by the contractor and teleconference call/we blinks information. The contractor shall prepare a copy or provide a web link of the public comments from the EPA's electronic docket (www.regulations.gov) after the close of the public comment period for distribution to the reviewers and the EPA WAM at least 30 days prior to the date of the meeting. The contractor will also provide a copy of the public comments sorted by charge question /topic area to the WAM and the peer reviewers. Reviewers will be instructed that the public comments are for their consideration. The reviewers are not to respond to the individual comments necessarily, but may consider them as they feel appropriate.

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| Deliverable 3A: Charge to reviewers | Due: 2 weeks prior to publication of the FR notice |
| Deliverable 3B: Instructions to reviewers | Due: 2 weeks prior to publication of the FR notice |
| Deliverable 3C: Review materials (instruction to reviewers, Draft Risk Assessment, charge to reviewers, and supporting materials) sent to reviewers upon publication of the FR notice announcing the peer review meeting date. This should be available to the panel 30 days prior to the kick off meeting. | |
| Deliverable 3D: Pre-meeting reviewer comments | Due: 10 days before the peer review panel meeting teleconference |
| Deliverable 3E: Web link or copy of public comments | Due: upon close of the public comment period |
| Deliverable 3F: Web link and/or copy of proposed expert peer reviewers | Due: 30 days after close of the public comment period |

D. Task 4 - Peer Review Panel Meetings and Logistics

The contractor shall convene a kick off call to review the charge questions and scope of the assessment. This teleconference will allow peer reviewers to ask questions and clarifications of the Agency on charge and scope of assessments.

The contractor shall establish teleconferencing and web tools to allow remote access of peer review panels members and the public (approximately 100 participants).

This will be followed by full day peer review teleconference/weblink panel meeting for the reviewers to discuss the draft risk assessment. This panel meeting shall be scheduled at least 30 days after the close of the public comment period. The contractor shall facilitate the panel with the intent of promoting a discussion of the major issues identified by the reviewers. The contractor shall indicate to the panel that EPA is seeking the individual opinions of the reviewers and not a consensus of the group. The contractor shall indicate at the beginning of the meeting that the pre-meeting reviewer comments are available at the registration table. The contractor shall introduce the Chemical Manager (or representative), and the WAM, as the EPA point of contact for the meeting. The contractor shall indicate that the WAM (or the WAM's representative) is present during the panel meeting for the purpose of providing occasional clarification at the request of either the contractor or the reviewers. The contractor shall instruct the review panel chair to not engage the WAM in the discussion (except for limited clarification) or provide any opportunity for EPA to bias the reviewers' discussion. This shall be made clear at the outset of the panel meeting.

At the beginning of the meeting, the contractor shall inform observers that any comments or requests should be directed to the EPA point of contact (the WAM or the WAM's representative) and not to panel members or to the contractor. Observers should be informed that they are present only to listen and should not offer comments during the panel discussions. At no time during the meeting or breaks should observers attempt to discuss the assessment under review with any panel member. Panel members are asked to report any contact or attempt to influence the review during the meeting to the contractor. Observers who have pre-registered to make comments will be given an opportunity to speak briefly as specified in the Federal Register Notice announcing the meeting.

The contractor shall prepare the meeting agenda in consultation with the Panel Chair and provide a draft agenda to the WAM for approval. A draft agenda shall be provided to the WAM 2 weeks prior to the meeting and the final agenda one week prior to the meeting.

The Panel Chair, in consultation with the contractor, shall prepare the agenda for the spring, 2013 (tentative) meeting. The agenda shall be submitted by the contractor to the EPA WAM for approval, at least 2 weeks in advance of the meeting. The Panel Chair shall facilitate the panel with the intent of promoting a discussion of the major issues identified by the reviewers. He/she shall provide an oral summary of the meeting at the end of the day's discussion with no attempt at resolution of issues (i.e., no attempt to achieve consensus or solicitation of a vote on any issue). The Panel Chair shall not ask for further comment from the EPA WAM or any interested public parties in attendance at the end of the day's discussion.

Other Expert Panelists - The other panelists (as well as the Panel Chair) shall review the charge and draft documents and submit his/her comments to the contractor in electronic format at least 10 days before the panel meeting as described in Task 3. The panelists should review the comments from the other reviewers to facilitate their participation in discussions at the teleconference/web conference peer review meeting.
The contractor shall be responsible for arranging appropriate meeting teleconferencing and web tools to facilitate the panel meeting participation at remote sites. Audiovisual equipment, including a laptop computer and projector, and any other equipment needed to conduct the meeting shall be the responsibility of the contractor.

The contractor shall establish a mechanism for the public, and other interested parties, to register for the meeting. The registration process may be by phone, fax, mail, email and/or online. If a website is used for this purpose, the EPA WAM must approve the website prior to its activation. The website shall be activated on the day the Federal Register Notice is published. The public and other interested parties may register with the option to comment briefly at the meeting. The public and interested parties will be given up to 5 minutes each to make a statement at the beginning of the meeting prior to the panel's discussion of the assessment. No time will be allowed at the conclusion of the meeting for public comment.

The contractor shall prepare and distribute conference packets to all participants and registered observers (via web download). The packets should include at a minimum: meeting agenda, charge to the panel, a list of pre-registered participants, a list of panel reviewers and their affiliation, and a copy of the pre-meeting comments of the external peer review panel members. All materials should be of professional quality and appearance. New web/teleconference registrants shall sign in and that list shall be provided to the EPA WAM after the meeting. This latter information shall be provided to the WAM after the meeting.

| | |
|---|---|
| Deliverable 4A: Meeting Agenda | Due: Draft Two weeks prior to the meeting; Final One week prior to the meeting |
| Deliverable 4B: Establish a website for the public and other interested parties to register for the meeting; the | |

| website shall be activated on the day that the Federal Register notice is published. Due Date: Publish date of FR Notice | |
|---|---|
| Deliverable 4C: Prepare Conference Packets | Due: Day of meeting |

E. Task 5 - Final Post-Meeting Reviewer Comments

The contractor shall receive and compile reviewers' final, post-meeting, edited comments in a final document. The reviewers shall have 2 weeks after the panel meeting to complete their edits. The contractor shall review the comments to ensure that the reviewers have fulfilled their responsibilities under their agreement with the contractor. The contractor is not to edit nor rearrange comments, but provide them in a bound document, as they are sent in the original form with reviewers' cover/comment letter. The contractor may format the comments for consistency.

One electronic copy (MS Word 2003 or higher) of the compiled comments will be provided to the EPA WAM within 1 week of receipt of the reviewer comments for approval. Once approval is received, the contractor will produce a final electronic copy (MS Word 2003 or higher) and provide it via e-mail to the EPA WAM within 1 week of approval.

| Deliverable 5: Final version of the reviewers' comments (one electronic copy) and compiled cover letters | Due: Within three weeks of receipt of the reviewers' final comments |
|---|---|

F) Task 6 - 30-Day Review of EPA's Disposition of Peer Reviewer Comments (**OPTIONAL**)

Within 90-120 days of the peer review meeting, the EPA will provide to the contractor a disposition of peer reviewer and public comments and the revised Draft Risk Assessment. The contractor shall distribute the revised Draft Risk Assessment to the peer reviewers, with a request for their comments within 30 days. The contractor shall forward any comments from the peer reviewers to the EPA WAM as they are received. Electronic copies of all deliverables shall be sent to the WAM and the PO.

**IV. MISCELLANEOUS -** Software Application Files and Accessibility

Software Application files if delivered to the Government shall be Microsoft Word, 7.0 or higher. All software and electronic information technology shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, §1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

**Quality Assurance Requirements**

All written work products will adhere to EPA quality assurance/quality control guidelines, including the need for review of secondary data. Where the analysis and conclusions of the documents are based on specific secondary data and literature citations, the contractor will assure to the extent reasonably possible that the primary data was collected and analyzed following appropriate QA/QC procedures. Further, the EPA author of the documents will verify the quality of the data that is ultimately incorporated into the documents, and adhere to the requirements of the attached Quality Assurance form for the use of secondary data.

(The contractor and subcontractors are not permitted to disclose or discuss this PWS with anyone other than the assigned Contracting Officer and Contracting Officer Representatives)

## V. EPA CONTACT INFORMATION

Work Assignment Manager (WAM):

**David Brooks**
Phone: 202-564-8603
Fax: 202-564-9063
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U. S. Environmental Protection Agency, 20006

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US EPA- OPPT_RAD,
6th floor EPA EAST
1201 Constitution Avenue
Washington, DC 20004-3302

**PERFORMANCE WORK STATEMENT**
**Contract Number: EP-C-08-010**
**Work Assignment Number 04-67 Amend 1**

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**Title: International Congress of Sustainability Science and Engineering Conference**

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**SOW Section & Paragraph: 2.4 Support for the Conduct of Meetings**

**PERIOD OF PERFORMANCE:** Option Year 4: From Date of Contracting Officer's Signature to 11/31/13

**BACKGROUND AND PURPOSE:** The third International Congress of Sustainability Science and Engineering (ICOSSE), scheduled for August of 2013, is an international conference co–sponsored by the EPA, Office of Research and Development (ORD), National Risk Management Research Laboratory (NRMRL), and the American Institute of Chemical Engineers (AIChE), Institute for Sustainability (IS). In satisfaction of the EPA's contribution as a co-sponsor of the conference, the Contractor will perform the following tasks:

**STATEMENT OF WORK:**

The Contractor shall communicate with the Contracting Officer Representative (COR) herein referred to as the Work Assignment Manager (WAM) within five (5) days of receipt of the Work Assignment (WA) to determine if a meeting is appropriate prior to the submission of the Work Plan. If such a meeting is required, a Technical Directive (TD) will be issued by the WAM.

**Task 1: Work Plan**

The Contractor shall prepare a Work Plan for the accomplishment of this Work Assignment. The plan will include the methodology to be used for each task, a master networked schedule, and resource requirements. The Contractor will provide intermediate milestone dates by task in accord with the guidance provided by EPA. The WAM must approve the Work Plan in writing and must approve any subsequent modifications.

**Task 2. Technical Experts**:

a) The Contractor shall identify, select and retain, subject to EPA's final approval, national and international experts in sustainability, science and engineering as potential sources to participate in proposing and framing agenda issues and facilitating discussions. The contractor shall identify and select twelve (12) highly qualified world experts and two (2) highly qualified national experts specializing in various areas of sustainability research to deliver keynote speeches at this Congress. Sustainability research includes subtopics such as economic sustainability, ecological sustainability, and societal sustainability. In addition, the Contractor shall be responsible for all logistical concerns associated with securing the twelve world and two national expert speakers for the Congress, including coverage of those speakers' transportation and accommodation costs. The WAM shall review and approve the Contractor's final list of experts

b) The Contractor shall identify, select and retain subject to EPA's final approval, an event facilitator who will assist with the operational and logistical aspects of the conference, before, during, and after ICOSSE. The EPA Contractor shall interview and select a facilitator based on key qualifications identified by the EPA and AIChE, IS. AIChE input shall be provided to the EPA WAM and not directly to the EPA Contractor. The Contractor's facilitator will be subject to EPA's final approval.

**Task 3. Other Conference Support**:

a) The Contractor shall develop the Conference Program and coordinate that information with the EPA WAM. The EPA WAM will provide that information to AIChE, and provide EPA and AIChE feedback on the Program to the Contractor.

b) AIChE, IS, is responsible for development and maintenance of the conference website. The Conference website is for the registration of attendees and communicating information about the Conference. The Contractor shall only be responsible for coordinating with AIChE, IS, to ensure that the Conference Program and the Conference website are 508 compliant. The Contractor shall provide documentation to the WAM concerning the development of the Conference Program, as well as to the 508 compliance of both the Conference Program and Conference website.

c) All record keeping related to the planning and conduct of the event will be handled by EPA's Contractor.

**Task 4. Final Report**: The Contractor shall compile a Report after the conference, that contains: 1) List of Presenters; 2) Executive Summary; 3) Abstracts; and 4) Disposition of Funds.

**SCHEDULE OF DELIVERABLES:**

| Deliverable Title | Approved Due Date |
|---|---|
| Task 1: Work Plan | 15 days after Contractor receives SOW |
| Task 2: Identifying, Selecting, and Retaining Technical Experts and Conference Facilitators | 30 days after Contractor receives SOW (EPA will provide a list of suggested experts and key qualifications of experts and facilitators to the Contractor) |
| Task 3: Conference Program | 90 days before start of Conference |
| Task 4: Final Report | 30 days after the conclusion of the conference. |

**SPECIAL REPORTING:**

The Contractor shall participate in monthly conference calls and provide monthly written updates to the WAM

CONTRACTING OFFICER : William Yates - 513 – 487 – 2055

Contract COR: Melissa Reverly – Wilson - 703 – 347 – 8523

Work Assignment Manager (WAM) George T. Moore 513 – 569- 7991

Alternate Work Assignment Manager – Norma M. Lewis 513 – 569 - 7665

**PERFORMANCE WORK STATEMENT**
**Contract Number: EP-C-08-010**
**Work Assignment Number 04-67**

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**Title: International Congress of Sustainability Science and Engineering Conference**

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**SOW Section & Paragraph: 2.4 Support for the Conduct of Meetings**

**PERIOD OF PERFORMANCE:** Option Year 4: Issuance to 11/30/13

**BACKGROUND AND PURPOSE:** The third International Congress of Sustainability Science and Engineering (ICOSSE), scheduled for August of 2013, is an international conference co–sponsored by the EPA, Office of Research and Development (ORD), National Risk Management Research Laboratory (NRMRL), and the American Institute of Chemical Engineers (AIChE), Institute for Sustainability (IS). In satisfaction of the EPA's contribution as a co-sponsor of the conference, the Contractor will perform the following tasks:

**STATEMENT OF WORK:**

The Contractor shall communicate with the Contracting Officer Representative (COR) herein referred to as the Work Assignment Manager (WAM) within five (5) days of receipt of the Work Assignment (WA) to determine if a meeting is appropriate prior to the submission of the Work Plan. If such a meeting is required, a Technical Directive (TD) will be issued by the WAM.

**Task 1: Work Plan**

The Contractor shall prepare a Work Plan for the accomplishment of this Work Assignment. The plan will include the methodology to be used for each task, a master networked schedule, and resource requirements. The Contractor will provide intermediate milestone dates by task in accord with the guidance provided by EPA. The WAM must approve the Work Plan in writing and must approve any subsequent modifications.

**Task 2. Technical Experts**:

a) The Contractor shall identify, select and retain, subject to EPA's final approval, national and international experts in sustainability, science and engineering as potential sources to participate in proposing and framing agenda issues and facilitating discussions. The contractor shall identify and select seven (7) highly qualified world experts and ten (10) highly qualified national experts specializing in various areas of sustainability research to deliver keynote speeches at this Congress. Sustainability research includes subtopics such as economic sustainability, ecological sustainability, and societal sustainability. In addition, the Contractor shall be responsible for all logistical concerns associated with securing the 7 world and 10 national expert speakers for the Congress, including coverage of those speakers' transportation and accommodation costs. The WAM shall review and approve the Contractor's final list of experts

b) The Contractor shall identify, select and retain subject to EPA's final approval, event facilitator(s) who will assist with the operational and logistical aspects of the conference, before, during, and after ICOSSE. The EPA Contractor shall interview and select facilitator(s) based on key qualifications identified by the EPA and AIChE, IS. AIChE input shall be provided to the EPA WAM and not directly to the EPA Contractor. The Contractor's list of facilitators will be subject to EPA's final approval.

**Task 3. Other Conference Support**:

a) The Contractor shall develop the Conference Program and coordinate that information with the EPA WAM. The EPA WAM will provide that information to AIChE, and provide EPA and AIChE feedback on the Program to the Contractor.

b) AIChE, IS, is responsible for development and maintenance of the conference website. The Conference website is for the registration of attendees and communicating information about the Conference. The Contractor shall only be responsible for coordinating with AIChE, IS, to ensure that the Conference Program and the Conference website are 508 compliant. The Contractor shall provide documentation to the WAM concerning the development of the Conference Program, as well as to the 508 compliance of both the Conference Program and Conference website.

c) All record keeping related to the planning and conduct of the event will be handled by EPA's Contractor.

**Task 4. Final Report**: The Contractor shall compile a Report after the conference, that contains: 1) List of Presenters; 2) Executive Summary; 3) Abstracts; and 4) Disposition of Funds.

**SCHEDULE OF DELIVERABLES:**

| Deliverable Title | Approved Due Date |
|---|---|
| Task 1: Work Plan | 15 days after Contractor receives SOW |
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| Task 3: Conference Program | 90 days before start of Conference |
| Task 4: Final Report | 30 days after the conclusion of the conference. |

**SPECIAL REPORTING:**

The Contractor shall participate in monthly conference calls and provide monthly written updates to the WAM

Work Assignment Manager (WAM) George T. Moore 513 – 569- 7991

Alternate Work Assignment Manager – Norma M. Lewis 513 – 569 - 7665

**PERFORMANCE WORK STATEMENT**
**Contract Number EP-C-08-010**
**Scientific Consulting Group**
**Work Assignment Number: WA 4-68**

**Title:** CRA Guidelines Support

**Period of Performance:** Date of Issuance through November 30, 2013

## 1. BACKGROUND

In support of the EPA Risk Assessment Forum's (RAF) Cumulative Risk Assessment (CRA) Technical Panel's (CRA Panel) development of CRA Guidelines, this work assignment will support meetings and a workshop/s, and prepare monographs on identified subjects. The contractor is expected to identify authoritative authors to sub-contract highly technical monographs.

## 2. PURPOSE

The purpose of this work assignment is to support the work of the RAF CRA Panel through meeting support, and the Panel's writing teams through research and technical writing.

## 3. TASKS

### Task 1 - Prepare Cost Estimate

The Contractor shall meet with the EPA WA COR to discuss requirements for meeting support and the subjects on which the monographs will be written; and to prepare a budget estimate within 15 calendar days after receipt of work assignment.

This work assignment requires expertise in human health and ecological risk assessment and current trends in EPA risk assessment guidance specifically at the P3 and P4 levels. Sub-contracting of specialized expertise should be anticipated.

### Task 2 – Meeting Support

The RAF CRA Panel will convene an average of two meetings monthly that will last an hour and require summary minutes prepared. The contractor will receive a recording from which the notes summary will be drafted. Drafts will be completed products. There will be no edits leading to revisions; however the contractor will be expected to respond to comments on initial meeting summaries leading to summaries consistent with a product as described by the COR. A workshop is anticipated in May for which the contractor will aid in preparation of meeting materials, aid in registration, recording the presentations and discussions, and preparation of the proceedings. The contractor will provide a draft of proceedings which will be circulated to presenters for edits/ additional remarks. These will be used to revise and finalize the meeting proceedings. The contractor will post a website for the exchange of information with users and posting of relevant announcements in conjunction with the contractor's existing NCER CRA Webinar website. This adjunct website will remain active through the end of the performance period, be capable of receiving comments and attachments from users, and registering participation or polling.

**Task 3 –Technical Writing**

The Panel will request assistance in the development of written text of a technical nature addressing elements of the CRA Guidelines Outline. The contractor should anticipate approximately 60 hours at the P4 Sr. Scientist level or (sub-contractor) per month averaged over the performance period. The drafts shall be provided to the EPA WA COR who will provide edits. The contractor shall revise accordingly, and conduct a final technical edit using the EPA style manual with Chicago style manual (16th Edition) for resolution of issues not addressed in the EPA guide, and provide them in Microsoft Word. The EPA WA COR will approve the final deliverable. Deliverables: mulitple monographs of varying length, consistent with style guidelines for a technical scientific publication.

## 4. SCHEDULE OF DELIVERABLES

| Product | Due Date |
|---|---|
| Task 1 –Cost Estimate | Within 15 calendar days after receipt of work assignment amendment. |
| Task 2 –Meeting Support | May 30, 2013 |
| Task 2 – Technical Writing | November 30, 2013 |

## 5. ACCEPTANCE CRITERIA

Final products shall be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

## 6. MANAGEMENT CONTROLS:

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

## 7. CONFIDENTIALITY

Some of the information to be edited under this task may be internal information that is not ready for public distribution. The Contractor shall not discuss the contents of the document with anyone not specified as a participant in the document review process or its preparation.

| | |
|---|---|
| **Work Assignment COR:** | Lawrence Martin<br>Office of Science Advisor<br>U.S. EPA (8105-R)<br>Office of the Science Advisor<br>1200 Pennsylvania Avenue, N.W.<br>Washington, D.C. 20460<br>Telephone: (202) 564-6497<br>Fax: (202) 564-2070 |
| **Alternate Work Assignment COR:** | Julie Fitzpatrick<br>Office of Science Advisor<br>U.S. EPA (8105-R)<br>Office of the Science Advisor<br>1200 Pennsylvania Avenue, N.W.<br>Washington, D.C. 20460<br>Telephone: (202) 564-4212<br>Fax: (202) 565-2910<br>Telephone: (202) 564-6493<br>Fax: (202) 565-2910 |

**PERFORMANCE WORK STATEMENT**
**Contract Number: EP-C-08-010**
**Work Assignment Number 4-69 Amend 1**

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**Title: Support for the Region 9 State of the Science Workshop on Mercury Remediation in Aquatic Environments**

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**Request a revised work plan to descope hours - should NTE 190 and Cost $20,000**

*Task 4: Pre-Meeting and Post-Meeting Logistics*

SCG will provide 10 copies of the packet onsite for distribution to the attendees. The post-workshop Proceedings document will contain the final meeting summary; final agenda; final participants list; links to the speaker PowerPoint presentations that will be on the forum information website (each PowerPoint will be 508 compliant per federal guidelines for 508 compliancy); evaluation summary results; and other information directed by the EPA WA COR.

**Why 10 copies? The number of copies should equal the number of in-person attendees.**

*Task 5: Onsite Meeting Activities*

SCG's onsite notetaker will assist the EPA WA COR with registering attendees, distributing name badges, setting up the meeting room, distributing handouts, ensuring registrants sign in, loading speaker PowerPoint presentations onto the EPA-provided laptop, coordinating with EPA facility staff regarding meeting room setup, security, and audiovisual equipment needs; and will provide, distribute, and collect evaluation forms from the meeting attendees.

**Remove highlighted section. WAM will have assistance for SCG at the workshop to handle these items.**

Reporting

Additionally, SCG will participate in bimonthly technical panel conference calls and meetings to provide updates.

**This last sentence should reflect our approximately monthly calls (4 total), not bi-monthly.**

Staffing

The SCG staff members providing the support described include: Ric Blackman, Beverly Campbell, Kim Le, Kristen LeBaron, Maria Osvald, Stacy Philipson, Erwin Solbach, Jonathan Strother, Darlene Summers and Susie Warner

**The work assignment PWS was basically a notetaker, not a whole company. Maybe a manager and a webperson? Please adjust cost to reflect this change.**