ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER: 09/21/2017

2. CONTRACT NO. (If any): EP-C-16-008

3. ORDER NO.: 0007

4. REQUISITION/REFERENCE NO.: See Schedule

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

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

7. TO: William J Arnold
a. NAME OF CONTRACTOR: GREAT LAKES ENVIRONMENTAL CENTER, INC.
b. COMPANY NAME:
c. STREET ADDRESS: 739 HASTINGS STREET
d. CITY: TRAVERSE CITY
e. STATE: MI
f. ZIP CODE: 496863458

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:

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: Destination

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

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date): 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: 800884181 TOCOR: Sarah Lehmann Max Expire Date: 05/26/2021 Continued ...					

18. SHIPPING POINT:

19. GROSS SHIPPING WEIGHT:

20. INVOICE NO.:

17(h) TOTAL (Cont. pages): $269,565.00

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: (b)(4)

22. UNITED STATES OF AMERICA BY (Signature): 09/21/2017
ELECTRONIC SIGNATURE

23. NAME (Typed): Sandra Stargardt-Licis
TITLE: CONTRACTING/ORDERING OFFICER

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/21/2017	EP-C-16-008	0007

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 Period of Performance: 09/21/2017 to 01/31/2018					
0001	Base Period: Provide Services in accordance with the attached Performance Work Statement. This task order award is a result of RFP PR-OW-16-00684 Level of Effort: 767 Hours Requisition No: PR-OW-17-00387, PR-OW-17-00486, PR-OW-17-00515 Delivery: 05/17/2017 Accounting Info: 17-18-B-10P00WL-202BE2-2505-1710PJR503-001 BFY: 17 EFY: 18 Fund: B Budget Org: 10P00WL Program (PRC): 202BE2 Budget (BOC): 2505 DCN - Line ID: 1710PJR503-001 Funding Flag: Partial Funded: (b)(4) Accounting Info: 17-18-B-87FN-202BD4X22-2505-1787TE7009-001 BFY: 17 EFY: 18 Fund: B Budget Org: 87FN Program (PRC): 202BD4X22 Budget (BOC): 2505 DCN - Line ID: 1787TE7009-001 Funding Flag: Partial Funded: (b)(4) Accounting Info: 17-18-B-87FT-202BD4X22-2505-1787TE7009-002 BFY: 17 EFY: 18 Fund: B Budget Org: 87FT Program (PRC): 202BD4X22 Budget (BOC): 2505 DCN - Line ID: 1787TE7009-002 Funding Flag: Partial Funded: (b)(4) Accounting Info: 17-18-B-87FM-202BD4XPQ-2505-1787ME7026-001 BFY: 17 EFY: 18 Fund: B Budget Org: 87FM Program (PRC): 202BD4XPQ Continued ...				269,565.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $269,565.00

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/21/2017	EP-C-16-008	0007

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Budget (BOC): 2505 DCN - Line ID: 1787ME7026-001 Funding Flag: Partial Funded: (b)(4)					
0002	Option Period 1: Base Period: Provide Services in accordance with the attached Performance Work Statement. This task order award is a result of RFP PR-OW-16-00684 Level of Effort: (b)(4) Hours Incrementally Funded Amount: (b)(4) Requisition No: PR-OW-17-00387 Delivery: 05/17/2017 Accounting Info: 17-18-B-87FM-202BD4XPQ-2505-1787ME7026-001 BFY: 17 EFY: 18 Fund: B Budget Org: 87FM Program (PRC): 202BD4XPQ Budget (BOC): 2505 DCN - Line ID: 1787ME7026-001 Funding Flag: Complete Funded: (b)(4)					
0003	Option Period 2: (Option Line Item) 01/31/2019 Delivery: 09/01/2017					
0004	Option Period 3: (Option Line Item) 01/31/2020 Delivery: 09/01/2017					

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

1. EPAAR 1552.237-72 KEY PERSONNEL. (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

(b)(4)

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

(End of clause)

2. EPAAR 1552.217-71 OPTION TO EXTEND THE TERM OF THE CONTRACT-COST-TYPE CONTRACT. (APR 1984)

The Government has the option to extend the term of this contract for **3** additional period(s). If more than **60** days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last **60** days of the period of performance, the Government must provide to the Contractor written notification prior to that last **60**-day period. This preliminary notification does not commit the Government to exercising the option. The Government's estimated level of effort is (b)(4 direct labor hours for the first option period, (b)(4 for the second, and (b)(4) Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended as follows:

Base Period: **09/21//2017 to 01/31/2018.**

Option Period 1: **02/01/2018 to 01/31/2019.**

Option Period 2: **02/01/2019 to 01/30/2020.**

Option Period 3: **02/01/2020 to 04/30/2020.**

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of (b)(4 for the first option period and a new and separate level of effort of (b)(4 for the second option period and a new and separate level of effort of (b)(4) for the third option period.

(c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fee for each option period as follows:

	Option 1	Option 2	Option 3
Estimated cost	(b)(4)		
Fixed fee			
Total	$1,512,964	$1,511,694	$57,284

(d) If the contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows:

Other direct cost item	**Option 1**	**Option 2**	**Option 3**
	(b)(4)		

(End of clause)

3. Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE

Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE- **Base Period**

(a) The estimated cost of this contract is (b)(4)

(b) The fixed fee is (b)(4)

(c) The total estimated cost and fixed fee is $269,564.

Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE- **Option Period I**

(a) The estimated cost of this contract is (b)(4)

(b) The fixed fee is (b)(4)

(c) The total estimated cost and fixed fee is $1,512,964.

Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE- **Option Period II**

(a) The estimated cost of this contract is (b)(4)

(b) The fixed fee is (b)(4)

(c) The total estimated cost and fixed fee is $1,511,694.

Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE- **Option Period III**

(a) The estimated cost of this contract is (b)(4)

(b) The fixed fee is (b)(4)

(c) The total estimated cost and fixed fee is $57,284.

4. Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE

Base Period

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 01/31/2018.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds: See attached sheet.

Option Period 1

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 01/31/2019.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds: See attached sheet.

RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD
CONTRACT NO. EP-C-16-008 Task Order 7

BASE PERIOD - FROM 10/16/17 through 1/31/18

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST PLUS FIXED FEE
Initial Award	(b)(4)	(b)(4)	$ 269,565.00
Total Funded			$ 269,565.00
Total Per Contract			$ 269,565.00
Balance Unfunded			$ -

Option PERIOD I - FROM 2/01/18 through 1/31/19

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST PLUS FIXED FEE
Initial Award	(b)(4)	(b)(4)	$ 513,225.25
Total Funded			$ 513,225.25
Total Per Contract			$ 1,512,964.00
Balance Unfunded			$ 999,738.75

Option PERIOD 2 - FROM 2/01/19 through 1/31/20

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST PLUS FIXED FEE
Initial Award	(b)(4)	(b)(4)	$ -
Total Funded			$ -
Total Per Contract			$ 1,511,694.00
Balance Unfunded			$ 1,511,694.00

Option PERIOD 2 - FROM 2/01/19 through 1/31/20

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST PLUS FIXED FEE
Initial Award	(b)(4)	(b)(4)	$ -
Total Funded			$ -
Total Per Contract			$ 57,284.00
Balance Unfunded			$ 57,284.00

5. Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE

Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE- **Base Period**

The period of performance of this contract shall be from 09/21/2017 through 01/31/2018 inclusive of all required reports.

Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE- **Option Period 1**

The period of performance of this contract shall be from 02/01/2018 through 01/31/2019 inclusive of all required reports.

Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE- **Option Period 2**

The period of performance of this contract shall be from 02/01/2019 through 01/31/2020 inclusive of all required reports.

Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE- **Option Period 3**

The period of performance of this contract shall be from 02/01/2020 through 04/30/2020 inclusive of all required reports.

6. Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Contract-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Sarah Lehmann, Telephone: 202-566-1379, E-mail: lehmann.sarah@epa.gov

Richard Mitchell, Phone: 202-566-0644, mitchell.richard@epa.gov

Contracting Officials responsible for administering this contract are as follows:

Sandy Licis, Phone: 513-487-2006, Email: Licis.Sandy@epa.gov

D'Andre Boulden, Telephone: Phone: 513-487-2079, E-mail: Boulden.DAndre@epa.gov

Performance Work Statement
Solicitation PR-OW-16-00684
EP-C-16-008 Task Order #*07*

A. TITLE: 2018-2019 National Rivers and Streams Assessment: Logistics Support and Training

B. EPA PERSONNEL

Task Order Contracting Officer Representative (TOCOR):

Name: Colleen Mason
Office: Office of Water/Office of Wetlands, Oceans & Watersheds/Assessment and Watershed Protection Division/Monitoring Branch
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460
Telephone: 202-343-9641
E-mail: mason.colleen@epa.gov

Alternate Task Order Contracting Officer Representative (TOCOR):

Name: Richard Mitchell
Office: Office of Water/Office of Wetlands, Oceans & Watersheds/Assessment and Watershed Protection Division/Monitoring Branch
Address: 1200 Pennsylvania Avenue NW (4503T), Washington, DC 20460
Telephone: 202-566-0644
E-mail: mitchell.richard@epa.gov

C. ESTIMATED PERIOD OF PERFORMANCE

Base Period: September 1, 2017 through January 31, 2018

Option Period 1: February 1, 2018 through January 31, 2019

Option Period 2: February 1, 2019 through January 31, 2020

Option Period 3: February 1, 2020 through April 30, 2020

I. BACKGROUND:

The U.S. EPA, states and other partners are planning a survey of the nation's rivers and streams to provide regional and national data on their condition. The National Rivers and Streams Assessment (NRSA) 2018-2019will be designed using state-of-the art survey techniques such that sampling sites are selected at random to represent the conditions of rivers and streams.

Pre-planning documents, subject to change, identify the target population as all streams and rivers, including the Great Rivers, within the 48 contiguous states that have flowing water during the study index period, excluding portions of tidal rivers up to head of salt. The study index

period extends from May to September and is generally characterized by low flow conditions. The pre-planning documents provide the following estimates of sample sizes:

- 2008 sites in the 48 states
- 192 revisit sites
- 200 sites in Tribal lands
- 200 hand-picked sites
- 10 additional sites in Texas
- Unknown number of other potential intensification sites from other states/territories

Field sampling will be conducted by State/Tribal field crews, EPA Regional staff, staff from other federal agencies, and contractors under other contract vehicles (i.e., field sampling is not part of the task order). In the NRSA 2013-2014, 94 field crews collected the samples from the more than 2000 sites. EPA selects the sites and field crews determine the sampling schedules. Although EPA expects States to choose to sample approximately half of the sites in each year, it also is possible and permissible for a State to sample all sites in a single year. For NRSA 2018-2019, some discussion with crews about whether to focus on sites at the beginning of state lists (rather than from the bottom of the list) in year one, may be necessary.

To minimize variability, EPA requires that all partners use the same field sampling protocols. To ensure that the field crews understand the protocols, EPA requires that all crews are trained in the protocols selected for the survey. Most field crews attend a multi-day training session that consists of in-classroom and in-field modules, taught by persons who previously conducted a trial run of the training (i.e., train-the-trainer).

As another step in ensuring that all crews consistently apply the survey's field protocols, each field crew receives an assistance visit during one of their first sampling episodes. Assistance visits are conducted by persons who attended an EPA-sponsored training or served as trainers. By having assistance visits early, the crew can incorporate corrective actions into sampling at the majority of their assigned sites.

Because NRSA will require consistency in sample collection, the contractor shall supply crews with sampling materials. The materials shall include equipment not readily available and supplies that the crews use only once such as sample bottles, gloves, preservation chemicals (some are hazardous), shipping labels addressed to the EPA-contract laboratories, and packaging. In addition to the logistical tasks, the contractor shall track the supplies to ensure that the field crews receive them in a timely manner. Once the field crew collects the samples, the contractor shall track the samples to ensure that they arrive at the appropriate destinations.

II. PURPOSE

The purpose of this task order is to provide logistics and training support to the EPA Office of Water in implementing the NRSA 2018-2019. The types of support required for this project include providing manual development and refinement; planning and conducting training sessions; preparing and distributing materials; providing logistical and technical support for the field sampling crews; tracking field activities and samples; and conducting preliminary data reviews.

III. GOVERNMENT FURNISHED INFORMATION

EPA will post the following references in the NARS SharePoint site https://usepa.sharepoint.com/sites/OW_Community/nars/Contracts/ as they become available. The EPA TOCOR will provide revisions of draft documents.

- Reference 1: National Rivers and Streams Assessment 2018-2019: Integrated Quality Assurance Project Plan. (QAPP)

- Reference 2: National Rivers and Streams Assessment 2018-2019: Field Operations Manual. (FOM)
    - Separate FOM are provided for wadeable and boatable sites.
    - EPA may include an extra water sample for algal toxin analysis and an additional periphyton sample as part of the NRSA 2018-2019

- Reference 4: National Rivers and Streams Assessment 2018-2019: Laboratory Methods Manual. (LOM)

- Reference 6: NRSA 2018-2019 Site Evaluation Guidelines (SEG) - DRAFT
  The site selection and replacement rules are described in the draft SEG. The sample selection includes five separate panels to designate statistical oversample sites to use in replacing sites.

- Reference 7: Field Assistance Visit Checklists used for NRSA in 2013-2014

- Reference 8: NRSA 2013-2014 Field Forms
    - EPA will provide the contractor with paper forms and e-forms versions for 2018-2019 NRSA during the task order's period of performance.

- Reference 9: PowerPoint presentations used for NRSA 2013-2014 trainings

- Reference 10: NRSA 2018-2019 list of probability selected base and replacement sites

IV. GENERAL REQUIREMENTS

In providing support under the tasks described in Section V, the contractor also shall adhere to the following general requirements:

1. Deliverables (see Contract PWS B.1)

Unless specified differently in the PWS or technical direction (per Contract Clause H.12), the contractor shall provide deliverables as electronic files transmitted by email.

Memoranda shall be placed on company letterhead and the subject line shall include the phrase "EPA Contract EP-C-16-0XX". When transmitting deliverables by email, subject headers should include the contract, task order, and deliverable description (e.g., "EP-C-16-0XX TO01: QAPP Signature Pages").

All electronic files shall be clearly named using the survey abbreviation "NRSA," a logical abbreviation for the name of the document (e.g., QAPP), the contractor name (abbreviated), and the date of edits to assist in version control (ex: NRSA_QAPP_ XX_YYYYMMDD). Final versions shall be provided to EPA in both the original format (e.g., Word, PowerPoint) and PDF versions (if necessary, EPA will modify the files to be Section 508 compliant).

Unless specified differently by the EPA TOCOR in technical direction (per Contract Clause H.12), the contractor shall ensure that documentation is created using Agency standard software formats (e.g., Microsoft Office) to facilitate EPA use and review.

2. Meetings (see Contract clause C.2)

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

The contractor shall immediately alert the EPA TOCOR to any anticipated event under the task order which may result in incurring an estimated $20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA TOCOR will then prepare internal approval paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event.

V. SCOPE OF WORK

Task 1. Monthly progress reports (See Contract Attachment 3; PWS C.3)

The contractor shall manage the Task Order (TO) and submit monthly progress and financial reports prepared and submitted in accordance with the contract clause, Contract Attachment 3, Reports of Work. The monthly progress and financial reports shall be broken out by task. The monthly progress report shall include project status, expenditures to date, unexpected problems or concerns, lessons learned, QA/QC activities, and next steps. The contractor also shall brief the TOCOR on progress during periodic (e.g., weekly) teleconferences during periods of intense activity.

Deliverables and Schedule under Task 1:

Task	Deliverable	Due
1	Progress and financial reports	Monthly

	Calls with EPA	Per written technical direction (per Contract Clause H.12)

Task 2. Quality Assurance (Contract PWS B.2)
Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall address the QA requirements of this task order by adhering to the requirements and procedures identified in:

- The contractor's customized Quality Management Plan incorporated into this NARS contract;

- NRSA QA documents which document how quality assurance and quality control will be applied to the collection of environmental data for the survey. The documents relevant to support in this task order are:
  - NRSA 2018-2019 Quality Assurance Project Plan (QAPP)
  - NRSA 2018-2019 Field Operations Manual (FOM)
  - NRSA 2018-2019 Site Evaluation Guidelines (SEG)

  The NRSA 2018-2019 QA documents will be evolving throughout the task order. Through its support in Task 3, the contractor shall be integral to the document evolution, and may be aware of EPA's revisions before they are approved by the EPA Quality Assurance Officer (QAO). It is critical that, as it reviews EPA's draft revisions, the contractor verifies that its own performance and previous deliverables are consistent with the requirements in the ever-evolving QAPP and FOM. The contractor shall notify the EPA TOCOR immediately if it identifies areas where performance and previous deliverables are not consistent with the revisions being made to the 2018-2019 QAPP, FOM or other documents. The contractor also shall notify the EPA CO and TOCOR if the changes will impact task order costs. The EPA CO will determine whether any modifications to the contractor's performance and/or previous deliverables will be necessary, which may require a modification to the task order.

- Requirements in the other tasks such as:
  - Checklists to ensure that the assistance visits provide thorough evaluations of the field crew's performance (Task 5) and field kits contain the appropriate supplies (Task 7).
  - Soliciting feedback from participants about the training sessions (Task 5).

As demonstration of the contractor's:

a. Commitment to adhere to the NRSA 2018-2019 QAPP, the contractor's survey staff shall sign the page "Review & Distribution Acknowledgment and Commitment to Implement" ("signature page") in the introductory section of the approved QAPP. Survey staff include the contractor's Quality Assurance Officer; Task Order Leader; persons coordinating field operations; trainers and persons conducting assistance visits under Task 5; and other appropriate contractor and subcontractor personnel and consultants involved in survey operations (e.g., does not include budget tracking staff). Each person shall sign, at a minimum, two versions of the document:

   i. The first version approved by EPA's Quality Assurance Officer.

      The contractor shall continue to work on tasks 1, 2, 3, 4, 5.1, 5.2, 5.3a, 5.3.b, 5.4.a, 5.7.a, 6.a, 6.b, 6.c.vii and 7.1 while the QAPP is being developed and reviewed. Prior to working on any other task, the contractor must provide a copy of the signature page to the EPA TOCOR. The contractor may work on other tasks only if the EPA TOCOR issues technical direction (per Contract Clause H.12) that transmits a waiver from the EPA QAO.

   ii. Any other versions of the QAPP approved by EPA's QAO during the task order's period of performance. EPA expects a minimum of one revision.

b. Implementation of QA in performing the other tasks in this Performance Work Statement, the contractor shall document its QA activities as follows:

   i. Reports of relevant QA activities in any deliverable. All QA documentation prepared under the task order shall be considered non-proprietary.

   ii. Monthly reports of QA activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the NRSA QAPP, and corrective actions taken. The contractor shall include the QA report with the monthly progress report. In addition, the contractor shall immediately bring to the attention of the TOCOR, any QA problems that may affect the conduct of the tasks or the project, with recommendations for corrective actions.

   iii. If any revision to the QAPP would affect ongoing work or necessitate revisions to previously provided deliverables, the contractor shall immediately notify the EPA TOCOR before implementation.

c. Commitment to continuous quality improvements, the contractor shall provide a summary of "lessons learned" based upon its support to the other tasks. EPA will use this information to improve operations in future rivers and streams surveys. The contractor shall incorporate EPA comments into revised versions.

d. Unless the TOCOR grants an exception, the contractor shall refrain from publishing findings based upon work conducted under this task order. This restriction shall remain in effect until EPA provides public access to the data.

Deliverables and Schedule under Task 2:

Task	Deliverable	Due
2a.	Signature pages for approved 2018-2019 QAPP	QAO and TOL signature pages within 5 working days after receiving copy of page with EPA's QAO signature. Signature pages for other staff must be provided within 5 working days of their assignment to the task order.
	Signature page for revised QAPP	5 working days after receiving QAO-approved revision from EPA
2.b.i	Documentation of QA activities	With deliverables
2.b.ii	Monthly reports of QA activities	With monthly progress report
2.b.iii	Notification of projected impact due to QAPP revision	Immediately upon identification of issue
2.c	Memorandum 1 with lessons learned from NRSA 2018 planning and field season	November 15, 2018. Revisions within 5 work days.
	Memorandum 2 with lessons learned from NRSA 2018 and 2019 planning and field seasons	November 15, 2019. Revisions within 5 work days.

Task 3. Documentation (See Contract PWS C.1.e)
The contractor shall provide technical review for the following documentation:

3.1 Manuals
EPA will provide draft versions of the NRSA 2018-2019 QAPP, Field Operations Manual (FOM), Site Evaluation Guidelines (SEG), and Laboratory Operations Manual (LOM). The contractor shall provide technical review, editing, formatting, and graphical support for the manuals to ensure that the final drafts have the following features:

i. Methods and procedures are described in logical, easy to follow, series of steps and technically correct.
ii. Text does not contain typographical and grammatical errors.
iii. Basic organization structures include, but are not limited to:
    - Table of Contents,
    - Headers/footers,
    - Sequential pagination
    - Sidebars and "highlights"
    - Version control
    - References.

iv. EPA-supplied graphics are included. The contractor shall, if appropriate, make recommendations about potential improvements to graphics, but the contractor shall reformat EPA's graphics only if the EPA TOCOR provides technical direction (per Contract Clause H.12) with the specifications.
v. Contractor-generated graphs and charts are included that conform to EPA's mockups.
vi. High quality graphics and photographs are formatted in JPEG or TIFF format (300 dots per inch or higher).
vii. Graphics and photographs include captions and photo credits.
viii. Each subsequent version incorporates all of EPA comments, unless the TOCOR agrees to the change.
ix. Consistency exists within and between documents.
    - The contractor shall perform the within document review (e.g., text matches information in tables) for every version.
    - The contractor shall perform the between document review three times: once prior to EPA's demonstration of methods (in late 2017); and twice as identified in technical direction (per Contract Clause H.12) from the EPA TOCOR (most likely after the train-the-trainer session in spring 2018).
x. Format is consistent with the EPA Style book http://www.epa.gov/stylebook/.

3.2 Quick Reference Guide

The contractor shall develop the Quick Reference Guide(s) (QRG) based on the 2018-2019 draft Field Operations Manual(s) (FOM) and the QRG that was used in NRSA in 2013-2014 (Attachment 7). The contractor shall provide a separate QRG for wadeable and boatable sampling. Note: In contrast to Task 3.1, EPA does not intend to provide a draft QRG to the contractor. Instead, the contractor shall draft the QRG using the NRSA 2013-2014 QRGs as a guide and incorporating procedures from the 2018-2019 FOM and QAPP. The QRG shall not be a 'cut and paste' of tables and charts from the 2018-2019 NRSA FOM, but rather a document that effectively and succinctly provides crews with key information on methods. The contractor shall discuss revisions to the QRG with EPA and:

a. Provide an initial draft of the NRSA 2018-2019 wadeable and boatable QRGs.
b. Make recommendations for revisions up to 10 times, including revisions incorporating findings from:
    - Initial EPA TOCOR reviews;
    - Testing of the FOM at the Field Demonstration Project in 2017;
    - Testing at the train-the-trainer session in 2018; and
    - Lessons learned from the field sampling season in 2018.
c. Format contact information so that it is easy to find in the document, and verify that the contact information is correct.

d. Recommend changes for revision at the conclusion of the 2019 sampling season. The contractor shall incorporate the changes accepted by the EPA TOCOR.

3.3 Field Forms

The contractor shall review and recommend revisions to the draft field forms including, but not limited to, data forms, tracking forms, supply request forms. (EPA will revise the field forms.) In particular, the contractor shall evaluate two types of field forms:

a. Paper forms designed for handwritten observations. At a minimum, the contractor shall assess the paper forms for:
    - Appropriateness for the field sampling methods and protocols under consideration;
    - Consistency with the FOM;
    - Practicality for field crews collecting the information;
    - Unnecessary redundancies in the information (e.g., Site ID should appear on every page, but the site characteristics generally should appear on only one page);
    - Purpose for each data element (e.g., data elements should be used for specific purposes such as tracking or data analysis; all others should be identified for possible exclusion by EPA).
b. Electronic forms provided by EPA. At a minimum, the contractor shall assess the extent to which these forms:
    - Appropriately capture required information from field sampling;
    - Capture the same information as the paper forms (i.e., the two forms should collect the same information, although the format and appearance will differ);
    - Are consistent with the FOM;
    - Are practical for field crews collecting the information; and
    - Identify any bugs or glitches noted while reviewing

Deliverables and Schedule under Task 3:

Task	Deliverable	Due
3.1	a. Mark-up of documents, noting differences and inconsistencies with previous versions and/or other supporting documents	10-20 working days, per technical direction (per Contract Clause H.12).
	b. Revised documents that incorporate all EPA comments	5-10 work days, per technical direction (per Contract Clause H.12), depending on complexity and schedule requirements.
3.2	a. Quick Reference Guide Initial Draft	10-15 work days, per technical direction (per Contract Clause H.12)
	b. Quick Reference Guide Revisions	Per technical direction (per Contract Clause H.12), 5 working days after TOCOR review, field demonstration project, and train-the-trainer session. 10-20 work days after the final sampling event in 2018. Otherwise, per technical direction (per Contract Clause H.12), within 1 to 5 working days depending on complexity and schedule requirements.
	c. Contact information	With initial draft of QRG and with revisions

Task	Deliverable	Due
	d. Mark-up with recommended changes in QRG at the conclusion of the 2019 sampling season	10-20 work days after the final sampling event in 2018, per technical direction (per Contract Clause H.12).
3.3	a. Mark-up with recommended changes in field forms	10 working days after receiving technical direction (per Contract Clause H.12)
	b. Email with outcome of testing field forms with any recommended changes	5-10 working days after receiving the first electronic version of field forms. 1-5 working days after receiving subsequent versions, depending on extent of revision and schedule implications.

Task 4. Method Development and Demonstration Project (See Contract PWS C.1.c, C.1.d, and C.1.f)
The contractor shall support EPA in evaluating methods and protocols for gathering field samples. EPA expects that similar methods and protocols will be used for NRSA in 2018-2019 as were used for NRSA in 2013-2014, with the changes mentioned in Section III above or other as identified by EPA.

4.1 Evaluate Methods
This is intended to be a minor task that focuses on one or two indicator parameters with readily available information about sampling methods. Upon receiving technical direction (per Contract Clause H.12) from the EPA TOCOR, the contractor shall:

a. Research and evaluate methods of specimen collection in terms of time required to perform, practicality under a variety of conditions, and ability to provide reproducible results.
b. Consider probable biases and sources of error due to sampling methods under consideration and recommend modifications to minimize error.
c. Evaluate the practicality of the methods for field sampling in a variety of conditions.
d. Evaluate the most appropriate storage methods for the sample in the field and at the lab(s).

4.2 Demonstration Project
The contractor shall provide logistical support and sampling expertise for one 1-3 day demonstration project within EPA Region 3, Region 4, Region 6, or Region 9. EPA will send approximately 3-8 staff to participate in the demonstration project and there is the potential that 1 or 2 state representatives will participate. The demonstration project is intended to be a trial run to identify weaknesses in all field methods and documents, so that appropriate revisions can be adopted before the train-the-trainer session. The demonstration project shall most likely occur in fall 2017 as early preparation for the 2018 sampling season. (EPA does not intend to conduct another demonstration project before the 2019 sampling season because

the methods and documents will be essentially the same for both seasons.) The contractor shall:

a. Recommend possible locations that have appropriate sites, with available conference rooms at a federal or state building (if necessary, commercial facilities are an option if the EPA TOCOR accepts the location). States often volunteer sites and facilities for the demonstration project, so the contractor shall only provide this support if identified in technical direction (per Contract Clause H.12) from the EPA TOCOR.
b. Coordinate with appropriate entities (e.g., state authorities) to schedule the sampling site selected by the EPA TOCOR and obtain any necessary facilities (e.g., portable toilets), landowner approvals and permits. EPA may determine that it is more efficient for EPA or the state to make these arrangements, so the contractor shall only provide this support if identified in technical direction (per Contract Clause H.12) from the EPA TOCOR.
c. Provide appropriate sampling equipment and materials.
d. Provide staff (up to 4 people) to conduct the demonstration project with EPA. To the extent possible, align these staff with those who will be trainers under Task 5.

Deliverables and Schedule under Task 4:

Task	Deliverable	Due
4.1a-d	Email with findings	10-20 working days, per technical direction (per Contract Clause H.12).
4.2.a	Email with possible locations	10 working days after receiving technical direction (per Contract Clause H.12) with possible dates for the demonstration project. (EPA TOCOR will coordinate with the contractor on the dates.)
4.2.b	Confirmation of booking/approvals	5 working days after receiving technical direction (per Contract Clause H.12) with the preferred location.
4.2.c	Sampling equipment and materials	At demonstration project
4.2.d	Field sampling staff	At demonstration project

Task 5. Field Crew Training (See Contract PWS C.1.g and C.3.e)
For each sampling season, the contractor shall organize and conduct training for the field crews. Training includes train-the-trainer, webinars, field crew sessions, on-site training, assistance visits, and remote assistance. The contractor shall support EPA, as described in the following subtasks. Trainers shall consist of members of EPA ORD, EPA Regions and Headquarters, and/or State employees; and contractor staff. The EPA TOCOR must review and accept all training sites, schedules, and trainers.

5.1 Locations

If the EPA TOCOR specifies in technical direction (per Contract Clause H.12), for each train-the-trainer and field crew training session of approximately 35-50 people, the contractor shall identify available federal government buildings with suitable classroom capabilities. If none are available or suitable, the contractor shall identify alternatives. With suitable justification, the EPA TOCOR will consider other alternatives (e.g., commercial facilities, state government buildings). In identifying suitable locations, the contractor shall coordinate with appropriate parties (e.g., EPA Regional Coordinator). The location also must be:

- Relatively convenient for most attendees;
- Available at a date/time convenient for EPA, trainers, and participants;
- Close to appropriate sites to demonstrate the field sampling techniques;
- Low cost; and
- Available at an appropriate time before the start of the region's sampling season (e.g., state crews might start later in Maine compared to Florida).

Deliverables and Schedule under Task 5.1:

Task	Deliverable	Due
5.1	Email with list of proposed locations and justification	10-40 working days, per technical direction (per Contract Clause H.12), depending on the number of training sessions to be scheduled at that time.

5.2 Logistics

After receiving the EPA TOCOR's acceptance of the training sites, the contractor shall:

a. Book the sites and obtain any necessary facilities (e.g., portable toilets), landowner approvals, equipment (e.g., boats, electrofishing gear, etc. if training attendees are not able to bring enough) and permits for field sampling.
b. Verify with attendees how many people can fit in each boat comfortably for training purposes, whether the boat can have people from outside organizations and whether there are any other special requirements (sign a waiver, etc).
c. Provide a list of trainers to the EPA TOCOR for review and acceptance. In identifying trainers for the different modules (see Reference 9 for NLA 2013-2014 training materials), the contractor shall:
    i. Include EPA staff and State and regional experts to the extent possible, depending on their availability and level of expertise. The list shall briefly describe each non-EPA person's experience and/or education; identify sessions for which the person would teach; and other relevant information.
    ii. Identify up to four contractor trainers for each training session, depending on the availability of EPA and state staff. So that they can provide expert guidance and assistance during the training, the contractor trainer staff shall be fully trained in a wide range of field protocols for chemical sampling, biological sampling, habitat sampling, site evaluation, sample shipping procedures, and safety. In addition, the contractor trainer staff shall possess sufficient knowledge about the NRSA field protocols to provide guidance and assistance to the participants.

iii. Confirm that all trainers for field crew sessions attended the train-the-trainer session and are knowledgeable in the NRSA procedures.

d. Register the participants. In refining the list, the contractor shall coordinate with other parties (e.g., Regional Monitoring Coordinator), as appropriate.
e. Arrange for logistics and costs of travel, lodging and accommodations for non-federal employees serving as trainers. (Participants and federal employees must provide their own travel and accommodations.)
f. Coordinate all other necessary logistics associated with the training.
g. Report, each month, on any associated training costs (e.g., labor hours, rentals, supplies, travel) broken out by training event using the template provided by the EPA TOCOR.

Deliverables and Schedule under Task 5.2:

Task	Deliverable	Due
5.2.a	Confirmation of booking and approvals/permits	5 working days after receiving technical direction (per Contract Clause H.12) with EPA preferred locations for a particular training event; or 5-20 working days for multiple trainings.
5.2.b	List of potential trainers with summary of qualifications	20 working days prior to the training session. (Once the EPA TOCOR accepts a trainer, no review/acceptance is required for his/her support at other training sessions.)
5.2.c	Email with list of persons wishing to attend training session, but are not field crews	Within 1 working day of request
	Final list of participants	5 working days after conclusion of training session
5.2.d	Details of travel for non-federal trainers	With list of potential trainers.
5.2.e	Other logistics	As needed.
5.2.f	Training costs spreadsheet	Updated monthly, at the same time as the progress report.

5.3 Webinars

The contractor shall develop and present up to three sets of 2-hour webinars before each sampling season. Topics for potential webinars include:

A) An introduction to the NRSA training sessions in Task 5.4 (i.e., offered to persons planning to attend the training sessions that describes the basics of the survey including indicators, methods, crew supplied materials etc.); and

B and C) Up to two different webinars to demonstrate and discuss specific protocols (e.g. site evaluation, eforms) where additional training information would benefit field crews.

The contractor shall present each webinar up to three times before each sampling season. Because EPA has readily available web conferencing capabilities, the EPA TOCOR will arrange for the webinar connections from which the contractor can host remotely. In supporting the webinars, the contractor shall:

a. Draft the agendas, materials, and presentations. The agendas shall include opportunities for questions and answers. The contractor shall incorporate comments from the EPA TOCOR into the final versions. Each webinar within a set shall have virtually the same agenda, except minor improvements based upon performance during previous webinars and specialized content for the specific logistics of that training. Minor revisions such as typos, date changes, and trainer identifications do not need to be reviewed by the EPA TOCOR. All other changes must be reviewed and accepted by the EPA TOCOR.
b. Schedule the webinar at a time prior to the training session that is convenient for attendees and trainers. In most cases, it is likely to be scheduled during the calendar weeks before regional training sessions. The contractor shall coordinate with the appropriate parties to propose a date and time to the EPA TOCOR for review and acceptance. Then, the contractor shall notify the participants of the date and time of the webinar.
c. Distribute, by email or file exchange, the agendas, materials, QAPP, SEG, FOM, and presentations to the participants prior to the webinar.
d. Confer with the EPA TOCOR on technical issues, as necessary.
e. Conduct the webinar.
f. Distribute any follow-up materials as necessary.

Deliverables and Schedule under Task 5.3:

Task	Deliverable	Due
5.3.a	Draft agendas/other materials by email to EPA TOCOR	15 working days prior to the first webinar. Revisions within 5 working days.
5.3.b	Email with proposed date/time	10 working days prior to the proposed date.
5.3.c	Agendas/other materials by email to participants	1 working day prior to the session
5.3.d	Discuss technical issues with EPA (verbal or email)	2 working days prior webinar
5.3.d	Conduct webinar	Date and time must be accepted by the EPA TOCOR
5.3.e	Follow-up materials	1-5 working days per technical direction (per Contract Clause H.12), depending on complexity of issues

5.4 Training Sessions

For the train-the-trainer and field crew training sessions, the contractor shall facilitate the classroom and field training modules and provide all necessary logistics. (Participants and federal employees must provide their own travel between the classroom and field locations.) For each field sampling season, the contractor shall support one train-the-trainer session (for costing purposes, assume the training will be in Region 4, Region 6, or Region 9) and 9 regional training sessions (i.e., one per region with the exception of Region 2). Each training session will be 4 days in duration. However, the contractor's trainers shall plan on 5-6 days for each session to allow for travel; pre-training preparation and coordination; and post-training assessment of the training and crew capabilities. The contractor shall:

a. Revise the agenda and PowerPoint presentations from the 2013-2014 NRSA training sessions to be consistent with the 2018-2019 FOM and SEG. Incorporate comments from the EPA TOCOR into revisions. Minor revisions such as typos, date changes, trainer replacements do not need to be reviewed by the EPA TOCOR. All other changes must be reviewed and accepted by the EPA TOCOR.
b. Distribute the following at the training:
   i. The agenda. (The PowerPoint presentations do not need to be distributed in paper form.)
   ii. Field crew identification codes that will be used during the training session and throughout the field sampling seasons for all forms and communications. To be consistent with EPA's database requirements, field crew IDs must contain 3 alphanumeric characters (e.g., MD1) and be standardized based on state, contractor crew, or tribe abbreviations. Although individual members of a crew may change, the field crew ID only changes when the field crew leader changes.
   iii. Examples of field forms on rite-in-rain paper, provided by the NARS Information Management (IM) staff to the contractor for distribution, to each participant.
   iv. FOM to each participant. The FOM shall be printed on regular copy paper in black and white and bound. If the printing limits in Contract Clause H.2 are likely to be exceeded for any document (e.g., QAPP), the contractor shall notify the EPA TOCOR at least two months prior to reaching the limits. (EPA will then arrange for the EPA print shop to provide the copies.)
   v. QRG to each field crew. The QRG shall be printed in black and white, laminated, coded by section with tabs or colored paper (e.g., checklists, site information, water chemistry, etc.) and bound for field use (e.g. three-ring binder). If the printing limits in Contract Clause H.2 are likely to be exceeded for any document (e.g., QAPP), the contractor shall notify the EPA TOCOR at least two months prior to reaching the limits. (EPA will then arrange for the EPA print shop to provide the copies.)
   vi. Base kit (to be used throughout field seasons) and site kit (for the training field day) to each field crew (or each group that will perform as a team during the training). The base kit will include the Quick Reference Guide (see 5.4.b.v). The contractor shall ship base kits to crews following training events if the crews are unable to travel with the kits from the training event.
   vii. Survey to all participants, requesting their evaluation of the effectiveness of the training, including the webinar in Task 5.3. This survey is intended to be an evaluation of the overall training, not a tool for evaluating the contractor's performance.

viii. After the training, the contractor shall distribute, by email, any additional materials (e.g., correction pages, clarification) promised to participants during the training.

c. Facilitate the training sessions.

d. Instruct the modules for which the EPA TOCOR accepted contractor trainers under Task 5.2. For consistency in training, the contractor shall seek to minimize the number of contractor trainers used throughout the survey. Subject to their availability, all potential contractor trainers shall attend the Train-the-Trainer session. Depending on the availability of EPA/state experts, the contractor shall provide 1-4 contractor trainers for each field crew training session (in the cost proposal, assume 4 contract trainers for all sessions other than the Train-the-trainer session for which EPA prefers, but is not requiring, that all potential trainers participate).

e. Obtain a sign-in sheet for each participant documenting which days each person was in attendance (include name of training, location and date of training on the top of the sign-in sheet). Provide a pdf of the sign-in sheet to EPA as well as maintaining a comprehensive list of participants (e.g., in a spreadsheet or other document).

f. Collect QAPP signature pages from the field crew leaders. (During the webinar or through email communication, the crews will be instructed to read the QAPP, SEG and FOM before arriving at the training session.)

g. Provide a short summary of each training session, a review of each field crew's comprehension of the protocols, a summary of participant evaluations, each participant's evaluation form (i.e., survey from 5.4.b.vii above), and any recommended changes. With EPA TOCOR's review and acceptance, the contractor shall incorporate changes to subsequent training sessions.

Deliverables and Schedule under Task 5.4:

Task	Deliverable	Due
5.4.a	Draft agenda and PowerPoint presentations.	15 working days prior to the first training. Revisions within 5 working days.
	Email notification that printing restriction will be reached for a document	Two months prior to reaching the limit
5.4.b	Agenda base kits, site kits, forms, etc.	At the appropriate time during the training sessions with follow-up materials in 1-5 working days per technical direction (per Contract Clause H.12).
5.4.c	Facilitate the training	At the training. Date and time must be accepted by the EPA TOCOR under Task 5.2.
5.4.d	Instruct sessions	At the training. Trainers accepted by EPA TOCOR under Task 5.2.
5.4.e	Sign-in sheets (pdf of actual signatures/initials) and electronic list of participants (e.g. spreadsheet)	Provide pdf within 3 working days after the training ends; update spreadsheet within 3 working days

Task	Deliverable	Due
		of the training and make available to EPA.
5.4.f	pdf file with scanned QAPP agreements	3 working days after the training session ends. Then on a rolling basis as they are received from crews. Originals per technical direction (per Contract Clause H.12) from EPA TOCOR.
5.4.g	Email summary	5 working days after the training session ends.

5.5 On-Site Training

For field crews unable to attend the field trainings, the contractor shall conduct on-site training before or when the field crew conducts its first sampling event. The contractor shall provide up to 10 individualized trainings in 2018 and in 2019 (for a maximum of 20 individualized trainings). These 1-2 day on-site trainings are likely to include Tribal representatives and state crews. The contractor shall consult with the crew and/or other parties identified by the EPA TOCOR to determine an appropriate date for the training and convey this information to the EPA TOCOR for acceptance.

The on-site trainer must have previously conducted one or more of the multi-day field trainings and must be proficient in all of the training modules. The trainer is responsible for providing his or her own field gear sufficient to accompany the field crew (e.g., protective clothing, sunscreen, insect repellent, hat, water bottle, food, back pack, cell phone).

Deliverables and Schedule under Task 5.5:

Task	Deliverable	Due
5.5	On-site training	Date and time accepted by EPA TOCOR prior to training

5.6 Field Assistance Visits

Each field crew will require 2 assistance visits: 1 for a wadeable site and 1 for a boatable site. The contractor shall conduct up to 70 field assistance visits in 2018 and in 2019 (for a maximum of 140 field assistance visits) to field crews identified, or accepted, by the EPA TOCOR. To the extent possible, the contractor shall conduct the assistance visit during one of the first five sites sampled by the field crew. When possible, the contractor shall perform the wadeable and boatable site assistance visits with a given crew on one trip (e.g., wadeable site one day and a nearby boatable site the next to minimize travel costs). The contractor may conduct on-site training and the field assistance visit simultaneously. EPA will provide the checklist for the assistance visits. The contractor shall:

a. Assign one person to perform each assistance visit. The contractor shall provide a staff person who attended one of the training sessions. The staff person shall bring appropriate field gear (e.g., protective clothing, sunscreen, insect repellent, hat, water bottle, food, back pack, cell phone). During the assistance visit, the contractor's staff person shall

ensure that protocols are being implemented as specified in the FOM and measurement data are meeting data quality specifications. Upon completion of evaluation, the contractor's staff person shall review the results of the evaluation with the field crew. The review shall identify positive practices and any deficiencies that would adversely affect data quality.

b. Provide completed AV checklists to the EPA TOCOR.
c. Identify any issues/concerns in an email to the EPA TOCOR.

Deliverables and Schedule under Task 5.6:

Task	Deliverable	Due
5.6.a	Assistance visit	Date and time to be arranged directly with field crew contact or via EPA TOCOR and approved by EPA TOCOR.
5.6.b	Completed checklist	2 working days after the assistance visit
5.6.c	Email with issues and concerns	1 working day of identifying issue/concern

5.7 Remote Assistance

During the two field seasons, the contractor shall provide remote assistance that includes troubleshooting support, guidance, and other support to field crews when they encounter problems. The contractor shall:

a. Provide EPA with a draft plan for the remote assistance. The plan shall be considered a living document that the contractor revises as necessary after receiving EPA TOCOR review and acceptance of the revisions. The contractor shall incorporate comments from the EPA TOCOR. At a minimum, the draft plans must include:
   i. Staffing plans and personnel qualifications
   ii. Remote assistance mechanisms (e.g., phone line, email address)
   iii. Measures to ensure that each call/email is addressed in a timely manner (e.g., while the crew is in the field for site-specific questions)
   iv. Protocols that shall ensure accurate and consistent responses that adhere to the FOM to the extent possible. The protocols shall describe the process for assigning questions to the appropriate experts and ensuring timely responses. EPA expects that some questions will require responses from:
      1. A contractor trainer (Task 5.4) who has expertise in the appropriate field sampling technique; OR
      2. EPA staff with the appropriate expertise.
   v. Typical issues that arise during field sampling and draft responses
   vi. Procedures for distributing guidance, additional materials, and other clarifications to the entire network of field crews to allow for consistency and continuity in field operations
   vii. Draft spreadsheet that the contractor shall use to record such incidents as:

- FOM, SEG, and QAPP deviations with an assessment of their potential impact to the data values for each instance
- Unusual situations with an assessment of their potential impact to the data values for each instance

b. Implement the plan during the field sampling seasons.
c. Facilitate and provide technical support for up to 15 regularly scheduled conference calls throughout each field season (up to 30 calls total). These calls will allow field crews to ask questions; will allow EPA or the contractor to clarify methods or procedures; and will allow for continuing dialogue between the field crews and NRSA coordinators. The contractor shall provide email summaries of the items of interest to field crews and other interested parties. The contractor shall follow the procedures for remote assistance (item 5.7.a above) for determining if and how other issues should be documented. The EPA TOCOR will schedule and obtain the teleconference line for these calls.
d. For any substantive deviation from the FOM/SEG/QAPP and/or situations requiring EPA intervention, the contractor shall summarize the situation, with appropriate identifications (e.g., field crew, site identification, sample number), potential impact on the data, in a spreadsheet.
e. For any situation requiring EPA intervention or guidance, the contractor shall summarize the situation for the EPA TOCOR in an email or phone call.

Deliverables and Schedule under Task 5.7:

Task	Deliverable	Due
5.7.a	Draft plan	Initial draft: 1 month after the demonstration project. Second draft: 10 working days after receiving EPA TOCOR comments Final draft: 1 month after 2018 field sampling season ends. Final version: 1 month after 2019 field sampling season ends. Throughout field sampling seasons, revisions sent to EPA TOCOR for review and acceptance.
5.7.b	Implement plan	Throughout field sampling seasons
5.7.c	Conference call support and email summary	Biweekly during periods of intense activity (likely to be June-August). Email summaries distributed within 2 working days
5.7.d	Spreadsheet with substantive deviations or issues	One month after each sampling season.
5.7.e	Issues for EPA intervention or guidance	Within 1 working day of identifying the situation

Task 6 Field Supplies and Shipping (See Contract PWS C.3.a, C.3.c)

The contractor shall purchase field supplies (including base and site kits), arrange for equipment repair/replacement and manage shipping operations for the survey. In particular, the contractor shall:

a. Identify materials for the base and site kits (for example: field supplies, instructions, paper copies of field forms, shipping materials, other items shown in the 2018-2019 FOM, or other items identified as necessary) that the contractor will provide to field crews to collect samples and ship, using the contractor's shipping contract, to EPA's contract laboratories. The contractor shall send a list of the materials to the EPA TOCOR for review and acceptance before the contractor purchases them.
b. Evaluate what types of repairs/replacements are needed for NRSA equipment; identify any specialized resources required (e.g., manufacturer or specialty services); and provide EPA with a plan and recommendations. EPA will provide the contractor with information on regional/state/tribal personnel who have indicated that repairs/replacements are needed (the contractor shall identify whether others also need support as part of its plan). All repairs/replacements must conform to the NRSA 2018-2019 specifications for that piece of equipment. After receiving TOCOR review and acceptance, the contractor shall arrange and pay for repair/replacement of equipment already owned by Regions/States/Tribes.
c. Evaluate whether any equipment needs to be purchased (e.g., new crews that do not have NRSA equipment provided by EPA or equipment that is lost or significantly damaged); and provide EPA with a plan and recommendations for purchasing that equipment. This equipment shall be provided to the crews and is not considered government property.
d. Develop procedures (checklists, etc.) for purchase, receipt, and shipping supplies to field crews. The contractor shall revise its procedures in response to the EPA TOCOR comments and actual performance. The procedures shall ensure that materials and supplies are:
    i. What was ordered and identified in the list accepted by the EPA TOCOR. For example, the contractor's procedures should verify that the purchased materials are to the correct specifications such as the correct size, type of container, etc.
    ii. In good shape and included in the base and site kits. The procedures must include an independent check of 10 percent of the kits to verify that all supplies have been included. For each kit selected, the verification must be conducted by someone other than the person who packed it.
    iii. Recycled to the extent possible. For example, coolers without any cracks can be reused in future EPA projects. At some later time, the EPA TOCOR will provide a list of supplies that the states have retained from previous surveys (e.g., NLA base kits, NLA supplies) that can be used for NRSA sampling. The procedures shall describe a process for identifying, and, as appropriate, collecting excess sampling materials from field crews for possible reuse. At the conclusion of the task order, the contractor shall physically transfer the supplies to another location identified by the EPA TOCOR in technical direction (per Contract Clause H.12). When appropriate, the contractor shall obtain the necessary paperwork to track property transfers.
    iv. Received in a timely manner and adhering to special requirements (e.g., preservatives for chlorophyll a samples, wet ice). The procedures must be viable for sites around the country.

e. The contractor shall purchase approved supplies (see 6.a., 6.b., and 6.c.,) in accordance with the procedures developed in 6.c.
f. The contractor shall apply its procedures, provide storage, and implement a shipping contract for survey operations for the following:
    i. Site kits to the field crews that submit a request to the NRSA's Supply Request system.
    ii. Last minute replacements of base kits supplies as reviewed and accepted by EPA TOCOR.
    iii. Samples from field crews to the applicable laboratories for sample processing, either directly or by way of a central location (i.e., "batch laboratory").
    iv. A batch laboratory to gather and store field and reference/performance samples, except water chemistry samples, and then ship them to the appropriate national laboratories. The shipping arrangements must be consistent with the holding times and guidelines reviewed and accepted by the EPA TOCOR. For water chemistry samples, the contractor shall arrange for shipping directly from the field to the national laboratory to meet the short holding time requirements.
    v. Samples from one laboratory to another, when field crews mistakenly send their samples to the wrong location.
    vi. Return shipment of reusable materials (e.g., coolers) from laboratories to the contractor or batch lab.
    vii. Equipment from regions/states/tribes to repair/replacement locations.

Deliverables and Schedule under Task 6:

Task	Deliverable	Due
6.a	List of base and site kit materials	15 working days after receiving the final list of indicators for the survey.
6.b	Email with plan for state/tribal equipment repair/replacement	15 working days after receiving information on known list of equipment needing repairs/replacement.
6.c	Draft procedures and checklists	5 working days after receiving the EPA TOCOR's revisions and acceptance of the list of materials. Revisions as needed with EPA TOCOR acceptance. Revised versions one month after the end of each sampling season.
	Excess consumable materials	Transfer to location specified by TOCOR in technical direction (per Contract Clause H.12).
6.d	Purchase of base and site kit materials	Within 10 working days after receiving approval in the form of technical direction (per Contract Claues H.12) from the EPA TOCOR

Task	Deliverable	Due
6.e	Site Kits (including field sampling materials)	On or before requested date identified in Supply Request database. EPA TOCOR must be informed of contractor's inability to provide site kits by the date identified in a supply request.
	Replacements	1-10 working days prior to sampling date, depending on when the crew identifies the need.
	Samples	Within holding time requirements specified in the NRSA LOM and/or QAPP, if crew abides by shipping deadlines.
	Repaired/replaced equipment	By start of regional training that the specific crew will attend

Task 7 Tracking (Contract PWS C.3.b, C.3d, C.5)
The contractor shall use a tracking system and provide periodic status reports as described in the following subtasks.

7.1 Tracking System
The contractor shall track the progress of activities related to field sampling. This tracking system could be a series of spreadsheets or some other format based upon, or exported to, Agency standard software (i.e., not the contractor's proprietary system). For the EPA TOCOR's review and acceptance, the contractor shall:

a. Develop a plan for tracking of sites, samples, trainings, field crews, and assistance visits. The plan shall identify any software that will be used and include procedures by which the contractor will verify that the system is current and accurate (e.g., spot checks with other survey partners, automated queries). The plan also shall identify items that will be tracked, including the following items:
    i. Site Evaluation Information: sites sampled (primary, revisits, reference, and others) and reasons for any drops that have been provided via forms
    ii. Sample status (e.g., collected/not collected (and why))
    iii. Train the Trainer & Regional Trainings (e.g., dates, locations, trainers, equipment, attendees, and contact information)
    iv. Field Crew Information (e.g., unique ID for crew, crew leader name, contact information, assistance visit date, approx. # sites, sampling start date, person conducting assistance visit, date crew leader signed QAPP)
    v. Deviations from survey protocols, work-arounds, etc. identified from troubleshooting in Task 5.7 (e.g., site ID, deviation, reason). Where appropriate, these notes should be incorporated into NARS IM via flags.
    vi. Assistance Visits assigned to the contractor. Track field crew ID, point of contact, assigned date, date (planned/actual) of assistance visit, name of person conducting

assistance visit, , trip complete (Y/N), checklist submitted (Y/N), site visited, notes, and any other relevant information.

b. Include procedures in the plan for comparing, and correcting, data for #a.1 and #a.2 between NARS Information Management (IM) and the contractor's tracking systems. This comparison will serve as an important quality assurance check in monitoring the overall status of the survey. All site and sample tracking information must be compared to NARS IM's tracking throughout each field season to make sure that its tracking reflects the proper number of sites. After NRSA 2018-2019 is complete, EPA will use NARS IM's tracking as the official record for the data.
c. Once the EPA TOCOR reviews and accepts it, the contractor shall implement its plan, including any revisions per the EPA TOCOR's technical direction (per Contract Clause H.12).

7.2 Status Reports

The contractor shall use its contacts with the field sampling crews, shipping companies, laboratories, NARS Information Management (IM) staff, and other survey participants to continuously update the tracking system. This tracking shall continue throughout field seasons and after field seasons as field crews continue to send samples to laboratories and field forms to the NARS IM team. Based upon information in the system, the contractor shall:

a. Provide periodic status updates to the EPA TOCOR (e.g., weekly during sampling season). The contractor shall develop a format for the EPA TOCOR's review and comment (the contractor shall incorporate the EPA TOCOR's comments).
b. Notify the EPA TOCOR immediately of any noncompliance with survey protocols, such as untrained crews collecting samples or crew schedule slippage beyond the sampling period.
c. Forward copies of completed Assistance Visit checklists to the EPA TOCOR, or the location designated in technical direction (per Contract Clause H.12). (These are the checklists for assistance visits conducted by non-contractor personnel. Contractor provides its checklists as deliverables under Task 5.6.)
d. Coordinate with field crews and laboratories over any logistical questions that may arise as to status of samples in shipment.
e. Identify any discrepancies between transmittals. The contractor shall first attempt to resolve the discrepancies by using its contacts with the appropriate parties. If the discrepancy cannot be resolved quickly, the contractor shall notify the EPA TOCOR in a timely manner (e.g., notify immediately for discrepancies between sample dates on tracking forms and NARS IM data submitted via the field form APP; wait a day or two while the shipping company searches for missing packages.)
f. Provide copies of the tracking system at the end of the period of performance, and also upon receiving technical direction (per Contract Clause H.12) from the EPA TOCOR.

Deliverables and Schedule under Task 7:

Task	Deliverable	Due
7.1	a/b. Draft tracking plan	3 months after effective date of task order or later per technical direction

Task	Deliverable	Due
		(per Contract Clause H.12). Revisions within 5-10 working days, depending on complexity
	c. Tracking system	Ready for operation 2 months prior to the start of the 2018 sampling season
7.2	a. Periodic updates	Weekly during the sampling season or per technical direction (per Contract Clause H.12)
	b. Email with concerns	Immediately
	c. Assistance visit checklists	Within 2 days of receipt
	d. Coordinate with field crews and laboratories	As appropriate to ensure shipments are timely
	e. Resolve discrepancies	As appropriate to ensure shipments are timely and complete
	f. Final tracking system	15 working days before end of period of performance

VI. TRAVEL

This section provides a summary of the travel requirements described in Section V and provides assumptions for use in the cost proposal.

- Section 4.2:
  - Demonstration Project: Assume 4 staff members for 3 days at a location in Region 3, Region 4, Region 6 or Region 9.
- Section 5.4:
  - Train-the-trainer session: Assume that all potential trainers will be available to attend the session for 5 days someplace within Region 4, Region 6, or Region 9.
  - Regional training sessions: Assume 4 contractor staff members will attend 5 days at each of 10 training sessions for each field season.
- Task 5.5:
  - On-site trainings: Assume 1 contractor staff member for 2 days at each of 10 on-site trainings. Assume they are located in Maine, Florida, Washington State, Texas, and Minnesota in each field season.
- Task 5.6:
  - Field Assistance visits: Assume 1 contractor staff member visits for 1 day at 80 locations (40 during each field season) scattered throughout the sites identified in Reference 10, excluding sites assigned to EPA's contract crews because EPA staff will perform the AVs.

VII. Quality Assurance Surveillance Plan (QASP)

EPA will judge performance using the following Quality Assurance Surveillance Plan (QASP).

Performance Requirement	Measureable Performance Standards	Surveillance Method	Incentives/Disincentives
Management and Communications: The Contractor shall maintain contact with the EPA TOCOR throughout the performance of the task order and shall immediately bring potential problems to the attention of the EPA TOCOR. In cases where issues have a direct impact on field sampling activities, logistics, training, project schedules, cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving the issues or mitigating their impacts.	Any issue adversely impacting project schedules, cost, time or quality shall be brought to the attention of the EPA TOCOR: i) If the contractor requires EPA guidance, the contractor must contact EPA prior to completing the deliverable. ii) If the contractor identifies an issue that could affect multiple crews, the contractor shall contact EPA that day so that direction can be provided to all crews in the field. iii) If the contractor identifies issues that are otherwise not urgent, the contractor shall contact EPA within 5 working days.	EPA TOCOR will identify unreported issues.	Four or more incidents where the contractor: • Does not provide timely notification; or • Created a severe adverse situation will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of **Management**. Fewer than four incidents where the contractor does not meet the measureable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.
Timeliness: Deliverables in accordance with the PWS. Sampling kits and field sampling supplies shall be delivered as requested by field crews.	No more than 5% of the sampling kits and field sampling supplies shall be transmitted beyond the date requested by the field crews. Excessive breakage or spoilage will count as a failure of delivery, if breakage/spoilage is a result of failing to follow the protocols for shipping. No more than 10% of the deliverables shall be submitted more than 5 working days past the due dates in the PWS.	100% of the deliverables will be reviewed by the EPA TOCOR.	10 or more incidents where the contractor does not meet the measureable performance will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of **Schedule**. Fewer than 10 incidents where the contractor does not meet the measureable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System.
Cost Management and Control: The Contractor shall monitor, track, and accurately report cost and fee expenditures to EPA	The contractor shall manage costs to the level of approved ceiling on the task order. The contractor shall notify the TOCOR, PO and CO when 75% of the	The TOCOR will compare actual versus projected expenditures on a monthly basis (via meetings, monthly progress reports &	Unsatisfactory rating under the category of **Cost Control** in CPARS when the contractor does not meet the measurable performance standards.

Performance Requirement	Measureable Performance Standards	Surveillance Method	Incentives/Disincentives
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 cost control.	approved funding ceiling for the task order is reached.	milestones established for each deliverable).	An acceptable rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measureable performance standards and accurately reports the costs.
Technical Effort: The Contractor shall assign appropriately leveled and skilled personnel to all tasks; and abide by the contractor's QMP, the NLA 2017 FOM, SEG, and QAPP.	No more than 25% of reviewed deliverables shall require revisions to meet the requirements. All of the trainers must meet the requirements in the PWS.	100% of the deliverables will be reviewed by the EPA TOCOR to identify noncompliance issues.	Unsatisfactory rating under the category of **Quality** in CPARS when the contractor does not meet the measurable performance standards during an applicable period of performance.

Task Order Clauses

EPA-F-12-101 Period of performance

The period of performance of this contract shall be from **September 1, 2017** through **January 31, 2018** exclusive of all required reports.

EPA-G-42-101 Contract Administration Representatives

Contract-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

TOCOR: Colleen Mason, Phone: 202-343-9641, Email: mason.colleen@epa.gov

Alternate COR: Richard Mitchell, Phone: 202-564-0644, Email: mitchell.richard@epa.gov

Contracting Officials responsible for administering this contract are as follows:

Contracting Officer: Sandy Licis, Phone: 513-487-2006, Email: Licis.Sandy@epa.gov

Contract Specialist: D'Andre Boulden, Phone: 513-487-2079, Email: Boulden.Dandre@epa.gov

EPAAR 1552.237-72 Key personnel

(a) The Contractor shall assign to this contract the following key personnel:
Trainers: [3]
Task Order Manager: [ ]
Logistics Coordinator: [ ]

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

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 CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

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

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

GREAT LAKES ENVIRONMENTAL CENTER, INC.
Attn: William J Arnold
739 HASTINGS STREET
TRAVERSE CITY MI 496863458

CODE 800884181 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-16-008 0007

10B. DATED *(SEE ITEM 13)* 09/21/2017

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 telegram 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 telegram or letter, provided each telegram or letter 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.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, 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:
	D. OTHER *(Specify type of modification and authority)*

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: 800884181
TOCOR: Sarah Lehmann Max Expire Date: 05/26/2021
LIST OF CHANGES:
Reason for Modification : Other Administrative Action

Alternate COR/Project Officer changed to : Brian Hasty
Section G: Clause, EPA-G-42-101, is incorporated as follows:
EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES
Contract-Level Contracting Officers Representatives (CORs)/Project Officers for this
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)*
Sandra Stargardt-Licis

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 10/31/2017

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	contract are as follows: COR/Project Officer: Brian Hasty, Phone: 202-564-2236, hasty.brian@epa.gov Alternate COR/Project Officer: Sarah Lehmann, Phone: 202-566-1379, Lehmann.sarah@epa.gov Contracting Officials responsible for administering this contract are as follows: Administrative Contracting Officer: Sandy Licis, Phone: 513-487-2006, Email: Licis.Sandy@epa.gov Contract Specialist: D'Andre Boulden, Phone: 513-487-2079, Email: Boulden.Dandre@epa.gov 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: 09/21/2017 to 01/31/2018				

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.

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

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

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

GREAT LAKES ENVIRONMENTAL CENTER, INC.
Attn: William J Arnold
739 HASTINGS STREET
TRAVERSE CITY MI 496863458

CODE 800884181 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-16-008 0007

10B. DATED *(SEE ITEM 13)* 09/21/2017

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 telegram 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 telegram or letter, provided each telegram or letter 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.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, 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:
	D. OTHER *(Specify type of modification and authority)*

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: 800884181
TOCOR: Brian Hasty Max Expire Date: 05/26/2021
LIST OF CHANGES:
Reason for Modification : Other Administrative Action
TOCOR (Task Order Contracting Officer's Representative) changed to : Brian Hasty
Alternate COR/Project Officer changed to : Richard Mitchell

Section G: Clause, EPA-G-42-101, is incorporated as follows:
EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

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)*
Donna Reinhart

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

15C. DATE SIGNED

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

16C. DATE SIGNED 11/20/2017

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES Contract-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows: COR/Project Officer: Brian Hasty, Phone: 202-564-2236, hasty.brian@epa.gov Alternate COR/Project Officer: Richard Mitchell, Phone: 202-566-0644, Mitchell.Richard@epa.gov Contracting Officials responsible for administering this contract are as follows: Administrative Contracting Officer: Sandy Licis, Phone: 513-487-2006, Email: Licis.Sandy@epa.gov Contract Specialist: D'Andre Boulden, Phone: 513-487-2079, Email: Boulden.Dandre@epa.gov 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: 09/21/2017 to 01/31/2018				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 4

2. AMENDMENT/MODIFICATION NO. 003

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

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

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

GREAT LAKES ENVIRONMENTAL CENTER, INC.
Attn: William J Arnold
739 HASTINGS STREET
TRAVERSE CITY MI 496863458

CODE 800884181 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-16-008 0007

10B. DATED *(SEE ITEM 13)* 09/21/2017

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 telegram 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 telegram or letter, provided each telegram or letter 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 (b)(4)

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 date, 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)* In accordances with 52.232-22, Local Clauses EPA-B-32-101 Limitation of Funds

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: 800884181
Modification 003 is issued to incorporate the following contractual changes:
1. To deobligate funds from the base period in the amount of (b)(4) please see the attached recap sheet.
2. To update Clause EPA-B-32-101, LIMITATION OF FUNDS NOTICE, as shown on the attached recap sheet.
TOCOR: Brian Hasty
LIST OF CHANGES:
Reason for Modification : Funding Only Action
Obligated Amount for this Modification: (b)(4)
New Total Obligated Amount for this Award: (b)(4)
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)*
Sandra Stargardt-Licis
TEL: 513-487-2006 EMAIL: licis.sandy@epa.gov

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

15C. DATE SIGNED

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

16C. DATE SIGNED

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Contracting Officer changed from Donna Reinhart to Sandra Stargardt-Licis CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: (b)(4) CHANGES FOR ACCOUNTING CODE: 17-18-B-87FT-202BD4X22-2505-1787TE7009-002 Amount changed from (b)(4) Incremental Funded Amount changed: from (b)(4) CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: (b)(4) Incremental Funded Amount changed from $0.00 to (b)(4) Delivery: 1 Days After Award Delivery Location Code: CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 USA 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 FOB: Destination All other terms and conditions remain unchanged.				

Section B - Supplies or Services/Prices was revised as follows.

Clause EPA-B-32-101 is incorporated as follows:

Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE

Option Period 1

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 01/31/2018.

(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EPA-B-16-102), the Limitation of Cost clause shall become applicable

(c) Recapitulation of Funds: See Attachment 1

RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD
CONTRACT NO. EP-C-16-008 Task Order 7

BASE PERIOD - FROM 10/16/17 through 1/31/18

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST PLUS FIXED FEE
Initial Award	(b)(4)	(b)(4)	$ 269,565.00
MOD 3			($53,813.55)
Total Funded			$ 215,751.45
Total Per Contract			$ 269,565.00
Balance Unfunded			$ 53,813.55

Option PERIOD I - FROM 2/01/18 through 1/31/19

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST PLUS FIXED FEE
Initial Award	(b)(4)	(b)(4)	$ 513,225.25
Total Funded			$ 513,225.25
Total Per Contract			$ 1,512,964.00
Balance Unfunded			$ 999,738.75

Option PERIOD 2 - FROM 2/01/19 through 1/31/20

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST PLUS FIXED FEE
Initial Award	(b)(4)	(b)(4)	$ -
Total Funded			$ -
Total Per Contract			$ 1,511,694.00
Balance Unfunded			$ 1,511,694.00

Option PERIOD 3 - FROM 2/01/19 through 1/31/20

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST PLUS FIXED FEE
Initial Award	(b)(4)	(b)(4)	$ -
Total Funded			$ -
Total Per Contract			$ 57,284.00
Balance Unfunded			$ 57,284.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF 4 PAGES

2. AMENDMENT/MODIFICATION NO. P00004

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO. PR-OW-18-00292

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

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

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

GREAT LAKES ENVIRONMENTAL CENTER, INC.
Attn: William J Arnold
739 HASTINGS STREET
TRAVERSE CITY MI 496863458

CODE 800884181 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-16-008 0007

10B. DATED *(SEE ITEM 13)* 09/21/2017

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 telegram 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 telegram or letter, provided each telegram or letter 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 (b)(4)

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 date, 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)* In accordances with 52.232-22, Local Clauses EPA-B-32-101 Limitation of Funds

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: 800884181
LIST OF CHANGES:
Reason for Modification: Funding Only Action

Modification 004 is issued to incorporate the following contractual changes:
1. To incrementally fund option period 1 in the amount of (b)(4) Please see the attached recap sheet.
2. To update Clause EPA-B-32-101, LIMITATION OF FUNDS NOTICE, as shown on the attached recap sheet.
TOCOR: Brian Hasty
CHANGES FOR LINE ITEM NUMBER: 2
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)*
Kathleen Rechenberg

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

15C. DATE SIGNED

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

16C. DATE SIGNED 04/05/2018

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Obligated Amount for this Modification: (b)(4)				
	Incremental Funded Amount changed from (b)(4)				
	FOB changed from Destination to				
	NEW ACCOUNTING CODE ADDED:				
	Account code:				
	18-19-B-87FM-000BD4-2505-1887ME8005-001				
	Beginning FiscalYear 18				
	Ending Fiscal Year 19				
	Fund (Appropriation) B				
	Budget Organization 87FM				
	Program (PRC) 000BD4				
	Budget (BOC) 2505				
	Job # (Site/Project)				
	Cost Organization				
	DCN-LineID 1887ME8005-001				
	Amount: (b)(4)				
	Subject To Funding: N				
	Payment Address:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (AA216-01)				
	109 TW Alexander Drive				
	www2.epa.gov/financial/contracts				
	Durham NC 27711				
	Section B: Clause, EPA-B-32-101, is incorporated as follows:				
	EPA-B-32-101 LIMITATION OF FUNDS NOTICE				
	EPA-B-32-101 LIMITATION OF FUNDS NOTICE				
	(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 01/31/2019.				
	(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.				
	Continued ...				

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(c) Recapitulation of Funds: Please See Attached Recapitulation of Funds Sheet Delivery: 05/17/2018 Delivery Location Code: CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 USA 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 All other terms and conditions remain unchanged.				

Option PERIOD I - FROM 2/01/18 through 1/31/19

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST PLUS FIXED FEE
Initial Award	(b)(4)	(b)(4)	$ 513,225.25
MOD 4			$ 500,000.00
Total Funded			$ 1,013,225.25
Total Per Contract			$ 1,512,964.00
Balance Unfunded			$ 499,738.75

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 5

2. AMENDMENT/MODIFICATION NO. P00005

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO. See Schedule

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

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

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

GREAT LAKES ENVIRONMENTAL CENTER, INC.
Attn: William J Arnold
739 HASTINGS STREET
TRAVERSE CITY MI 496863458

CODE 800884181 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-16-008 0007

10B. DATED *(SEE ITEM 13)* 09/21/2017

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 telegram 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 telegram or letter, provided each telegram or letter 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 date, 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)* In accordances with FAR 52.232-22, Local Clauses EPA-B-32-101 Limitation of Funds

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

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

DUNS Number: 800884181
The purpose of this Modification is to:

1. Shift funding in the amount of (b)(4) from the Base Period to Option Period I.

2. Change the Contracting Officer / Contract Specialist to Nicholas Bisher.
TOCOR: Brian Hasty
LIST OF CHANGES:
Reason for Modification: Funding Only Action
Total Amount for this Modification: $0.00

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)*
Nicholas Bisher

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 07/26/2018

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Buyer changed from D'Andre Boulden to Nicholas Bisher Contracting Officer changed from Kathleen Rechenberg to Nicholas Bisher CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this Modification: (b)(4) Incremental Funded Amount changed from (b)(4) CHANGES FOR ACCOUNTING CODE: 17-18-B-87FT-202BD4X22-2505-1787TE7009-002 Amount changed (b)(4) CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this Modification: (b)(4) Incremental Funded Amount changed from (b)(4) NEW ACCOUNTING CODE ADDED: Account code: 17-18-B-87FT-202BD4X22-2505-1787TE7009-002 Beginning Fiscal Year 17 Ending Fiscal Year 18 Fund (Appropriation) B Budget Organization 87FT Program (PRC) 202BD4X22 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1787TE7009-002 Quantity: 0 Amount: (b)(4) Percent: (b)(4) Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) Continued ...				

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Delivery Location Code: CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268 USA 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 All other terms and conditions remain unchanged.				

Section B - Supplies or Services/Prices was revised as follows.

BASE PERIOD

Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 01/31/2018.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds

RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD
CONTRACT NO. EP-C-16-008 Task Order 7

Base Period - FROM 9/21/01/17 through 01/31/18

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST PLUS FIXED FEE
Base	(b)(4)	(b)(4)	$ 269,565.00
Mod 0003			$ (53,813.55)
Mod 0005			$ (28.75)
Total Funded			$ 215,722.70
Total Per Contract			$ 269,565.00
Balance Unfunded			$ 53,842.30

OPTION PERIOD I

Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 10/02/2019.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds

RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD
CONTRACT NO. EP-C-16-008 Task Order 7

Option Period I - FROM 02/01/18 through 01/31/19

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST PLUS FIXED FEE
Base	(b)(4)	(b)(4)	$ 513,225.25
Mod 0004			$ 500,000.00
Mod 0005			$ 28.75
Total Funded			$ 1,013,254.00
Total Per Contract			$ 1,512,964.00
Balance Unfunded			$ 499,710.00

Section G - Contract Administration Data was revised as follows.

Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Contract-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Brian Hasty, Phone: 202-564-2236, Email: hasty.brian@epa.gov

Richard Mitchell, Phone: 202-566-0644, Mitchell.Richard@epa.gov

Contracting Officials responsible for administering this contract are as follows:

Nicholas Bisher, Phone 513-487-2652 Email: Bisher.Nicholas@epa.gov

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 4

2. AMENDMENT/MODIFICATION NO. P00006

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO. PR-OW-18-00382

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

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

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

GREAT LAKES ENVIRONMENTAL CENTER, INC.
Attn: William J Arnold
739 HASTINGS STREET
TRAVERSE CITY MI 496863458

CODE 800884181 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-16-008 0007

10B. DATED *(SEE ITEM 13)* 09/21/2017

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 telegram 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 telegram or letter, provided each telegram or letter 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 (b)(4)

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 date, 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 52.232-22, Local Clause EPA-B-32-101 Limitation of Funds

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: 800884181

The purpose of this Modification is to incrementally fund Option Period 1 in the amount of (b)(4) which fully funds Option Period 1. See Limitation of Funds Notice clause for cost-fee breakout.
TOCOR: Brian Hasty
LIST OF CHANGES:
Reason for Modification: Funding Only Action
New Total Amount for this Version: (b)(4)
New Total Amount for this Award: (b)(4)
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)*
Nicholas Bisher

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 09/26/2018

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Obligated Amount for this Modification: (b)(4)				
	New Total Obligated Amount for this Award: (b)(4)				
	Incremental Funded Amount changed: from (b)(4)				
	CHANGES FOR LINE ITEM NUMBER: 2				
	Obligated Amount for this Modification: (b)(4)				
	Incremental Funded Amount changed from (b)(4)				
	NEW ACCOUNTING CODE ADDED:				
	Account code:				
	18-19-B-87FM-000BD4-2505-1887ME8029-001				
	Beginning FiscalYear 18				
	Ending Fiscal Year 19				
	Fund (Appropriation) B				
	Budget Organization 87FM				
	Program (PRC) 000BD4				
	Budget (BOC) 2505				
	Job # (Site/Project)				
	Cost Organization				
	DCN-LineID 1887ME8029-001				
	Quantity: 0				
	Amount: (b)(4)				
	Percent: (b)(4)				
	Subject To Funding: N				
	Payment Address:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (AA216-01)				
	109 TW Alexander Drive				
	www2.epa.gov/financial/contracts				
	Durham NC 27711				
	Delivery: 01/31/2019				
	Delivery Location Code: CPOD				
	CPOD				
	US Environmental Protection Agency				
	26 West Martin Luther King Drive				
	Mail Code: NWD				
	Cincinnati OH 45268 USA				

Continued ...

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	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 All other terms and conditions remain unchanged.				

Section B - Supplies or Services/Prices was revised as follows.

Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Pursuant to clause 52.232-22/Limitation of Funds, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 01/31/2019.

(b) When the contract is fully funded as specified in clause EPA-B-16-102/ Estimated Cost and Fixed Fee, then clause 52.232-20/Limitation of Cost shall become applicable.

(c) Recapitulation of Funds

RECAPITULATION OF FUNDING TO DATE BY CONTRACT PERIOD
CONTRACT NO. EP-C-16-008 Task Order 7

Option Period I - FROM 02/01/18 through 01/31/19

FUNDING ACTION	ESTIMATED COST	FIXED FEE	TOTAL COST PLUS FIXED FEE
Base	(b)(4)	(b)(4)	$ 513,225.25
Mod 0004			$ 500,000.00
Mod 0005			$ 28.75
Mod 0006			$ 499,710.00
Total Funded			$ 1,512,964.00
Total Per Contract			$ 1,512,964.00
Balance Unfunded			$ -

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 3

2. AMENDMENT/MODIFICATION NO. P00007

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO. PR-OW-19-00043

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE CPOD

CPOD
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 CPOD

CPOD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: NWD
Cincinnati OH 45268

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

GREAT LAKES ENVIRONMENTAL CENTER, INC.
Attn: William J Arnold
739 HASTINGS STREET
TRAVERSE CITY MI 496863458

CODE 800884181 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-16-008 0007

10B. DATED *(SEE ITEM 13)* 09/21/2017

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).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral - Mutual Agreement of the Parties
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return 1 copies to the issuing office.

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

DUNS Number: 800884181
The purpose of this Modification is to update the Performance Work Statement(PWS) to include additional travel under Task 5. This is a no-cost change to the PWS. This modification incurs no additional cost because the Contractor was required to perform fewer assistance visits under the original PWS Task 5 than was anticipated at the time of award. As a result, the current cost and level of effort for Task 5 can accommodate the additional travel contained in the updated PWS attached to this modification.

TOCOR: Brian Hasty
LIST OF CHANGES:
Reason for Modification: Supplemental Agreement for work within scope
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)*
Nicholas Bisher

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 11/19/2018

NAME OF OFFEROR OR CONTRACTOR
GREAT LAKES ENVIRONMENTAL CENTER, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Total Amount for this Modification: $0.00 New Total Amount for this Version: $0.00 New Total Amount for this Award: (b)(4) Delivery: 04/30/2020 Delivery Location Code: CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 USA 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 FOB: Unknown				

Section J - List of Documents, Exhibits and Other Attachments was revised as follows.

Table has been revised and now reads as follows:

Attachment Number	Title	Date
1	PWS updated for P00007	11/14/2018

Performance Work Statement
Solicitation PR-OW-16-00684
EP-C-16-008 Task Order 8

A. TITLE: 2018-2019 National Rivers and Streams Assessment: Logistics Support and Training

B. EPA PERSONNEL

Task Order Contracting Officer Representative (TOCOR):

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C. ESTIMATED PERIOD OF PERFORMANCE

Base Period: September 1, 2017 through January 31, 2018

Option Period 1: February 1, 2018 through January 31, 2019

Option Period 2: February 1, 2019 through January 31, 2020

Option Period 3: February 1, 2020 through April 30, 2020

I. BACKGROUND:

The U.S. EPA, states and other partners are planning a survey of the nation's rivers and streams to provide regional and national data on their condition. The National Rivers and Streams Assessment (NRSA) 2018-2019will be designed using state-of-the art survey techniques such that sampling sites are selected at random to represent the conditions of rivers and streams.

Pre-planning documents, subject to change, identify the target population as all streams and rivers, including the Great Rivers, within the 48 contiguous states that have flowing water during the study index period, excluding portions of tidal rivers up to head of salt. The study index

period extends from May to September and is generally characterized by low flow conditions. The pre-planning documents provide the following estimates of sample sizes:

- 2008 sites in the 48 states
- 192 revisit sites
- 200 sites in Tribal lands
- 200 hand-picked sites
- 10 additional sites in Texas
- Unknown number of other potential intensification sites from other states/territories

Field sampling will be conducted by State/Tribal field crews, EPA Regional staff, staff from other federal agencies, and contractors under other contract vehicles (i.e., field sampling is not part of the task order). In the NRSA 2013-2014, 94 field crews collected the samples from the more than 2000 sites. EPA selects the sites and field crews determine the sampling schedules. Although EPA expects States to choose to sample approximately half of the sites in each year, it also is possible and permissible for a State to sample all sites in a single year. For NRSA 2018-2019, some discussion with crews about whether to focus on sites at the beginning of state lists (rather than from the bottom of the list) in year one, may be necessary.

To minimize variability, EPA requires that all partners use the same field sampling protocols. To ensure that the field crews understand the protocols, EPA requires that all crews are trained in the protocols selected for the survey. Most field crews attend a multi-day training session that consists of in-classroom and in-field modules, taught by persons who previously conducted a trial run of the training (i.e., train-the-trainer).

As another step in ensuring that all crews consistently apply the survey's field protocols, each field crew receives an assistance visit during one of their first sampling episodes. Assistance visits are conducted by persons who attended an EPA-sponsored training or served as trainers. By having assistance visits early, the crew can incorporate corrective actions into sampling at the majority of their assigned sites.

Because NRSA will require consistency in sample collection, the contractor shall supply crews with sampling materials. The materials shall include equipment not readily available and supplies that the crews use only once such as sample bottles, gloves, preservation chemicals (some are hazardous), shipping labels addressed to the EPA-contract laboratories, and packaging. In addition to the logistical tasks, the contractor shall track the supplies to ensure that the field crews receive them in a timely manner. Once the field crew collects the samples, the contractor shall track the samples to ensure that they arrive at the appropriate destinations.

II. PURPOSE

The purpose of this task order is to provide logistics and training support to the EPA Office of Water in implementing the NRSA 2018-2019. The types of support required for this project include providing manual development and refinement; planning and conducting training sessions; preparing and distributing materials; providing logistical and technical support for the field sampling crews; tracking field activities and samples; and conducting preliminary data reviews.

III. GOVERNMENT FURNISHED INFORMATION

EPA will post the following references in the NARS SharePoint site https://usepa.sharepoint.com/sites/OW_Community/nars/Contracts/ as they become available. The EPA TOCOR will provide revisions of draft documents.

- Reference 1: *National Rivers and Streams Assessment 2018-2019: Integrated* Quality Assurance Project Plan. (QAPP)

- Reference 2: *National Rivers and Streams Assessment 2018-2019: Field Operations Manual*. (FOM)
    - Separate FOM are provided for wadeable and boatable sites.
    - EPA may include an extra water sample for algal toxin analysis and an additional periphyton sample as part of the NRSA 2018-2019

- Reference 4: *National Rivers and Streams Assessment 2018-2019: Laboratory Methods Manual*. (LOM)

- Reference 6: *NRSA 2018-2019 Site Evaluation Guidelines* (SEG) - DRAFT
  The site selection and replacement rules are described in the draft SEG. The sample selection includes five separate panels to designate statistical oversample sites to use in replacing sites.

- Reference 7: Field Assistance Visit Checklists used for NRSA in 2013-2014

- Reference 8: NRSA 2013-2014 Field Forms
    - EPA will provide the contractor with paper forms and e-forms versions for 2018-2019 NRSA during the task order's period of performance.

- Reference 9: PowerPoint presentations used for NRSA 2013-2014 trainings

- Reference 10: NRSA 2018-2019 list of probability selected base and replacement sites

IV. GENERAL REQUIREMENTS

In providing support under the tasks described in Section V, the contractor also shall adhere to the following general requirements:

1. Deliverables (see Contract PWS B.1)

Unless specified differently in the PWS or technical direction (per Contract Clause H.12), the contractor shall provide deliverables as electronic files transmitted by email.

Memoranda shall be placed on company letterhead and the subject line shall include the phrase "EPA Contract EP-C-16-0XX". When transmitting deliverables by email, subject headers should include the contract, task order, and deliverable description (e.g., "EP-C-16-0XX TO01: QAPP Signature Pages").

All electronic files shall be clearly named using the survey abbreviation "NRSA," a logical abbreviation for the name of the document (e.g., QAPP), the contractor name (abbreviated), and the date of edits to assist in version control (ex: NRSA_QAPP_ XX_YYYYMMDD). Final versions shall be provided to EPA in both the original format (e.g., Word, PowerPoint) and PDF versions (if necessary, EPA will modify the files to be Section 508 compliant).

Unless specified differently by the EPA TOCOR in technical direction (per Contract Clause H.12), the contractor shall ensure that documentation is created using Agency standard software formats (e.g., Microsoft Office) to facilitate EPA use and review.

2. Meetings (see Contract clause C.2)

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

The contractor shall immediately alert the EPA TOCOR to any anticipated event under the task order which may result in incurring an estimated $20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA TOCOR will then prepare internal approval paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event.

V. SCOPE OF WORK

Task 1. Monthly progress reports (See Contract Attachment 3; PWS C.3)

The contractor shall manage the Task Order (TO) and submit monthly progress and financial reports prepared and submitted in accordance with the contract clause, Contract Attachment 3, Reports of Work. The monthly progress and financial reports shall be broken out by task. The monthly progress report shall include project status, expenditures to date, unexpected problems or concerns, lessons learned, QA/QC activities, and next steps. The contractor also shall brief the TOCOR on progress during periodic (e.g., weekly) teleconferences during periods of intense activity.

Deliverables and Schedule under Task 1:

Task	Deliverable	Due
1	Progress and financial reports	Monthly

	Calls with EPA	Per written technical direction (per Contract Clause H.12)

Task 2. Quality Assurance (Contract PWS B.2)
Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall address the QA requirements of this task order by adhering to the requirements and procedures identified in:

- The contractor's customized Quality Management Plan incorporated into this NARS contract;

- NRSA QA documents which document how quality assurance and quality control will be applied to the collection of environmental data for the survey. The documents relevant to support in this task order are:
  - NRSA 2018-2019 Quality Assurance Project Plan (QAPP)
  - NRSA 2018-2019 Field Operations Manual (FOM)
  - NRSA 2018-2019 Site Evaluation Guidelines (SEG)

  The NRSA 2018-2019 QA documents will be evolving throughout the task order. Through its support in Task 3, the contractor shall be integral to the document evolution, and may be aware of EPA's revisions before they are approved by the EPA Quality Assurance Officer (QAO). It is critical that, as it reviews EPA's draft revisions, the contractor verifies that its own performance and previous deliverables are consistent with the requirements in the ever-evolving QAPP and FOM. The contractor shall notify the EPA TOCOR immediately if it identifies areas where performance and previous deliverables are not consistent with the revisions being made to the 2018-2019 QAPP, FOM or other documents. The contractor also shall notify the EPA CO and TOCOR if the changes will impact task order costs. The EPA CO will determine whether any modifications to the contractor's performance and/or previous deliverables will be necessary, which may require a modification to the task order.

- Requirements in the other tasks such as:
  - Checklists to ensure that the assistance visits provide thorough evaluations of the field crew's performance (Task 5) and field kits contain the appropriate supplies (Task 7).
  - Soliciting feedback from participants about the training sessions (Task 5).

As demonstration of the contractor's:

a. Commitment to adhere to the NRSA 2018-2019 QAPP, the contractor's survey staff shall sign the page "Review & Distribution Acknowledgment and Commitment to Implement" ("signature page") in the introductory section of the approved QAPP. Survey staff include the contractor's Quality Assurance Officer; Task Order Leader; persons coordinating field operations; trainers and persons conducting assistance visits under Task 5; and other appropriate contractor and subcontractor personnel and consultants involved in survey operations (e.g., does not include budget tracking staff). Each person shall sign, at a minimum, two versions of the document:

    i. The first version approved by EPA's Quality Assurance Officer.

    The contractor shall continue to work on tasks 1, 2, 3, 4, 5.1, 5.2, 5.3a, 5.3.b, 5.4.a, 5.7.a, 6.a, 6.b, 6.c.vii and 7.1 while the QAPP is being developed and reviewed. Prior to working on any other task, the contractor must provide a copy of the signature page to the EPA TOCOR. The contractor may work on other tasks only if the EPA TOCOR issues technical direction (per Contract Clause H.12) that transmits a waiver from the EPA QAO.

    ii. Any other versions of the QAPP approved by EPA's QAO during the task order's period of performance. EPA expects a minimum of one revision.

b. Implementation of QA in performing the other tasks in this Performance Work Statement, the contractor shall document its QA activities as follows:

    i. Reports of relevant QA activities in any deliverable. All QA documentation prepared under the task order shall be considered non-proprietary.

    ii. Monthly reports of QA activities performed during implementation of this task order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the NRSA QAPP, and corrective actions taken. The contractor shall include the QA report with the monthly progress report. In addition, the contractor shall immediately bring to the attention of the TOCOR, any QA problems that may affect the conduct of the tasks or the project, with recommendations for corrective actions.

    iii. If any revision to the QAPP would affect ongoing work or necessitate revisions to previously provided deliverables, the contractor shall immediately notify the EPA TOCOR before implementation.

c. Commitment to continuous quality improvements, the contractor shall provide a summary of "lessons learned" based upon its support to the other tasks. EPA will use this information to improve operations in future rivers and streams surveys. The contractor shall incorporate EPA comments into revised versions.

d. Unless the TOCOR grants an exception, the contractor shall refrain from publishing findings based upon work conducted under this task order. This restriction shall remain in effect until EPA provides public access to the data.

Deliverables and Schedule under Task 2:

Task	Deliverable	Due
2a.	Signature pages for approved 2018-2019 QAPP	QAO and TOL signature pages within 5 working days after receiving copy of page with EPA's QAO signature. Signature pages for other staff must be provided within 5 working days of their assignment to the task order.
	Signature page for revised QAPP	5 working days after receiving QAO-approved revision from EPA
2.b.i	Documentation of QA activities	With deliverables
2.b.ii	Monthly reports of QA activities	With monthly progress report
2.b.iii	Notification of projected impact due to QAPP revision	Immediately upon identification of issue
2.c	Memorandum 1 with lessons learned from NRSA 2018 planning and field season	November 15, 2018. Revisions within 5 work days.
	Memorandum 2 with lessons learned from NRSA 2018 and 2019 planning and field seasons	November 15, 2019. Revisions within 5 work days.

Task 3. Documentation (See Contract PWS C.1.e)
The contractor shall provide technical review for the following documentation:

3.1 Manuals
EPA will provide draft versions of the NRSA 2018-2019 QAPP, Field Operations Manual (FOM), Site Evaluation Guidelines (SEG), and Laboratory Operations Manual (LOM). The contractor shall provide technical review, editing, formatting, and graphical support for the manuals to ensure that the final drafts have the following features:

i. Methods and procedures are described in logical, easy to follow, series of steps and technically correct.
ii. Text does not contain typographical and grammatical errors.
iii. Basic organization structures include, but are not limited to:
    - Table of Contents,
    - Headers/footers,
    - Sequential pagination
    - Sidebars and "highlights"
    - Version control
    - References.

iv. EPA-supplied graphics are included. The contractor shall, if appropriate, make recommendations about potential improvements to graphics, but the contractor shall reformat EPA's graphics only if the EPA TOCOR provides technical direction (per Contract Clause H.12) with the specifications.
v. Contractor-generated graphs and charts are included that conform to EPA's mockups.
vi. High quality graphics and photographs are formatted in JPEG or TIFF format (300 dots per inch or higher).
vii. Graphics and photographs include captions and photo credits.
viii. Each subsequent version incorporates all of EPA comments, unless the TOCOR agrees to the change.
ix. Consistency exists within and between documents.
    - The contractor shall perform the within document review (e.g., text matches information in tables) for every version.
    - The contractor shall perform the between document review three times: once prior to EPA's demonstration of methods (in late 2017); and twice as identified in technical direction (per Contract Clause H.12) from the EPA TOCOR (most likely after the train-the-trainer session in spring 2018).
x. Format is consistent with the EPA Style book http://www.epa.gov/stylebook/.

3.2 Quick Reference Guide

The contractor shall develop the Quick Reference Guide(s) (QRG) based on the 2018-2019 draft Field Operations Manual(s) (FOM) and the QRG that was used in NRSA in 2013-2014 (Attachment 7). The contractor shall provide a separate QRG for wadeable and boatable sampling. Note: In contrast to Task 3.1, EPA does *not* intend to provide a draft QRG to the contractor. Instead, the contractor shall draft the QRG using the NRSA 2013-2014 QRGs as a guide and incorporating procedures from the 2018-2019 FOM and QAPP. The QRG shall not be a 'cut and paste' of tables and charts from the 2018-2019 NRSA FOM, but rather a document that effectively and succinctly provides crews with key information on methods. The contractor shall discuss revisions to the QRG with EPA and:

a. Provide an initial draft of the NRSA 2018-2019 wadeable and boatable QRGs.
b. Make recommendations for revisions up to 10 times, including revisions incorporating findings from:
    - Initial EPA TOCOR reviews;
    - Testing of the FOM at the Field Demonstration Project in 2017;
    - Testing at the train-the-trainer session in 2018; and
    - Lessons learned from the field sampling season in 2018.
c. Format contact information so that it is easy to find in the document, and verify that the contact information is correct.

d. Recommend changes for revision at the conclusion of the 2019 sampling season. The contractor shall incorporate the changes accepted by the EPA TOCOR.

3.3 Field Forms

The contractor shall review and recommend revisions to the draft field forms including, but not limited to, data forms, tracking forms, supply request forms. (EPA will revise the field forms.) In particular, the contractor shall evaluate two types of field forms:

a. Paper forms designed for handwritten observations. At a minimum, the contractor shall assess the paper forms for:
    - Appropriateness for the field sampling methods and protocols under consideration;
    - Consistency with the FOM;
    - Practicality for field crews collecting the information;
    - Unnecessary redundancies in the information (e.g., Site ID should appear on every page, but the site characteristics generally should appear on only one page);
    - Purpose for each data element (e.g., data elements should be used for specific purposes such as tracking or data analysis; all others should be identified for possible exclusion by EPA).
b. Electronic forms provided by EPA. At a minimum, the contractor shall assess the extent to which these forms:
    - Appropriately capture required information from field sampling;
    - Capture the same information as the paper forms (i.e., the two forms should collect the same information, although the format and appearance will differ);
    - Are consistent with the FOM;
    - Are practical for field crews collecting the information; and
    - Identify any bugs or glitches noted while reviewing

Deliverables and Schedule under Task 3:

Task	Deliverable	Due
3.1	a. Mark-up of documents, noting differences and inconsistencies with previous versions and/or other supporting documents	10-20 working days, per technical direction (per Contract Clause H.12).
	b. Revised documents that incorporate all EPA comments	5-10 work days, per technical direction (per Contract Clause H.12), depending on complexity and schedule requirements.
3.2	a. Quick Reference Guide Initial Draft	10-15 work days, per technical direction (per Contract Clause H.12)
	b. Quick Reference Guide Revisions	Per technical direction (per Contract Clause H.12), 5 working days after TOCOR review, field demonstration project, and train-the-trainer session. 10-20 work days after the final sampling event in 2018. Otherwise, per technical direction (per Contract Clause H.12), within 1 to 5 working days depending on complexity and schedule requirements.
	c. Contact information	With initial draft of QRG and with revisions

Task	Deliverable	Due
	d. Mark-up with recommended changes in QRG at the conclusion of the 2019 sampling season	10-20 work days after the final sampling event in 2018, per technical direction (per Contract Clause H.12).
3.3	a. Mark-up with recommended changes in field forms	10 working days after receiving technical direction (per Contract Clause H.12)
	b. Email with outcome of testing field forms with any recommended changes	5-10 working days after receiving the first electronic version of field forms. 1-5 working days after receiving subsequent versions, depending on extent of revision and schedule implications.

Task 4. Method Development and Demonstration Project (See Contract PWS C.1.c, C.1.d, and C.1.f)
The contractor shall support EPA in evaluating methods and protocols for gathering field samples. EPA expects that similar methods and protocols will be used for NRSA in 2018-2019 as were used for NRSA in 2013-2014, with the changes mentioned in Section III above or other as identified by EPA.

4.1 Evaluate Methods
This is intended to be a minor task that focuses on one or two indicator parameters with readily available information about sampling methods. Upon receiving technical direction (per Contract Clause H.12) from the EPA TOCOR, the contractor shall:

a. Research and evaluate methods of specimen collection in terms of time required to perform, practicality under a variety of conditions, and ability to provide reproducible results.
b. Consider probable biases and sources of error due to sampling methods under consideration and recommend modifications to minimize error.
c. Evaluate the practicality of the methods for field sampling in a variety of conditions.
d. Evaluate the most appropriate storage methods for the sample in the field and at the lab(s).

4.2 Demonstration Project
The contractor shall provide logistical support and sampling expertise for one 1-3 day demonstration project within EPA Region 3, Region 4, Region 6, or Region 9. EPA will send approximately 3-8 staff to participate in the demonstration project and there is the potential that 1 or 2 state representatives will participate. The demonstration project is intended to be a trial run to identify weaknesses in all field methods and documents, so that appropriate revisions can be adopted before the train-the-trainer session. The demonstration project shall most likely occur in fall 2017 as early preparation for the 2018 sampling season. (EPA does not intend to conduct another demonstration project before the 2019 sampling season because

the methods and documents will be essentially the same for both seasons.) The contractor shall:

a. Recommend possible locations that have appropriate sites, with available conference rooms at a federal or state building (if necessary, commercial facilities are an option if the EPA TOCOR accepts the location). States often volunteer sites and facilities for the demonstration project, so the contractor shall only provide this support if identified in technical direction (per Contract Clause H.12) from the EPA TOCOR.
b. Coordinate with appropriate entities (e.g., state authorities) to schedule the sampling site selected by the EPA TOCOR and obtain any necessary facilities (e.g., portable toilets), landowner approvals and permits. EPA may determine that it is more efficient for EPA or the state to make these arrangements, so the contractor shall only provide this support if identified in technical direction (per Contract Clause H.12) from the EPA TOCOR.
c. Provide appropriate sampling equipment and materials.
d. Provide staff (up to 4 people) to conduct the demonstration project with EPA. To the extent possible, align these staff with those who will be trainers under Task 5.

Deliverables and Schedule under Task 4:

Task	Deliverable	Due
4.1a-d	Email with findings	10-20 working days, per technical direction (per Contract Clause H.12).
4.2.a	Email with possible locations	10 working days after receiving technical direction (per Contract Clause H.12) with possible dates for the demonstration project. (EPA TOCOR will coordinate with the contractor on the dates.)
4.2.b	Confirmation of booking/approvals	5 working days after receiving technical direction (per Contract Clause H.12) with the preferred location.
4.2.c	Sampling equipment and materials	At demonstration project
4.2.d	Field sampling staff	At demonstration project

Task 5. Field Crew Training (See Contract PWS C.1.g and C.3.e)
For each sampling season, the contractor shall organize and conduct training for the field crews. Training includes train-the-trainer, webinars, field crew sessions, on-site training, assistance visits, and remote assistance. The contractor shall support EPA, as described in the following subtasks. Trainers shall consist of members of EPA ORD, EPA Regions and Headquarters, and/or State employees; and contractor staff. The EPA TOCOR must review and accept all training sites, schedules, and trainers.

5.1 Locations

If the EPA TOCOR specifies in technical direction (per Contract Clause H.12), for each train-the-trainer and field crew training session of approximately 35-50 people, the contractor shall identify available federal government buildings with suitable classroom capabilities. If none are available or suitable, the contractor shall identify alternatives. With suitable justification, the EPA TOCOR will consider other alternatives (e.g., commercial facilities, state government buildings). In identifying suitable locations, the contractor shall coordinate with appropriate parties (e.g., EPA Regional Coordinator). The location also must be:

- Relatively convenient for most attendees;
- Available at a date/time convenient for EPA, trainers, and participants;
- Close to appropriate sites to demonstrate the field sampling techniques;
- Low cost; and
- Available at an appropriate time before the start of the region's sampling season (e.g., state crews might start later in Maine compared to Florida).

Deliverables and Schedule under Task 5.1:

Task	Deliverable	Due
5.1	Email with list of proposed locations and justification	10-40 working days, per technical direction (per Contract Clause H.12), depending on the number of training sessions to be scheduled at that time.

5.2 Logistics

After receiving the EPA TOCOR's acceptance of the training sites, the contractor shall:

a. Book the sites and obtain any necessary facilities (e.g., portable toilets), landowner approvals, equipment (e.g., boats, electrofishing gear, etc. if training attendees are not able to bring enough) and permits for field sampling.
b. Verify with attendees how many people can fit in each boat comfortably for training purposes, whether the boat can have people from outside organizations and whether there are any other special requirements (sign a waiver, etc).
c. Provide a list of trainers to the EPA TOCOR for review and acceptance. In identifying trainers for the different modules (see Reference 9 for NLA 2013-2014 training materials), the contractor shall:
    i. Include EPA staff and State and regional experts to the extent possible, depending on their availability and level of expertise. The list shall briefly describe each non-EPA person's experience and/or education; identify sessions for which the person would teach; and other relevant information.
    ii. Identify up to four contractor trainers for each training session, depending on the availability of EPA and state staff. So that they can provide expert guidance and assistance during the training, the contractor trainer staff shall be fully trained in a wide range of field protocols for chemical sampling, biological sampling, habitat sampling, site evaluation, sample shipping procedures, and safety. In addition, the contractor trainer staff shall possess sufficient knowledge about the NRSA field protocols to provide guidance and assistance to the participants.

iii. Confirm that all trainers for field crew sessions attended the train-the-trainer session and are knowledgeable in the NRSA procedures.

d. Register the participants. In refining the list, the contractor shall coordinate with other parties (e.g., Regional Monitoring Coordinator), as appropriate.
e. Arrange for logistics and costs of travel, lodging and accommodations for non-federal employees serving as trainers. (Participants and federal employees must provide their own travel and accommodations.)
f. Coordinate all other necessary logistics associated with the training.
g. Report, each month, on any associated training costs (e.g., labor hours, rentals, supplies, travel) broken out by training event using the template provided by the EPA TOCOR.

Deliverables and Schedule under Task 5.2:

Task	Deliverable	Due
5.2.a	Confirmation of booking and approvals/permits	5 working days after receiving technical direction (per Contract Clause H.12) with EPA preferred locations for a particular training event; or 5-20 working days for multiple trainings.
5.2.b	List of potential trainers with summary of qualifications	20 working days prior to the training session. (Once the EPA TOCOR accepts a trainer, no review/acceptance is required for his/her support at other training sessions.)
5.2.c	Email with list of persons wishing to attend training session, but are not field crews	Within 1 working day of request
	Final list of participants	5 working days after conclusion of training session
5.2.d	Details of travel for non-federal trainers	With list of potential trainers.
5.2.e	Other logistics	As needed.
5.2.f	Training costs spreadsheet	Updated monthly, at the same time as the progress report.

5.3 Webinars

The contractor shall develop and present up to three sets of 2-hour webinars before each sampling season. Topics for potential webinars include:

A) An introduction to the NRSA training sessions in Task 5.4 (i.e., offered to persons planning to attend the training sessions that describes the basics of the survey including indicators, methods, crew supplied materials etc.); and

B and C) Up to two different webinars to demonstrate and discuss specific protocols (e.g. site evaluation, eforms) where additional training information would benefit field crews.

The contractor shall present each webinar up to three times before each sampling season. Because EPA has readily available web conferencing capabilities, the EPA TOCOR will arrange for the webinar connections from which the contractor can host remotely. In supporting the webinars, the contractor shall:

a. Draft the agendas, materials, and presentations. The agendas shall include opportunities for questions and answers. The contractor shall incorporate comments from the EPA TOCOR into the final versions. Each webinar within a set shall have virtually the same agenda, except minor improvements based upon performance during previous webinars and specialized content for the specific logistics of that training. Minor revisions such as typos, date changes, and trainer identifications do not need to be reviewed by the EPA TOCOR. All other changes must be reviewed and accepted by the EPA TOCOR.
b. Schedule the webinar at a time prior to the training session that is convenient for attendees and trainers. In most cases, it is likely to be scheduled during the calendar weeks before regional training sessions. The contractor shall coordinate with the appropriate parties to propose a date and time to the EPA TOCOR for review and acceptance. Then, the contractor shall notify the participants of the date and time of the webinar.
c. Distribute, by email or file exchange, the agendas, materials, QAPP, SEG, FOM, and presentations to the participants prior to the webinar.
d. Confer with the EPA TOCOR on technical issues, as necessary.
e. Conduct the webinar.
f. Distribute any follow-up materials as necessary.

Deliverables and Schedule under Task 5.3:

Task	Deliverable	Due
5.3.a	Draft agendas/other materials by email to EPA TOCOR	15 working days prior to the first webinar. Revisions within 5 working days.
5.3.b	Email with proposed date/time	10 working days prior to the proposed date.
5.3.c	Agendas/other materials by email to participants	1 working day prior to the session
5.3.d	Discuss technical issues with EPA (verbal or email)	2 working days prior webinar
5.3.d	Conduct webinar	Date and time must be accepted by the EPA TOCOR
5.3.e	Follow-up materials	1-5 working days per technical direction (per Contract Clause H.12), depending on complexity of issues

5.4 Training Sessions

For the train-the-trainer and field crew training sessions, the contractor shall facilitate the classroom and field training modules and provide all necessary logistics. (Participants and federal employees must provide their own travel between the classroom and field locations.) For each field sampling season, the contractor shall support one train-the-trainer session (for costing purposes, assume the training will be in Region 4, Region 6, or Region 9) and 9 regional training sessions (i.e., one per region with the exception of Region 2). Each training session will be 4 days in duration. However, the contractor's trainers shall plan on 5-6 days for each session to allow for travel; pre-training preparation and coordination; and post-training assessment of the training and crew capabilities. The contractor shall:

a. Revise the agenda and PowerPoint presentations from the 2013-2014 NRSA training sessions to be consistent with the 2018-2019 FOM and SEG. Incorporate comments from the EPA TOCOR into revisions. Minor revisions such as typos, date changes, trainer replacements do not need to be reviewed by the EPA TOCOR. All other changes must be reviewed and accepted by the EPA TOCOR.
b. Distribute the following at the training:
   i. The agenda. (The PowerPoint presentations do not need to be distributed in paper form.)
   ii. Field crew identification codes that will be used during the training session and throughout the field sampling seasons for all forms and communications. To be consistent with EPA's database requirements, field crew IDs must contain 3 alphanumeric characters (e.g., MD1) and be standardized based on state, contractor crew, or tribe abbreviations. Although individual members of a crew may change, the field crew ID only changes when the field crew leader changes.
   iii. Examples of field forms on rite-in-rain paper, provided by the NARS Information Management (IM) staff to the contractor for distribution, to each participant.
   iv. FOM to each participant. The FOM shall be printed on regular copy paper in black and white and bound. If the printing limits in Contract Clause H.2 are likely to be exceeded for any document (e.g., QAPP), the contractor shall notify the EPA TOCOR at least two months prior to reaching the limits. (EPA will then arrange for the EPA print shop to provide the copies.)
   v. QRG to each field crew. The QRG shall be printed in black and white, laminated, coded by section with tabs or colored paper (e.g., checklists, site information, water chemistry, etc.) and bound for field use (e.g. three-ring binder). If the printing limits in Contract Clause H.2 are likely to be exceeded for any document (e.g., QAPP), the contractor shall notify the EPA TOCOR at least two months prior to reaching the limits. (EPA will then arrange for the EPA print shop to provide the copies.)
   vi. Base kit (to be used throughout field seasons) and site kit (for the training field day) to each field crew (or each group that will perform as a team during the training). The base kit will include the Quick Reference Guide (see 5.4.b.v). The contractor shall ship base kits to crews following training events if the crews are unable to travel with the kits from the training event.
   vii. Survey to all participants, requesting their evaluation of the effectiveness of the training, including the webinar in Task 5.3. This survey is intended to be an evaluation of the overall training, not a tool for evaluating the contractor's performance.

viii. After the training, the contractor shall distribute, by email, any additional materials (e.g., correction pages, clarification) promised to participants during the training.

c. Facilitate the training sessions.

d. Instruct the modules for which the EPA TOCOR accepted contractor trainers under Task 5.2. For consistency in training, the contractor shall seek to minimize the number of contractor trainers used throughout the survey. Subject to their availability, all potential contractor trainers shall attend the Train-the-Trainer session. Depending on the availability of EPA/state experts, the contractor shall provide 1-4 contractor trainers for each field crew training session (in the cost proposal, assume 4 contract trainers for all sessions other than the Train-the-trainer session for which EPA prefers, but is not requiring, that all potential trainers participate).

e. Obtain a sign-in sheet for each participant documenting which days each person was in attendance (include name of training, location and date of training on the top of the sign-in sheet). Provide a pdf of the sign-in sheet to EPA as well as maintaining a comprehensive list of participants (e.g., in a spreadsheet or other document).

f. Collect QAPP signature pages from the field crew leaders. (During the webinar or through email communication, the crews will be instructed to read the QAPP, SEG and FOM before arriving at the training session.)

g. Provide a short summary of each training session, a review of each field crew's comprehension of the protocols, a summary of participant evaluations, each participant's evaluation form (i.e., survey from 5.4.b.vii above), and any recommended changes. With EPA TOCOR's review and acceptance, the contractor shall incorporate changes to subsequent training sessions.

h. Send two contractor personnel to attend a NARS training meeting to refine current training approaches and help EPA develop new materials and methods.

Deliverables and Schedule under Task 5.4:

Task	Deliverable	Due
5.4.a	Draft agenda and PowerPoint presentations.	15 working days prior to the first training. Revisions within 5 working days.
	Email notification that printing restriction will be reached for a document	Two months prior to reaching the limit
5.4.b	Agenda base kits, site kits, forms, etc.	At the appropriate time during the training sessions with follow-up materials in 1-5 working days per technical direction (per Contract Clause H.12).
5.4.c	Facilitate the training	At the training. Date and time must be accepted by the EPA TOCOR under Task 5.2.
5.4.d	Instruct sessions	At the training. Trainers accepted by EPA TOCOR under Task 5.2.

Task	Deliverable	Due
5.4.e	Sign-in sheets (pdf of actual signatures/initials) and electronic list of participants (e.g. spreadsheet)	Provide pdf within 3 working days after the training ends; update spreadsheet within 3 working days of the training and make available to EPA.
5.4.f	pdf file with scanned QAPP agreements	3 working days after the training session ends. Then on a rolling basis as they are received from crews. Originals per technical direction (per Contract Clause H.12) from EPA TOCOR.
5.4.g	Email summary	5 working days after the training session ends.
5.4h	Attend NARS training meeting	Date arranged by EPA TOCOR

5.5 On-Site Training

For field crews unable to attend the field trainings, the contractor shall conduct on-site training before or when the field crew conducts its first sampling event. The contractor shall provide up to 10 individualized trainings in 2018 and in 2019 (for a maximum of 20 individualized trainings). These 1-2 day on-site trainings are likely to include Tribal representatives and state crews. The contractor shall consult with the crew and/or other parties identified by the EPA TOCOR to determine an appropriate date for the training and convey this information to the EPA TOCOR for acceptance.

The on-site trainer must have previously conducted one or more of the multi-day field trainings and must be proficient in all of the training modules. The trainer is responsible for providing his or her own field gear sufficient to accompany the field crew (e.g., protective clothing, sunscreen, insect repellent, hat, water bottle, food, back pack, cell phone).

Deliverables and Schedule under Task 5.5:

Task	Deliverable	Due
5.5	On-site training	Date and time accepted by EPA TOCOR prior to training

5.6 Field Assistance Visits

Each field crew will require 2 assistance visits: 1 for a wadeable site and 1 for a boatable site. The contractor shall conduct up to 70 field assistance visits in 2018 and in 2019 (for a maximum of 140 field assistance visits) to field crews identified, or accepted, by the EPA TOCOR. To the extent possible, the contractor shall conduct the assistance visit during one of the first five sites sampled by the field crew. When possible, the contractor shall perform the wadeable and boatable site assistance visits with a given crew on one trip (e.g., wadeable site one day and a nearby boatable site the next to minimize travel costs). The contractor may conduct on-site training and the field assistance visit simultaneously. EPA will provide the checklist for the assistance visits. The contractor shall:

a. Assign one person to perform each assistance visit. The contractor shall provide a staff person who attended one of the training sessions. The staff person shall bring appropriate field gear (e.g., protective clothing, sunscreen, insect repellent, hat, water bottle, food, back pack, cell phone). During the assistance visit, the contractor's staff person shall ensure that protocols are being implemented as specified in the FOM and measurement data are meeting data quality specifications. Upon completion of evaluation, the contractor's staff person shall review the results of the evaluation with the field crew. The review shall identify positive practices and any deficiencies that would adversely affect data quality.
b. Provide completed AV checklists to the EPA TOCOR.
c. Identify any issues/concerns in an email to the EPA TOCOR.

Deliverables and Schedule under Task 5.6:

Task	Deliverable	Due
5.6.a	Assistance visit	Date and time to be arranged directly with field crew contact or via EPA TOCOR and approved by EPA TOCOR.
5.6.b	Completed checklist	2 working days after the assistance visit
5.6.c	Email with issues and concerns	1 working day of identifying issue/concern

5.7 Remote Assistance

During the two field seasons, the contractor shall provide remote assistance that includes troubleshooting support, guidance, and other support to field crews when they encounter problems. The contractor shall:

a. Provide EPA with a draft plan for the remote assistance. The plan shall be considered a living document that the contractor revises as necessary after receiving EPA TOCOR review and acceptance of the revisions. The contractor shall incorporate comments from the EPA TOCOR. At a minimum, the draft plans must include:
   i. Staffing plans and personnel qualifications
   ii. Remote assistance mechanisms (e.g., phone line, email address)
   iii. Measures to ensure that each call/email is addressed in a timely manner (e.g., while the crew is in the field for site-specific questions)
   iv. Protocols that shall ensure accurate and consistent responses that adhere to the FOM to the extent possible. The protocols shall describe the process for assigning questions to the appropriate experts and ensuring timely responses. EPA expects that some questions will require responses from:
      1. A contractor trainer (Task 5.4) who has expertise in the appropriate field sampling technique; OR
      2. EPA staff with the appropriate expertise.
   v. Typical issues that arise during field sampling and draft responses

vi. Procedures for distributing guidance, additional materials, and other clarifications to the entire network of field crews to allow for consistency and continuity in field operations

vii. Draft spreadsheet that the contractor shall use to record such incidents as:
   - FOM, SEG, and QAPP deviations with an assessment of their potential impact to the data values for each instance
   - Unusual situations with an assessment of their potential impact to the data values for each instance

b. Implement the plan during the field sampling seasons.

c. Facilitate and provide technical support for up to 15 regularly scheduled conference calls throughout each field season (up to 30 calls total). These calls will allow field crews to ask questions; will allow EPA or the contractor to clarify methods or procedures; and will allow for continuing dialogue between the field crews and NRSA coordinators. The contractor shall provide email summaries of the items of interest to field crews and other interested parties. The contractor shall follow the procedures for remote assistance (item 5.7.a above) for determining if and how other issues should be documented. The EPA TOCOR will schedule and obtain the teleconference line for these calls.

d. For any substantive deviation from the FOM/SEG/QAPP and/or situations requiring EPA intervention, the contractor shall summarize the situation, with appropriate identifications (e.g., field crew, site identification, sample number), potential impact on the data, in a spreadsheet.

e. For any situation requiring EPA intervention or guidance, the contractor shall summarize the situation for the EPA TOCOR in an email or phone call.

Deliverables and Schedule under Task 5.7:

Task	Deliverable	Due
5.7.a	Draft plan	Initial draft: 1 month after the demonstration project. Second draft: 10 working days after receiving EPA TOCOR comments Final draft: 1 month after 2018 field sampling season ends. Final version: 1 month after 2019 field sampling season ends. Throughout field sampling seasons, revisions sent to EPA TOCOR for review and acceptance.
5.7.b	Implement plan	Throughout field sampling seasons
5.7.c	Conference call support and email summary	Biweekly during periods of intense activity (likely to be June-August). Email summaries distributed within 2 working days
5.7.d	Spreadsheet with substantive deviations or issues	One month after each sampling season.

Task	Deliverable	Due
5.7.e	Issues for EPA intervention or guidance	Within 1 working day of identifying the situation

Task 6 Field Supplies and Shipping (See Contract PWS C.3.a, C.3.c)
The contractor shall purchase field supplies (including base and site kits), arrange for equipment repair/replacement and manage shipping operations for the survey. In particular, the contractor shall:

a. Identify materials for the base and site kits (for example: field supplies, instructions, paper copies of field forms, shipping materials, other items shown in the 2018-2019 FOM, or other items identified as necessary) that the contractor will provide to field crews to collect samples and ship, using the contractor's shipping contract, to EPA's contract laboratories. The contractor shall send a list of the materials to the EPA TOCOR for review and acceptance before the contractor purchases them.
b. Evaluate what types of repairs/replacements are needed for NRSA equipment; identify any specialized resources required (e.g., manufacturer or specialty services); and provide EPA with a plan and recommendations. EPA will provide the contractor with information on regional/state/tribal personnel who have indicated that repairs/replacements are needed (the contractor shall identify whether others also need support as part of its plan). All repairs/replacements must conform to the NRSA 2018-2019 specifications for that piece of equipment. After receiving TOCOR review and acceptance, the contractor shall arrange and pay for repair/replacement of equipment already owned by Regions/States/Tribes.
c. Evaluate whether any equipment needs to be purchased (e.g., new crews that do not have NRSA equipment provided by EPA or equipment that is lost or significantly damaged); and provide EPA with a plan and recommendations for purchasing that equipment. This equipment shall be provided to the crews and is not considered government property.
d. Develop procedures (checklists, etc.) for purchase, receipt, and shipping supplies to field crews. The contractor shall revise its procedures in response to the EPA TOCOR comments and actual performance. The procedures shall ensure that materials and supplies are:
    i. What was ordered and identified in the list accepted by the EPA TOCOR. For example, the contractor's procedures should verify that the purchased materials are to the correct specifications such as the correct size, type of container, etc.
    ii. In good shape and included in the base and site kits. The procedures must include an independent check of 10 percent of the kits to verify that all supplies have been included. For each kit selected, the verification must be conducted by someone other than the person who packed it.
    iii. Recycled to the extent possible. For example, coolers without any cracks can be reused in future EPA projects. At some later time, the EPA TOCOR will provide a list of supplies that the states have retained from previous surveys (e.g., NLA base kits, NLA supplies) that can be used for NRSA sampling. The procedures shall describe a process for identifying, and, as appropriate, collecting excess sampling materials from field crews for possible reuse. At the conclusion of the task order, the contractor shall physically transfer the supplies to another location

identified by the EPA TOCOR in technical direction (per Contract Clause H.12). When appropriate, the contractor shall obtain the necessary paperwork to track property transfers.

iv. Received in a timely manner and adhering to special requirements (e.g., preservatives for chlorophyll *a* samples, wet ice). The procedures must be viable for sites around the country.

e. The contractor shall purchase approved supplies (see 6.a., 6.b., and 6.c.,) in accordance with the procedures developed in 6.c.

f. The contractor shall apply its procedures, provide storage, and implement a shipping contract for survey operations for the following:

i. Site kits to the field crews that submit a request to the NRSA's Supply Request system.

ii. Last minute replacements of base kits supplies as reviewed and accepted by EPA TOCOR.

iii. Samples from field crews to the applicable laboratories for sample processing, either directly or by way of a central location (i.e., "batch laboratory").

iv. A batch laboratory to gather and store field and reference/performance samples, except water chemistry samples, and then ship them to the appropriate national laboratories. The shipping arrangements must be consistent with the holding times and guidelines reviewed and accepted by the EPA TOCOR. For water chemistry samples, the contractor shall arrange for shipping directly from the field to the national laboratory to meet the short holding time requirements.

v. Samples from one laboratory to another, when field crews mistakenly send their samples to the wrong location.

vi. Return shipment of reusable materials (e.g., coolers) from laboratories to the contractor or batch lab.

vii. Equipment from regions/states/tribes to repair/replacement locations.

Deliverables and Schedule under Task 6:

Task	Deliverable	Due
6.a	List of base and site kit materials	15 working days after receiving the final list of indicators for the survey.
6.b	Email with plan for state/tribal equipment repair/replacement	15 working days after receiving information on known list of equipment needing repairs/replacement.
6.c	Draft procedures and checklists	5 working days after receiving the EPA TOCOR's revisions and acceptance of the list of materials. Revisions as needed with EPA TOCOR acceptance. Revised versions one month after the end of each sampling season.

Task	Deliverable	Due
	Excess consumable materials	Transfer to location specified by TOCOR in technical direction (per Contract Clause H.12).
6.d	Purchase of base and site kit materials	Within 10 working days after receiving approval in the form of technical direction (per Contract Claues H.12) from the EPA TOCOR
6.e	Site Kits (including field sampling materials)	On or before requested date identified in Supply Request database. EPA TOCOR must be informed of contractor's inability to provide site kits by the date identified in a supply request.
	Replacements	1-10 working days prior to sampling date, depending on when the crew identifies the need.
	Samples	Within holding time requirements specified in the NRSA LOM and/or QAPP, if crew abides by shipping deadlines.
	Repaired/replaced equipment	By start of regional training that the specific crew will attend

Task 7 Tracking (Contract PWS C.3.b, C.3d, C.5)
The contractor shall use a tracking system and provide periodic status reports as described in the following subtasks.

7.1 Tracking System
The contractor shall track the progress of activities related to field sampling. This tracking system could be a series of spreadsheets or some other format based upon, or exported to, Agency standard software (i.e., not the contractor's proprietary system). For the EPA TOCOR's review and acceptance, the contractor shall:

a. Develop a plan for tracking of sites, samples, trainings, field crews, and assistance visits. The plan shall identify any software that will be used and include procedures by which the contractor will verify that the system is current and accurate (e.g., spot checks with other survey partners, automated queries). The plan also shall identify items that will be tracked, including the following items:
    i. Site Evaluation Information: sites sampled (primary, revisits, reference, and others) and reasons for any drops that have been provided via forms
    ii. Sample status (e.g., collected/not collected (and why))
    iii. Train the Trainer & Regional Trainings (e.g., dates, locations, trainers, equipment, attendees, and contact information)

iv. Field Crew Information (e.g., unique ID for crew, crew leader name, contact information, assistance visit date, approx. # sites, sampling start date, person conducting assistance visit, date crew leader signed QAPP)

v. Deviations from survey protocols, work-arounds, etc. identified from troubleshooting in Task 5.7 (e.g., site ID, deviation, reason). Where appropriate, these notes should be incorporated into NARS IM via flags.

vi. Assistance Visits assigned to the contractor. Track field crew ID, point of contact, assigned date, date (planned/actual) of assistance visit, name of person conducting assistance visit, , trip complete (Y/N), checklist submitted (Y/N), site visited, notes, and any other relevant information.

b. Include procedures in the plan for comparing, and correcting, data for #a.1 and #a.2 between NARS Information Management (IM) and the contractor's tracking systems. This comparison will serve as an important quality assurance check in monitoring the overall status of the survey. All site and sample tracking information must be compared to NARS IM's tracking throughout each field season to make sure that its tracking reflects the proper number of sites. After NRSA 2018-2019 is complete, EPA will use NARS IM's tracking as the official record for the data.

c. Once the EPA TOCOR reviews and accepts it, the contractor shall implement its plan, including any revisions per the EPA TOCOR's technical direction (per Contract Clause H.12).

7.2 Status Reports

The contractor shall use its contacts with the field sampling crews, shipping companies, laboratories, NARS Information Management (IM) staff, and other survey participants to continuously update the tracking system. This tracking shall continue throughout field seasons and after field seasons as field crews continue to send samples to laboratories and field forms to the NARS IM team. Based upon information in the system, the contractor shall:

a. Provide periodic status updates to the EPA TOCOR (e.g., weekly during sampling season). The contractor shall develop a format for the EPA TOCOR's review and comment (the contractor shall incorporate the EPA TOCOR's comments).

b. Notify the EPA TOCOR immediately of any noncompliance with survey protocols, such as untrained crews collecting samples or crew schedule slippage beyond the sampling period.

c. Forward copies of completed Assistance Visit checklists to the EPA TOCOR, or the location designated in technical direction (per Contract Clause H.12). (These are the checklists for assistance visits conducted by non-contractor personnel. Contractor provides its checklists as deliverables under Task 5.6.)

d. Coordinate with field crews and laboratories over any logistical questions that may arise as to status of samples in shipment.

e. Identify any discrepancies between transmittals. The contractor shall first attempt to resolve the discrepancies by using its contacts with the appropriate parties. If the discrepancy cannot be resolved quickly, the contractor shall notify the EPA TOCOR in a timely manner (e.g., notify immediately for discrepancies between sample dates on tracking forms and NARS IM data submitted via the field form APP; wait a day or two while the shipping company searches for missing packages.)

f. Provide copies of the tracking system at the end of the period of performance, and also upon receiving technical direction (per Contract Clause H.12) from the EPA TOCOR.

Deliverables and Schedule under Task 7:

Task	Deliverable	Due
7.1	a/b. Draft tracking plan	3 months after effective date of task order or later per technical direction (per Contract Clause H.12). Revisions within 5-10 working days, depending on complexity
	c. Tracking system	Ready for operation 2 months prior to the start of the 2018 sampling season
7.2	a. Periodic updates	Weekly during the sampling season or per technical direction (per Contract Clause H.12)
	b. Email with concerns	Immediately
	c. Assistance visit checklists	Within 2 days of receipt
	d. Coordinate with field crews and laboratories	As appropriate to ensure shipments are timely
	e. Resolve discrepancies	As appropriate to ensure shipments are timely and complete
	f. Final tracking system	15 working days before end of period of performance

VI. TRAVEL

This section provides a summary of the travel requirements described in Section V and provides assumptions for use in the cost proposal.

- Section 4.2:
  - Demonstration Project: Assume 4 staff members for 3 days at a location in Region 3, Region 4, Region 6 or Region 9.
- Section 5.4:
  - Train-the-trainer session: Assume that all potential trainers will be available to attend the session for 5 days someplace within Region 4, Region 6, or Region 9.
  - Regional training sessions: Assume 4 contractor staff members will attend 5 days at each of 10 training sessions for each field season.
  - National NARS training meeting: Assume two contractor staff members will attend 2 days within Region 6.
- Task 5.5:
  - On-site trainings: Assume 1 contractor staff member for 2 days at each of 10 on-site trainings. Assume they are located in Maine, Florida, Washington State, Texas, and Minnesota in each field season.

- Task 5.6:
    - Field Assistance visits: Assume 1 contractor staff member visits for 1 day at 80 locations (40 during each field season) scattered throughout the sites identified in Reference 10, excluding sites assigned to EPA's contract crews because EPA staff will perform the AVs.

VII. Quality Assurance Surveillance Plan (QASP)

EPA will judge performance using the following Quality Assurance Surveillance Plan (QASP).

Performance Requirement	Measureable Performance Standards	Surveillance Method	Incentives/Disincentives
Management and Communications: The Contractor shall maintain contact with the EPA TOCOR throughout the performance of the task order and shall immediately bring potential problems to the attention of the EPA TOCOR. In cases where issues have a direct impact on field sampling activities, logistics, training, project schedules, cost, time, or quality, the contractor shall provide options for EPA's consideration on resolving the issues or mitigating their impacts.	Any issue adversely impacting project schedules, cost, time or quality shall be brought to the attention of the EPA TOCOR: i) If the contractor requires EPA guidance, the contractor must contact EPA prior to completing the deliverable. ii) If the contractor identifies an issue that could affect multiple crews, the contractor shall contact EPA that day so that direction can be provided to all crews in the field. iii) If the contractor identifies issues that are otherwise not urgent, the contractor shall contact EPA within 5 working days.	EPA TOCOR will identify unreported issues.	Four or more incidents where the contractor: • Does not provide timely notification; or • Created a severe adverse situation will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of **Management**. Fewer than four incidents where the contractor does not meet the measureable performance standard will be considered acceptable performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.
Timeliness: Deliverables in accordance with the PWS. Sampling kits and field sampling supplies shall be delivered as requested by field crews.	No more than 5% of the sampling kits and field sampling supplies shall be transmitted beyond the date requested by the field crews. Excessive breakage or spoilage will count as a failure of delivery, if breakage/spoilage is a result of failing to follow the protocols for shipping. No more than 10% of the deliverables shall be submitted more than 5	100% of the deliverables will be reviewed by the EPA TOCOR.	10 or more incidents where the contractor does not meet the measureable performance will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of **Schedule**. Fewer than 10 incidents where the contractor does not meet the measureable performance standard will be considered acceptable performance and will be

Performance Requirement	Measureable Performance Standards	Surveillance Method	Incentives/Disincentives
	working days past the due dates in the PWS.		reported as such in the CPARS Performance Evaluation System.
Cost Management and Control: The Contractor shall monitor, track, and accurately report cost and fee expenditures 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 cost control.	The contractor shall manage costs to the level of approved ceiling on the task order. The contractor shall notify the TOCOR, PO and CO when 75% of the approved funding ceiling for the task order is reached.	The TOCOR will compare actual versus projected expenditures on a monthly basis (via meetings, monthly progress reports & milestones established for each deliverable).	Unsatisfactory rating under the category of **Cost Control** in CPARS when the contractor does not meet the measurable performance standards. An acceptable rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measureable performance standards and accurately reports the costs.
Technical Effort: The Contractor shall assign appropriately leveled and skilled personnel to all tasks; and abide by the contractor's QMP, the NLA 2017 FOM, SEG, and QAPP.	No more than 25% of reviewed deliverables shall require revisions to meet the requirements. All of the trainers must meet the requirements in the PWS.	100% of the deliverables will be reviewed by the EPA TOCOR to identify noncompliance issues.	Unsatisfactory rating under the category of **Quality** in CPARS when the contractor does not meet the measurable performance standards during an applicable period of performance.