ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER: 11/25/2020

2. CONTRACT NO. (If any): 68HERC20D0016

3. ORDER NO.: 68HERC21F0044

4. REQUISITION/REFERENCE NO.: See Schedule

5. ISSUING OFFICE (Address correspondence to):
CAD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: W136
Cincinnati OH 45268-0001

6. SHIP TO:
a. NAME OF CONSIGNEE: CAD
b. STREET ADDRESS: US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: W136
c. CITY: Cincinnati
d. STATE: OH
e. ZIP CODE: 45268-0001

7. TO: Andrew Parker
a. NAME OF CONTRACTOR: TETRA TECH, INC.
b. COMPANY NAME:
c. STREET ADDRESS: 10306 EATON PL STE 340
d. CITY: FAIRFAX
e. STATE: VA
f. ZIP CODE: 220302201

f. SHIP VIA:

8. TYPE OF ORDER
☐ a. PURCHASE
REFERENCE YOUR:
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.
☒ b. DELIVERY
Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: See Schedule

10. REQUISITIONING OFFICE: OW

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

12. F.O.B. POINT:

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

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date): Multiple

16. DISCOUNT TERMS:

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 198549560 TOCOR: Lareina Guenzel Max Expire Date: 12/02/2024 Continued ...					

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

17(h) TOTAL (Cont. pages): $66,978.00

21. MAIL INVOICE TO:
a. NAME: RTP Finance Center
b. STREET ADDRESS (or P.O. Box): US Environmental Protection Agency
RTP-Finance Center (AA216-01)
109 TW Alexander Drive
www2.epa.gov/financial/contracts
c. CITY: Durham
d. STATE: NC
e. ZIP CODE: 27711

SEE BILLING INSTRUCTIONS ON REVERSE

17(i) GRAND TOTAL: $48,408.00

22. UNITED STATES OF AMERICA BY (Signature): 11/25/2020
ELECTRONIC SIGNATURE

23. NAME (Typed): Charles K. Fischer
TITLE: CONTRACTING/ORDERING OFFICER

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
11/25/2020	68HERC20D0016	68HERC21F0044

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 Period of Performance: 11/25/2020 to 09/21/2021					
1001	Base Period: "Support for the 12th National Water Monitoring Conference." Contract Type: Firm-Fixed Price. The Contractor shall performance Tasks 1 - 3 in accordance with the Performance Work Statement and Quality Assurance Surveillance Plan. Total value: $48,408.00 (Fully funded) Requisition No: PR-OW-21-00057 Delivery: 09/16/2021 Accounting Info: 21-22-B-87FM-000BD4-2505-2187ME4003-00 1 BFY: 21 EFY: 22 Fund: B Budget Org: 87FM Program (PRC): 000BD4 Budget (BOC): 2505 DCN - Line ID: 2187ME4003-001 Funding Flag: Partial Funded: $48,408.00				48,408.00	
1002	Conference Support Option (PWS Task 4, 5 or 6). Contract Type: Firm-Fixed Price. The maximum potential value of this option $18,570. The Government shall inform the contractor three weeks after contract award in writing which Conference Support Option it has selected (Task 4, Task 5, or Task 6). The Government shall unilaterally award this option no later than 12 weeks prior to the date of the conference. On-site Support |Task 4 |$12,085 | Hybrid Support |Task 5 |$16,523 | Virtual Support |Task 6 |$18,570 | (Option Line Item) 12/31/2020				18,570.00	
	Continued ...					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $66,978.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
11/25/2020	68HERC20D0016	68HERC21F0044

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Delivery: 06/24/2021					

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

ATTACHMENT 1

PERFORMANCE WORK STATEMENT

Contractor: Tetra Tech
Contract No: 68HERC20D0016
Task Order: 68HERC21F0044

A. TITLE: Support for the 12th National Water Monitoring Conference

B. Task Order Contracting Officer Representative (TOCOR)

Name: Lareina Guenzel
Office/Division: OW/OWOW/WRAPD/MAB
1200 Pennsylvania Avenue NW
M/C – 4503T
Washington DC 20460
Title: Biologist
Phone: 202-566-0566 (voice)
FAX: NA (fax)
Email: Guenzel.lareina@epa.gov

Alternate Task Order Contracting Officer Representative (ALT TOCOR)

Name: Michelle Maier
Office/Division: OW/OWOW/WRAPD/MAB
1200 Pennsylvania Avenue NW
M/C – 4503T
Washington DC 20460
Title: Biologist
Phone: 202-566-2160 (voice)
FAX: NA (fax)
Email: Maier.michelle@epa.gov

PERIOD OF PERFORMANCE (POP):

1. Base period - Date of Award to September 21, 2021
2. Optional Task 4 – December 31, 2020 to May 24, 2021
3. Optional Task 5 – December 31, 2020 to May 24, 2021
4. Optional Task 6 – December 31, 2020 to May 24, 2021

C. TASKS

Task 1: Establish Communication and Monthly Progress Reports

1.1 The Contractor shall establish communication with the EPA TOCOR and develop a regular reporting schedule. The Contractor shall contact the EPA TOCOR and schedule a kickoff project meeting. In collaboration with the EPA TOCOR, the Contractor shall also establish a schedule for regular progress reports and other communications throughout the period of performance of this Task Order. Topics of discussion will include roles and responsibilities, points of contact, timelines (see Attachment 2 for draft timeline), QA, milestones and deliverables, and other Task Order administrative activities. The EPA TOCOR may modify the frequency of conference calls over the duration of the period of performance based on the needs of the National Water Quality Monitoring Council (NWQMC).

1.2 In accordance with Contract attachment 3, Reports of Work, this task includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports shall include a table with the invoice and costs broken out by the tasks in this task order.

Task 2: Quality Assurance

Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The tasks in this Task Order do not require the use of existing data and/or modeling tools; however, they do require detailed records of communication, tracking, and document version control. The Contractor shall alert the EPA TOCOR regarding any quality issues should they arise. Any project specific quality assurance issues shall be reported in the monthly progress reports as specified under Task 1. The QA activities for this Task Order should comprise less than 10% of the total effort.

2.1 The Contractor shall develop a draft Quality Statement (QS) that aligns with the contract Quality Assurance Surveillance Plan (Attachment 1) within 10 days after TO award for review and approval by the EPA TOCOR. The QS shall outline the approach and measures the Contractor will implement to ensure a high standard of quality in data analysis and written deliverables. The QS shall document the contractor's processes for assuring quality deliverables, e.g., the process that will be used to organize communication records and draft deliverables, as well as the quality control checks that will be in place prior to the release of draft and final deliverables. The draft QS and any Standard Operating Procedures (SOPs) that are relevant to the tasks in the task order shall be submitted to the EPA TOCOR review and comments.

2.2 Final QS and SOPs submitted to the EPA TOCOR review and approval.

Task 3: Provide Conference Planning Technical Support

Background: The main goals of the NWQMC, co-chaired by the EPA, include integrating diverse monitoring efforts, using existing resources more effectively, and obtaining consistent national monitoring resulting in comparable data and more consistent reporting. The activities of the NWQMC work toward improvements in water quality standards and trends assessment, assessment of human health and ecological risks due to environmental stressors, and water quality program design and evaluation. Among its many activities, the NWQMC sponsors a biennial National Water Monitoring Conference that includes a varied agenda on topics such as assessing the attainment of water quality standards, addressing emerging contaminants and threats to human health and aquatic ecosystems, building and improving monitoring, assessment and analytical partnerships, and managing and sharing monitoring data. This task order provides technical support for the National Water Quality Monitoring Council and its workgroups in convening the 12th National Water Monitoring Conference that will be held in Providence, RI April 19-23, 2021, unless COVID 19 travel restrictions are in place that prevent an in-person conference. If an in-person conference is not possible, the conference will move to a virtual platform in leu of an in-person meeting.

We are seeking support for the agenda planning, organization, communication and logistics for the 12th National Monitoring Conference. The contractor shall support the National Water Quality Monitoring Council (NWQMC) and its Conference Planning Committee (CPC), chaired by the U.S. Environmental Protection Agency (EPA) and made up of approximately 12 representatives from federal, state, and local agencies, and the North American Lake Management Society. Written technical direction will be provided to the contractor by the EPA TOCOR. Any verbal technical direction shall be provided to the contractor in writing by the EPA TOCOR within 3 days.

3.1. The Contractor shall be the primary point of contact for the Oral Session Chairs and poster presenters including, but not limited to: tracking their needs; working with session chairs to track speakers that have accepted and declined; find alternates; support the CPC in organizing concurrent sessions; and developing the final conference agenda. The Contractor shall develop a master program communication spreadsheet to track session chair and presenter communication (e.g., when they were contacted and their acceptance/rejection responses).

3.2. The CPC will issue the call for abstracts with the accepted sessions (conference at a glance). Following the abstract submission deadline, the Contractor shall meet with the EPA TOCOR and CPC via conference call to review the number of abstracts that were submitted under each session and determine the target number of presentations for each session. The Contractor shall draft abstract

review guidelines for the Oral Session Chairs with input from the CPC; organize the abstracts; and deliver abstracts to the Oral Session Charis with the final abstract review guidelines.

3.3. Oral Session Chairs will review abstracts and provide the following recommendations to the Contractor and CPC: accepted, rejected, or alternate presenter for the session; high quality abstract that could be considered for a different session; or poster. The Contractor shall provide the Oral Session Chairs with the conference communication templates and track all presenter responses (i.e., cc'd on all communication) including changes from oral to poster presentations; poster to oral; contact accepted speakers (including extended session speakers and organizers) to confirm whether they accept/decline invitations to present and have registered for the conference; work with the Oral Session Chairs to track the status of acceptance replies; and confirm the moderators for each session (will likely be the Oral Session Chair). *Guidelines and templates developed for past conferences are available and may be updated and re-used for this purpose.*

3.4. The Contractor shall assist the CPC in the development of a draft and final conference agenda. The agenda shall include the logical flow of concurrent sessions (240-280 abstracts including replacement presentations), 10-12 extended sessions such as workshops and panels (90 minutes to three hours each), and approximately 100 poster presentations. The Contractor shall track any changes to original abstracts submitted by presenters and ensure that final abstracts are complete for inclusion in the conference program. The contractor shall respond to questions from presenters and moderators, track presenter and moderator scheduling requests, and communicate with session moderators/organizers to confirm session needs. The Contractor shall assist the Oral Session Chairs and CPC in identifying and contacting alternates/replacements for speakers who cancel their attendance. Once the final conference agenda is developed, the Contractor shall provide accepted presenters with information about their sessions (such as moderator's name, session title and date/time) and distribute guidelines for speakers and poster presenters.

NOTE: the contractor is not responsible for the development and/or printing of the conference program.

Optional Task 4: Provide on-site conference logistics support for an in-person 12th National Water Monitoring Conference and collect presentations for Conference Proceedings suitable for web posting.

For the optional Task 4, all concurrent sessions and posters will be presented in person in Providence, RI.

4.1. The contractor shall provide one staff member to attend the 12th National Water Monitoring Conference and assist the CPC and the conference co-chair (NALMS) with on-site conference logistics and outreach. The contractor shall work with presenters, field trip leaders, moderators, and keynote/plenary speakers to ensure their availability and readiness to participate and perform during the conference, including receiving final abstracts for conference proceedings and ensuring feedback through conference evaluation

forms. (Note: The CPC will distribute a conference evaluation form to meeting participants that will include requested feedback on the quality of the contractor's organizational and logistical support.)

The contractor shall provide logistical support to include preparing computers/projectors for presentations, ensuring effective technical support for computers/projectors as needed throughout the conference, assisting with preparation of field trip leaders and participants, and saving presentations for later development of conference proceedings.

4.2. The contractor shall collect and assemble final Power Point presentations from speakers, including signed permission to post the presentations on the conference website. The contractor shall develop PDF files of the presentations and shall submit those electronically to the EPA TOCOR and CPC as Conference Proceedings.

4.3 The contractor shall develop a brief wrap-up report summarizing the contractor's key actions in support of the conference. The report should include dates tasks were accomplished and difficulties encountered, as well as any recommendations for improvement for future conferences.

Optional Task 5: Provide on-site conference logistics support for a hybrid in-person 12th National Water Monitoring Conference with enhanced virtual participation and collect presentations for Conference Proceedings suitable for web posting.

For the optional task 5, a subset of the concurrent sessions will be pre-recorded, and poster pdfs will be collected prior to the conference and made available through a virtual platform. The virtual platform will be determined by the CPC.

5.1. The contractor shall provide one staff member to attend the 12th National Water Monitoring Conference and assist the CPC and NALMS with on-site conference logistics and outreach. The contractor shall work with presenters, field trip leaders, moderators, and keynote/plenary speakers to ensure their availability and readiness to participate and perform during the conference, including receiving final abstracts for conference proceedings and ensuring feedback through conference evaluation forms. (Note: The CPC will distribute a conference evaluation form to meeting participants that will include requested feedback on the quality of the contractor's organizational and logistical support.)

The contractor shall provide logistical support to include preparing computers/projectors for presentations, ensuring effective technical support for computers/projectors as needed throughout the conference, assisting with preparation of field trip leaders and participants, and saving presentations for later development of conference proceedings.

5.2 Prior to the conference, the contractor shall communicate the presentation guidelines to the virtual presenters, receive the pre-recorded oral presentations and poster pdfs, and transfer of the conference materials to the virtual platform selected by the CPC. The contractor shall track, coordinate, and train a team of volunteers that will assist the session chairs, support the execution of the virtual sessions (e.g., monitor chat boxes, troubleshoot technical problems) and facilitate virtual networking events.

5.3. The contractor shall collect and assemble all final Power Point presentations from the in-person and virtual presenters, including signed permission to post the presentations on the conference website. The contractor shall develop PDF files of the presentations as needed and submit those electronically to the EPA TOCOR and CPC as Conference Proceedings.

5.4 The contractor shall develop a brief wrap-up report summarizing the contractor's key actions in support of the conference. The report should include dates tasks were accomplished and difficulties encountered, as well as any recommendations for improvement for future conferences.

Optional Task 6: Provide program support for a virtual 12th National Water Monitoring Conference and collect presentations for Conference Proceedings suitable for web posting.

For the optional task 6, all concurrent sessions and poster presentations will be made available through a virtual platform.

6.1 In the event COVID-19 related issues prevent an in-person conference, the contractor shall provide logistical support to the CPC and NALMS with the transition of the in-person meeting to a virtual platform. The contractor will be responsible for additional presenter communication to address program modifications due to changes in participation.

6.2 The contractor shall communicate the virtual meeting presentation guidelines to oral and poster presenters, receive the pre-recorded oral presentations and poster pdfs, and transfer of the conference materials to the virtual platform selected by the CPC. The contractor shall track, coordinate, and train a team of volunteers that will assist the session chairs, support the execution of the virtual sessions (e.g., monitor chat boxes, troubleshoot technical problems) and facilitate virtual networking events.

6.3. The contractor shall collect and assemble signed permission to post oral and poster presentations on the virtual platform and for conference proceedings. The contractor shall store all conference program materials, develop PDF files as needed and submit the files to the EPA TOCOR and CPC as Conference Proceedings.

Any unforeseen responsibilities associated with an all virtual conference that are not identified in in tasks 6.1 - 6.3 will provided to the contractor via technical direction by the EPA TOCOR and will be accompanied by a contract amendment as needed.

6.4 The contractor shall develop a brief wrap-up report summarizing the contractor's key actions in support of the conference. The report should include dates tasks were accomplished and difficulties encountered, as well as any recommendations for improvement for future conferences.

D. Schedule of Benchmarks and Deliverables

Task/ Subtask	Deliverable	Schedule
Base Period Task 1: Establish Communication and Monthly Progress Reports		
1.1	Schedule a kickoff meeting with EPA TOCOR	Due within 5 days after Task Order award
1.2	Monthly progress reports emailed to the EPA COR and TOCORs	Per contract requirements
Base Period Task 2: Quality Assurance		
Boo1k1.xlsx 2.1	A draft Quality Statement (QS) submitted to the EPA TOCOR for review comments	Due 10 days after Task Order award
2.2	A final QS submitted to the EPA TOCOR and QA officials for revie and comment	Due 1 week after EPA comments are provided on the draft QS
Base Period Task 3: Provide Conference Planning Technical Support		
3.1	Communication spreadsheet; acceptance/rejection letters sent t session chairs.	Within 5 business days of session selection meeting
3.2	Draft abstract review guidelines for CPC review and comment	Within 5 business days of session selection meeting
3.2	Deliver abstracts and abstract review guidelines to Oral Session Chairs	Within 7 business days of session selection meeting
3.3	Review and update communication templates	Within 10 days of business days of

		session selection meeting
3.3	Provide CPC conference agenda development support: track presenter scheduling requests; participation confirmations, and abstract corrections; serve as key contact with accepted speakers and poster presenters; send reminders; track abstract updates and maintain the final abstracts for the program; work with session chairs and CPC to identify and invite alternates as needed	Ongoing
3.4	Develop draft conference agenda for CPC review	Nine weeks before conference
3.4	Draft final conference agenda; update as needed	Seven weeks before conference; ongoing
3.4	Update and send final guidelines to speaker and moderators	Seven weeks before conference
Optional Task 4: Provide on-site logistics support for an in-person conference		
4.1	Attend 12th National Water Monitoring Conference and provide on-site logistical support to CPC	Location: Providence, RI Date: April 19-23, 2021
4.2	Secure permissions to post presentations from conference speakers	Two weeks after conference
4.2	Assemble PPT presentations and develop PDF files for submission to EPA TOCOR and CPC	Six weeks after conference
4.3	Submit final wrap up report on contractor activities	Eight weeks after conference
Optional Task 5: Provide on-site conference logistics support for a hybrid in-person 12th National Water Monitoring Conference with enhanced virtual participation		
5.1	Attend 12th National Water Monitoring Conference and provide on-site logistical support to CPC	Location: Providence, RI Date: April 19-23, 2021
5.2	Develop guidelines for virtual speakers, session chairs and moderators	Eight weeks prior to conference
5.2	Initiate the coordination and training of volunteers to support virtual presentations	Eight weeks prior to conference
5.3	Secure permissions to post presentations from conference speakers	Two weeks after conference

5.3	Assemble PPT presentations and develop PDF files for submission to EPA TOCOR and CPC	Six weeks after conference
5.4	Submit final wrap up report on contractor activities	Eight weeks after conference
Optional Task 6: Provide program support for a virtual conference		
6.1	Transition the in-person program to an all virtual program	Twelve weeks prior to the conference
6.2	Update speaker guidelines to account for the virtual platform; send final guidelines to speaker and moderators	Eight weeks prior to conference
6.2	Initiate the coordination and training of volunteers to support virtual presentations	Ten weeks prior to conference
6.2	Transition all pre-recorded presentations, Power Points, and poster pdfs to the virtual platform.	Two weeks prior to the conference
6.3	Secure permissions to post presentations from conference speakers	Two weeks after conference
6.4	Submit final wrap up report on contractor activities	Eight weeks after conference

E. ACCEPTANCE CRITERIA

The Contractor shall prepare high quality products and that are reproducible and transparent. Text and tracking deliverables shall be provided in Microsoft Word, Excel or compatible format.

A. GENERAL REQUIREMENTS OF THE TASK ORDER

Technical Direction: The Contract level COR is permitted to provide technical direction. Technical direction must be within the statement of work of the contract, not increase cost, and includes: (1) Direction to the Contractor which assists the Contractor in accomplishing the PWS, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

Work conducted under this Task Order shall not duplicate work conducted under any other Task Order or Work Assignment under any other contract. As required, the EPA TOCOR will provide technical direction in accordance with Clause H-19 of the contract, EPAAR 1552.237-71 TECHNICAL DIRECTION (AUG 2009) and the Contract Level Performance Work Statement (PWS).

Title:

Implementation of Section 4 of Executive Order 13950 Combating Race and Sex Stereotyping

Text:

(a) *Definitions*. As used in this attachment:

(1) "Race or sex stereotyping" means ascribing character traits, values, moral and ethical codes, privileges, status, or beliefs to a race or sex, or to an individual because of his or her race or sex.

(2) "Race or sex scapegoating" means assigning fault, blame, or bias to a race or sex, or to members of a race or sex because of their race or sex. It similarly encompasses any claim that, consciously or unconsciously, and by virtue of his or her race or sex, members of any race are inherently racist or are inherently inclined to oppress others, or that members of a sex are inherently sexist or inclined to oppress others.

(b) *Requirements for Government Contractors.* During the performance of this contract, the Contractor agrees as follows:

(1) The Contractor shall not use any workplace training that inculcates in its employees any form of race or sex stereotyping or any form of race or sex scapegoating, including the concepts that:

(a) one race or sex is inherently superior to another race or sex;
(b) an individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously;
(c) an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex;
(d) members of one race or sex cannot and should not attempt to treat others without respect to race or sex;
(e) an individual's moral character is necessarily determined by his or her race or sex;
(f) an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex;
(g) any individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex; or
(h) meritocracy or traits such as a hard work ethic are racist or sexist, or were created by a particular race to oppress another race.

(2) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to

be provided by the agency Contracting Officer, advising the labor union or workers' representative of the Contractor's commitments under the Executive Order of September 22, 2020, entitled *Combating Race and Sex Stereotyping*, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(3) In the event of the Contractor's noncompliance with the requirements of paragraphs (1), (2), and (4), or with any rules, regulations, or orders that may be promulgated in accordance with the Executive Order of September 22, 2020, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246, and such other sanctions may be imposed and remedies invoked as provided by any rules, regulations, or orders the Secretary of Labor has issued or adopted pursuant to Executive Order 11246, including subpart D of that order.

(4) The Contractor will include the provisions of paragraphs (1) through (4) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

ATTACHMENT 2

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

Contractor: Tetra Tech
Contract No: 68HERC20D0016
Task Order: 68HERC21F004

TITLE: Support for the 12th National Water Monitoring Conference

Purpose: The requirements performed under this contract are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The TOCOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Contract Level Contracting Officer's Representative (CL-COR) in preparing the overall evaluations submitted annually in response to the CPE requirements in the contract. The TOCOR for each individual task order will provide the review of the deliverables at the location specified in the identified task order.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: The Contractor shall maintain contact with the EPA Contracting Officer (CO), Contracting Officer's Representative (COR), and Task Order COR (TOCOR) throughout performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA TOCOR. In cases where issues have a direct impact on project schedules and/or cost, the Contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	Any issues that impact project schedules and/or cost shall be brought to the attention of the appropriate EPA TOCOR within 3 business days of occurrence.	100% of active task orders under the contract will be reviewed by the EPA TOCOR monthly (via Monthly Progress Report) to identify unreported issues. The EPA TOCOR will report any issues to the EPA COR, who will bring the issue(s) to the Contractor's attention through the EPA CO.	**Unsatisfactory** rating under the category of Business Relations in the Contractors Performance Appraisal Review System (CPARS) if two or more incidents occur during an applicable period of performance when the Contractor does not meet the measurable performance standards. Fewer than two incidents per contract period where the contractor does not meet the measurable performance standard will be considered satisfactory performance and will be reported as

			such in the CPARS Performance Evaluation System under the category of Business Relations.
Timeliness: Services and deliverables shall be in accordance with schedules stated in each task orders, unless amended or modified by an approved EPA action.	During any period of performance, 90% of all submitted deliverables shall be submitted no later than one business day past the due date.	100% of active task orders under the contract will be reviewed by the EPA TOCOR monthly (via Monthly Progress Report & milestones established for each deliverable) to compare actual delivery dates against the approved delivery dates. The EPA TOCOR will report any issues to the EPA COR, who will bring the issue(s) to the Contractor's attention through the EPA CO.	**Unsatisfactory** rating under the category of Timeliness in the CPARS when the Contractor does not meet the measurable performance standards during an applicable period of performance. A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of **Timeliness** if the contractor meets the measurable performance standards.
Cost Management and Control: The Contractor shall monitor, track and accurately report level-of-effort, labor cost, and other direct cost to EPA through progress reports and approved special reporting requirements. The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate timekeeping.	The Contractor shall manage costs to the level of the approved ceiling on the task orders. The Contractor shall notify the EPA TOCOR/COR when 75% of the approved funding ceiling for the work assignment is reached.	The EPA COR will routinely meet with the Contractor's Project Manager to discuss the work progress, and the contract and individual task order expenditures. The EPA COR shall review the Contractor's Monthly Progress Reports and request the TOCOR's verification of expenditures and technical progress before authorizing invoice payments.	**Unsatisfactory** rating under the category of Cost Control in the CPARS when the Contractor does not meet the measurable performance standards during an applicable period of performance. A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measurable performance standards and accurately reports the costs in the progress reports according to the requirements in the "Reports of Work"

			attachment to the Contract.
Technical Effort: The analyses or products developed by the Contractor shall be factual, defensible, and based on sound science and engineering. All data shall be collected from reputable sources; quality assurance measures shall be conducted in accordance with contract and Agency requirements, and any additional requirements outlined in individual task orders or technical directives. Any work requiring the Contractor to provide options or recommendations shall include the rationale used in selecting the option/ recommendation and all other options and recommendations considered.	All (100%) analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the TOCOR in written technical direction, and should meet the objectives stated in the task order. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.	EPA will review all analyses conducted and products prepared by the Contractor and will independently consider their merit. EPA may opt to peer review analyses to further validate their merit.	**Unsatisfactory** rating under the category of Quality of Product or Service in the CPARS when the Contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel. A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of **Quality of Product or Service** if the contractor meets the measurable performance standards.

Quality Assurance/Quality Control (QA/QC): The Contractor shall comply with the quality assurance requirements specified in *EPA Requirements for Quality Assurance Project Plans* (http://www.epa.gov/quality/qs-docs/r5-final.pdf) and as required by the EPA TOCOR. The Contractor shall assign appropriately leveled and skilled technical and quality assurance personnel to develop a Quality Assurance Project Plan (QAPP) for all tasks requiring collection or use of environmental data. The QAPP shall be developed in consultation with the EPA TOCOR, and fully approved by the appropriate EPA personnel, before initiation of activities involving environmental data collection or use. Any change in the planned environmental data activities that become necessary during the course of the project shall be fully documented in approved revised versions of the QAPP prior to their implementation.	The Contractor shall notify the EPA TOCOR of any issues that impact project quality within 3 business days of occurrence. The Contractor shall notify the EPA TOCOR and COR within 5 business days of occurrence of any requests to collect or use environmental data without an EPA-approved QAPP. The Contractor shall document all QA/QC activities, including compliance with the quality objectives specified in the QAPP, in Monthly Progress Reports.	100% of active task orders under the contract will be reviewed by the EPA TOCOR monthly (via Monthly Progress Report) to assess contractor compliance with the approved QAPP, and to identify unreported issues related to project quality and requests to collect or use environmental data without an EPA-approved QAPP. The EPA TOCOR will report any issues to the EPA QAO and COR, who will bring the issue(s) to the Contractor's attention through the EPA CO for immediate resolution.	**Unsatisfactory** rating under the category of Quality Assurance/Quality Control in the CPARS if more than three incidents occur during an applicable period of performance when the Contractor does not meet the measurable performance standards. A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Quality Assurance/Quality Control if the contractor meets the measurable performance standards.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO. P00001

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CAD

CAD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: W136
Cincinnati OH 45268-0001

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

TETRA TECH, INC.
Attn: Andrew Parker
10306 EATON PL STE 340
FAIRFAX VA 220302201

CODE 198549560 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. 68HERC20D0016
68HERC21F0044

10B. DATED *(SEE ITEM 13)* 11/25/2020

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted , such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation data, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER *(Specify type of modification and authority)* Unilateral - FAR 43.103(b); Administrative Changes

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

DUNS Number: 198549560
This administrative modification is being issued in order to incorporate "Implementation of Section 4 of Executive Order 13950 Combating Race and Sex Stereotyping."
TOCOR: Lareina Guenzel Max Expire Date: 12/02/2024
Payment:
RTP Finance Center
US Environmental Protection Agency
RTP-Finance Center (AA216-01)
109 TW Alexander Drive
www2.epa.gov/financial/contracts
Durham NC 27711
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*

16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
Charles K. Fischer

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA
ELECTRONIC SIGNATURE
(Signature of Contracting Officer)

16C. DATE SIGNED 12/15/2020

NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period of Performance: 11/25/2020 to 09/21/2021				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO. P00002

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO. PR-OW-21-00109

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CAD

CAD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: W136
Cincinnati OH 45268-0001

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

TETRA TECH, INC.
Attn: Andrew Parker
10306 EATON PL STE 340
FAIRFAX VA 220302201

CODE 198549560 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. 68HERC20D0016
68HERC21F0044

10B. DATED *(SEE ITEM 13)* 11/25/2020

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted , such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)* Net Increase: $18,570.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation data, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER *(Specify type of modification and authority)* Unilateral - Option Exercise

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

DUNS Number: 198549560
This modification is being issued to exercise optional Line Item 1002, Task 6. Task 6 has a total Firm-Fixed Price value of of $18,570.00.
TOCOR: Lareina Guenzel
LIST OF CHANGES:
Reason for Modification: Exercise an Option
Total Amount for this Modification: $0.00
New Total Amount for this Version: $18,570.00
New Total Amount for this Award: $66,978.00
Obligated Amount for this Modification: $18,570.00
New Total Obligated Amount for this Award: $66,978.00
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*

16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
Charles K. Fischer

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA
ELECTRONIC SIGNATURE
(Signature of Contracting Officer)

16C. DATE SIGNED 12/23/2020

NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	CHANGES FOR LINE ITEM NUMBER: 1002 Obligated Amount for this Modification: $18,570.00 Exercised option NEW ACCOUNTING CODE ADDED: Account code: 21-22-B-87FM-000BD4-2505-2187ME4006-001 Beginning FiscalYear 21 Ending Fiscal Year 22 Fund (Appropriation) B Budget Organization 87FM Program (PRC) 000BD4 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 2187ME4006-001 Quantity: 0 Amount: $18,570.00 Percent: 100 Subject To Funding: N Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 11/25/2020 to 09/21/2021				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF PAGES
	1	2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00003	See Block 16C		

6. ISSUED BY CODE CAD

CAD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: W136
Cincinnati OH 45268-0001

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

TETRA TECH, INC.
Attn: Andrew Parker
10306 EATON PL STE 340
FAIRFAX VA 220302201

CODE 198549560 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
68HERC20D0016
68HERC21F0044

10B. DATED *(SEE ITEM 13)*
11/25/2020

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted , such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation data, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER *(Specify type of modification and authority)* FAR 43.103(b) Unilateral; Administrative Changes

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

DUNS Number: 198549560
TOCOR: Lareina Guenzel
The Reason for this Modification is to 1) implement Section 10 of Executive Order 13985, 2) update contract buyer, and 3) update contract officer.

1) The Reason for this Modification is to implement Section 10 of Executive Order 13985, which revokes previously issued Executive Order 13950 of September 22, 2020 (Combating Race and Sex Stereotyping). As a result of this revocation, Executive Order 13950, as incorporated to this Task Order by Modification P00001, is hereby removed from the Task Order and rendered obsolete.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
		Keith Pfeffer	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA ELECTRONIC SIGNATURE *(Signature of Contracting Officer)*	16C. DATE SIGNED 03/15/2021

NAME OF OFFEROR OR CONTRACTOR
TETRA TECH, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	2) Buyer changed from Charles K. Fischer to Earnest Forrest 3) Contracting Officer changed from Charles K. Fischer to Keith Pfeffer Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 11/25/2020 to 09/21/2021				