EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 1-15

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-W-10-002	11/19/2009 To 11/18/2014 Base Option Period Number 1	See Comments below for title

Contractor: INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW: PHASE II-Deliverables/Schedule Under Task 2/3/4

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 11/19/2010 To 11/18/2011

Comments:
WA Title: Outcome Evaluation of Hazardous Waste Determination Regulations.

The purpose of this order is to initiate a new Work Assignment (Phase II) and to approve the Contractor's Work Plan dated October 20, 2010.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 11/19/2009 To 11/18/2014		0
This Action:		724
Total:		724

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Terell Lasane	(Signature)	(Date)	Branch/Mail Code: Phone Number: 202-566-0705 FAX Number:
Project Officer Name: Cathy Turner	(Signature)	(Date)	Branch/Mail Code: Phone Number: 202-566-0951 FAX Number:
Other Agency Official Name	(Signature)	(Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Bradley Austin	(Signature)	(Date)	Branch/Mail Code: Phone Number: 202-564-5574 FAX Number:

Performance Work Statement
Technical Support for Stimulating and Promoting
Innovations to EPA's System of Environmental Protection

I. Introduction

The Environmental Protection Agency (EPA), Office of Policy, Economics and Innovation (OPEI) is seeking sophisticated and strategic technical support to initiate, test, evaluate and promote widespread adoption of innovations in the nation's system of environmental protection. EPA's commitment to innovation was renewed in its strategy, "Innovating for Better Environmental Results" (hereafter referred to as the Innovation Strategy), which can be found at www.epa.gov/opei/strategy. Innovation is critical to the success of EPA's work in encouraging responsible stewardship in the public and private sectors as well as on the part of individual citizens. [See "Everyday Choices: Opportunities for Environmental Stewardship" at www.epa.gov/innovation/pdf/rpt2admin.pdf.]

Innovations by their nature can take many forms, including forms not currently anticipated. Innovations may range from incremental improvements in existing policies and programs to entirely new ways of addressing environmental problems.

Under this contract, the contractor shall assist the EPA in stimulating and promoting innovation in a variety of ways, such as:

- establishing pilot projects;
- measuring and evaluating the results of projects and other innovative efforts;
- analyzing the potential value of innovations for broader application;
- applying promising innovations and disseminating information about innovation on a broader scale; and
- providing systemic support to encourage an organizational culture that embraces innovation, is fully collaborative both internally and externally and provides stewardship leadership by example.

II. Background

Consensus is growing among many parties working on environmental issues that our nation's environmental protection system faces an increasingly complex set of challenges. Problems such as polluted runoff from streets and farms, global climate change and loss of habitat and biodiversity require a broader set of tools than those that have been used in the past. There is also widespread interest in assessing whether alternatives to the existing regulatory tools could provide environmental results with less economic and social burden.

A variety of factors create the need to search for more innovative approaches to environmental protection. Some of these factors are pressing environmental problems for which existing regulatory tools have not been effective. Other factors are economic, such as the continued pressure to create more value for each taxpayer dollar invested. Some feel that the single medium approaches that have dominated existing environmental laws and programs should be

complemented with programs that adopt a geographic, sectoral or facility-wide approach. Accordingly, EPA recognizes that it needs to be adaptive, collaborative and flexible in finding ways to protect public health and improve environmental protection.

As elaborated more fully in the Innovation Strategy and Everyday Choices, EPA recognizes the need to develop new approaches to improve environmental results. These approaches include a range of functional and operational techniques, such as: cross- media approaches; incentives to reward and encourage performance beyond regulatory requirements; partnership programs; use of environmental management systems; regulatory flexibility; emissions and effluent trading and related efforts to achieve overall environmental improvement; the creative use of information on environmental impacts; smart growth approaches to land development; and pollution prevention and collaborative processes. Often an innovative approach may include a combination of these approaches. Furthermore, EPA must ensure that it has an organizational culture that encourages innovative thinking as a routine part of the agency's way of doing business.

To enhance its innovation capacity, EPA needs technical support of many kinds. Using this contract, EPA will draw on such expertise to strengthen environmental partnerships and collaborative capacity, target priorities, expand the current collection of tools, conduct supporting technical analyses and create a more innovative culture to effectively solve challenging problems across the Agency.

III. Scope of Activities and Expertise Requirements

To promote the discovery and use of innovations at all levels of environmental protection, EPA will require technical support for multifaceted activities across the whole innovation cycle. The innovation cycle includes five different elements:

1. Planning and managing innovation
2. Testing innovations
3. Measuring, evaluating and analyzing performance of innovations
4. Encouraging broad-scale use of innovations
5. Growing an organizational culture that encourages development, discovery, diffusion and application of innovations

These elements may occur as sequential phases, in parallel or as single steps, depending on the situation. In some cases, innovative approaches may be identified by the agency itself; in other cases they may come to the agency's attention through other sources such as states, communities, regulated organizations or nongovernmental groups.

The contract is intended to be a resource for innovators throughout EPA. The contractor shall primarily support the Office of Policy, Economics and Innovation (OPEI), National Center for Environmental Innovation (NCEI) [formerly the Office of Environmental Policy and Innovation (OEPI)], but may be called on to support work in other parts of NCEI or in other offices across the agency, including regional offices. All effort performed by the contractor shall be in accordance with the task areas specified in this Performance Work Statement.

In all contact with the public and Government officials, contractor personnel shall identify

themselves as contractor employees working under contract to the EPA. Contractor identification badges/visitor badges shall be prominently displayed at all times and shall be clearly visible in all public settings. The contractor shall submit all analyses, options, recommendation, reports, and training materials required under this contract in draft for critical review by the contracting officer or the contracting officer's representative (COR). The Government will make all final regulatory, policy, and interpretive decisions resulting from contractor-provided technical support under this contract and make the final decision on all contractor provided recommendations. The contractor shall not publish or otherwise release, distribute, or disclose any work product generated under this contract without obtaining EPA's express written approval. When submitting materials or reports that contain recommendations, the contractor shall:

- explain or rank policy or action alternatives;
- describe procedures used to arrive at recommendations;
- summarize the substance of deliberations;
- report any dissenting views;
- list sources relied upon;
- detail the methods and considerations upon which the recommendations are based.

The contractor shall not provide any legal services to EPA under this contract absent express written advance approval from EPA Office of General Counsel.

Work Assignments: The contractor will be required to perform activities according to EPA's determination of their nature, scope, level of priority, and desired outcomes, via the issuance of work assignments. The contractor shall respond to work assignments in accordance with the appropriate section(s) of this Performance Work Statement. These work assignment activities may fall into one, or a combination, of the five elements.

Work Plans: In response to EPA's specific requests for work under this PWS, the contractor shall prepare specific work plans and provide progress and final reports. All deliverables produced by the contractor shall be presented to EPA in a format approved by the project officer and/or the work assignment manager as specified in the work assignment.

Element 1: Planning and management support

Description: Element 1, planning and management, supports work in all of the other elements described in this PWS. Under this element, EPA will establish overall innovation management plans and will build background information and inventories, to help with decisions related to current and proposed innovations. In identifying and building support for proposed innovations, interactive processes are needed for dialogues, surveys, focus groups, etc. The contractor shall provide planning and management support for environmental innovations.

Performance: The planning and managing section of the PWS includes many activities and related analyses and information that will also be performed in connection with, or to complement, the rest of the elements that support innovation. For example, activities established

under the first element may be utilized as innovation goes through testing (element 2), evaluation (element 3) and scale-up (element 4).

1. Research: The contractor shall perform analytical research to provide information and answers to specific questions about existing or proposed innovative approaches raised by the Agency or by others such as states, communities, non-governmental or regulated organizations. EPA is interested in learning the answers to questions, such as:

- Is the innovation already being used? \
- What are the potential benefits (and risks or costs) of the innovation?
- What are the existing barriers?
- What are the requirements for successful deployment?
- What are the predicted outcomes (environmental or others) of the innovation (among many other issues)?

In performing studies and research for the identification, design, and development of innovations, the contractor may be asked to perform the following tasks:

- Information and database searches
- Literature surveys
- Trend analyses of economic, environmental, and regulatory factors
- Opportunity assessments
- Recommendations development to assist with policy analysis and formulation
- Evaluation of current projects and programs
- Data gathering in the field on a variety of issues
- Analysis of significant environmental problems, their causes, and possible approaches for addressing them, including innovative collaborations
- Risk analysis of innovations
- Projection studies for training, outreach and other resource needs
- Projection studies for environmental outcomes
- Surveys of potential external partners for innovation activities
- Analysis of innovations at the state and local levels

The contractor shall conduct literature searches using data bases and sources identified in the work assignment (or specified later in written technical direction) and provide the resulting summary or technical analysis. The contractor shall also identify discrepancies or inconsistencies in the data sources. The contractor shall be expected to perform other research exercises in accordance with the work assignment Performance Work Statement.

2. Communication (and education): As required in this Performance Work Statement and detailed in specific work assignments, the contractor shall communicate and disseminate information concerning existing and proposed innovations across the agency, to states, local governments, tribes, the public, industry, local or national environmental groups,

small businesses and other organizations. Communication functions include, but are not limited to:

2.1. Publications: The contractor shall prepare drafts of materials and revisions according to the individual work assignments. The contractor shall coordinate with the National Technical Information Service (NTIS) and other identified entities as appropriate to make documents available to the public. This includes copying materials to go to NTIS, if needed, keeping track of documents, and delivering materials to NTIS and others. Forms of output may include guidance documents, technical manuals, outreach pamphlets, brochures and fact sheets. The contractor may be asked to prepare electronic versions of draft and final documents, in either, or both, HTML and PDF. In all cases, documents shall comply with Section 508 requirements for accessibility (www.section508.gov), and EPA guidance where available.

2.2. Internet-based outreach and dialogue: The contractor shall fully support internet-based means for outreach to, and involvement of, the public. Such support shall include, in addition to the services described below under "Web development support," designing and implementing interactive mechanisms such as wikis, podcasts, blogs, RSS feeds and Internet-based dialogues that facilitate public discussion on topics related to all aspects of the agency's business (policies, rules, issues, etc.). The contractor shall design and develop appropriate web-based programs to manage dialogues for internal national work groups, intergovernmental groups, or for the general public; recruit expert panelists, and report results both on a daily and a post-event basis. An example of the kind of dialogue the contractor may support is described in Democracy On-Line: An Evaluation of the National Dialogue in Public Involvement in EPA Decisions (January 2002, Resources for the Future, Washington, DC) www.rff.org/rff/Documents/RFF-RPT-demonline.pdf and its archive that is available at www.network-democracy.org/epa-pip.

3. Data gathering and information management: The contractor shall collect, organize, and maintain data and information to be used by the agency. Such data may be from secondary sources or may have to be gathered by the contractor. Contractor gathered data may include environmental and/or socio-economic data, opinion surveys, and a wide range of other data relevant to the design or performance of policy innovation.[1] EPA will use these data for its analysis of technical issues and options for alternative regulatory and non-regulatory approaches and strategies relating to environmental protection. EPA and others may also use this information to find innovative approaches that can be used in other applications. In addition, the contractor shall use these data as background information and inventories related to current and proposed innovations and make them available to the EPA staff or others. The contractor shall develop, manage and analyze applications and databases using EPA-supported platforms and software (see http://www.epa.gov/webguide). The contractor shall create, or use, software programs to design forms, collect and enter data, manipulate the data as required by EPA, and design and produce formal and ad hoc reports. The contractor shall perform these activities in conjunction with developing electronic and hard copy catalogues and/or internet/intranet collection/display sites where the EPA staff or others outside EPA can easily access the information or data. The contractor shall also develop publications and other vehicles for communicating to the general public about all aspects of innovation in connection with all of

the elements described below. Such communications may relate to projects that have been proposed or are underway; results of evaluations and diffusion of innovation ideas, among other things.

4. Surveys and feedback: The contractor shall provide support for surveys and other means for obtaining feedback from external parties, dealing with EPA. This includes planning, designing, conducting, analyzing and presenting the results of surveys, preparation of the Information Collection Request (ICR), and assisting NCEI, and other offices and regions in EPA, in designing, conducting and analyzing such surveys. It may also include maintaining a database on EPA-conducted surveys to serve as a resource for future survey design, and assisting EPA in building consensus about the purpose and follow up activities. See the EPA feedback guidelines, "Hearing the Voice of the Customer" www.epa.gov/customerservice/feedback/voice.htm] and the permit toolkit, "Customer Service in Permitting" [www.epa.gov/customerservice/permits] [Note: Surveys for more than nine non-federal respondents require approval from the Office of Management and Budget [www.epa.gov/customerservice/pdfs/2006icr.pdf]

5. Reports: The contractor shall provide EPA with various evaluation and analytical reports; option papers, recommendations and proposals; project design reports; minutes, summaries and findings from meetings; internet and electronic data base and information inventories. The contractor may be asked to prepare electronic versions of draft and final documents, in either or both HTML and PDF. In all cases, documents shall comply with Section 508 requirements for accessibility (www.section508.gov), and EPA guidance where available.

6. Web development support: The Contractor shall provide web services both on a project-specific basis and for the purposes of broader scale outreach. The purpose of the broader scale outreach is to effectively communicate innovations to EPA staff, states, interested parties and groups, and the general public. These web services shall include:

- Maintaining existing web sites and databases, including the design, testing and implementation of enhancements, adding and populating new modules, and fixing bugs in a short timeframe.
- Designing, testing and populating new web sites, data bases and web-based communication [e.g. blog, wiki, podcast, RSS feed] to support innovation and policy development. Designs will be tested and optimized for different browser conditions and operating environments.
- Suggesting ways to improve the web site.
- Ensuring that all web work is in compliance with agency and government-wide web policies and requirements. These include Federal Section 508 requirements for accessibility and EPA specifications for public web site and web page content.
- Events: The contractor shall provide technical and administrative support for informational and training events about innovation(s), both within the agency and including others.

    - Events include meetings, conferences, workshops, focus groups,

public hearings, and other public involvement events. These events may be limited to participants from within the agency, include EPA and other regulatory agencies, or may be open to the general public. The Scope of events may be national, regional, or local in scope.

- Technical support could include: researching and preparing background information; facilitating sessions; recording sessions and preparing and analyzing minutes, summaries, and proceedings. Forms of outputs may include research and technical analysis of issues raised by affected or concerned participants. The contractor shall clearly indicate the assumptions made, sources used and not used, and methodological choices made, both, conceptually and in data selection.

- Administrative support could include preparing mailing lists, correspondence, name badges, registration packets; researching potential venues; developing on-line secured sites; managing registration; help in payment of hotel bills under EPA supervision; purchasing conference materials such as notepads and folders; producing flyers and agendas; arranging for working meals; staffing the registration desk; and procuring, as well as supporting on site audio-visual equipment.

- Some current examples of planning activities are to analyze system change models and to develop criteria and processes for measuring, evaluating and scaling up successful experiments.

Element 2: Testing innovations

Description: Element 2 involves testing proposed innovations on a limited scale (e.g., pilot projects) to assess the effectiveness of the approach in addressing environmental problems or improving the performance of the environmental protection system. Such testing is expected to provide useful information about topics such as environmental and behavioral impacts, costs, procedures, and acceptance, in real-world applications. In this phase EPA will select the innovation to be tested, identify partners for such testing, identify stakeholders and other interested parties, and will determine the scope and resources needed. EPA will collaborate with partners and other parties to specify the actions to be undertaken and necessary implementing steps. EPA will then implement and monitor the test activities. EPA may also perform orientation and capacity building training according to the needs of the stakeholders and EPA staff. The contractor shall provide support for all of these aspects of testing environmental innovations.

Performance: The contractor shall support testing or piloting of innovations by EPA or by the outside partners identified by EPA. EPA will determine the extent of testing needed. Activities in support of testing shall include all aspects of project management, including:

- Providing technical assistance to EPA and its partners in designing the pilot project or other test(s).
- Identifying potential stakeholders and other interested parties.
- Providing training workshops; identifying and analyzing potential innovative Approaches.
- Soliciting proposals for testing those approaches or other approaches identified by outside parties.
- Facilitating meetings with partners, stakeholders, or the general public.
- Creating materials for communication with partners, stakeholders, or the general Public.
- Organizing and implementing pilot projects.
- Developing and implementing techniques for monitoring or tracking progress and outcomes of pilot projects.
- Organizing site visits to pilot projects.
- Analyzing the experience and lessons learned in pilot testing.

The contractor will not be the implementer of tests or pilots.

Current examples of testing activities include are implementation of pilot projects under programs such as Pollution Prevention in Permitting Program (P4) [www.epa.gov/oppt/p2home/pubs/casestudies/p4intitlev.htm], water quality trading www.epa.gov/owow/watershed/trading.htm, integrated permitting www.epa.gov/permits/integrated.htm, lean manufacturing www.epa.gov/lean, tools and resources for the CARE Program www.epa.gov/CARE, and streamlining OPP's re-registration program www.epa.gov/pesticides/regulating/index.htm.

Element 3: Evaluating innovations

Description: Element 3 often complements initial research performed during planning in Element 1 and testing in Element 2. EPA will evaluate a variety of innovations including but not limited to those tested by EPA under Element 2. EPA will also revise earlier analyses and formative evaluations of the proposed innovative project or program. Some evaluations may be extensive; others may be brief assessments. Evaluations will focus on forward thinking actions to determine deployment plans, policies and strategy. Evaluations and assessments will provide information to help EPA answer questions about project selection and priorities, economic factors, environmental outcomes/impacts/results, future plans and deployment strategies, regulatory conflict, cultural barriers and gaps in the knowledge base of the people who are involved. Evaluations will also provide information about the potential effectiveness of proposed innovations. The contractor shall provide support for measuring, evaluating and analyzing the performance of environmental innovations and core programs.

Performance: The contractor shall perform a variety of analyses and evaluations, relating to innovations that have been implemented by EPA, or its outside partners. Once completed, the evaluation and/or analysis shall be presented to EPA, according to the work assignment performance work statement.

1. Evaluations: The contractor shall perform surveys, participate in conference calls, perform site visits, design evaluation frameworks and implement evaluations for innovations. The contractor shall perform or coordinate peer or expert reviews of evaluation methodologies and reports. Evaluations shall address the technical and behavioral elements of change. Such evaluations shall include:

- Policy and program evaluation to identify potential innovations and the impacts of those selected.
- Formative evaluations to evaluate potential innovations before testing may be desirable. (Research and policy analysis must support this type of evaluation. Such evaluations shall include assistance in program design to better enable measurement and evaluation of the innovation.)
- Cost-effectiveness evaluations to analyze the benefits of the outputs/outcomes with the external and internal costs of producing them.
- Process evaluations and assessment to analyze and track progress and to assess the projects on a variety of indicators, including environmental and organizational impacts.
- Impact evaluations of the scope and effectiveness of the different phases of the innovation cycle in terms of end results.
- Outcome evaluations comparing outcomes to the objectives or the goals of innovation during testing and scale up.
- Evaluations of emerging issues to identify and evaluate emerging environmental and human health problems.
- Other evaluations related to the innovation.

2. Analysis: The contractor shall analyze data and information about innovations. As part of the evaluations, analyses shall address the technical and behavioral elements of innovation.

- Analyses of trends: The contractor shall perform trend analyses for innovation related topics occurring within other countries, states, local governments, tribes and industry to identify opportunities for innovations. The contractor shall collect information and qualitatively and/or quantitatively analyze current trends to identify opportunities for innovative projects or programs. Trend areas may include organizational, economic, environmental, technological and regulatory factors such as economic incentives, pollution levels, conservation activities and human behavioral changes.
- Analyses of opportunities: The contractor shall identify, analyze and prioritize opportunities for innovation according to specific criteria established by EPA. This may require up-front research including information searches, surveys and other feedback activities. Activities may include evaluating the EPA criteria for possible improvements and performing research to identify best practices for policies, rules and practices, as well as analyzing different options for changing such policies, rules or practices. Benchmarking is a term used to describe

the practice of looking outside your organization to find and possibly use a tool or process of another organization. EPA often benchmarks with other federal agencies but may also benchmark with organizations in other countries, in states and in local communities.

- Analyses of existing and proposed legislation and regulations for policy development: The contractor shall perform initial and trend analysis in environmental legislation and regulations at the federal, state, local and tribal levels for industries and businesses identified by the agency and provide information for policy development for innovative projects or programs based on those trends.

- Evaluative Design Work - Pilot Design: The contractor shall provide technical support evaluating the design of the testing and deployment of an innovative idea. Evaluations that come into play in the design include but are not limited to the cost-effectiveness, organizational adjustments, behavioral changes and environmental benefits of prospective projects.

Some current agency-wide examples of evaluation activities are to hold an annual program evaluation competition, maintain agency-wide Program Evaluation Network (PEN) management and overhead, and undertake additional capacity building activities for evaluation in all offices

Element 4: Encouraging broad-scale application of innovations

Description: Element 4 involves strategically deploying or scaling up the innovations. Deployment or scale up strategies will take proposed innovations to broader application and may even take the innovation to a national level. Deployment may involve the integration of the innovation into a nationwide program or may or occur on a narrower scale. In some cases, EPA will be the primary entity adopting the innovation; in others, parties outside EPA such as states, local government, industry or others will perform the deployment. In the latter case, EPA, working with these parties, will focus on outreach and will provide the leadership, guidance, policies and coordination needed to turn an innovation into an established environmental practice. The process of deployment and scale up will likely take many forms and vary greatly depending on factors such as the nature of the innovation, the partners involved in the process and the constituencies identified as appropriate to adapt and adopt the innovation. The contractor shall provide support to deploy or scale up environmental innovations.
Performance: At EPA's direction**,** the contractor shall assist in the deployment or scale up of the innovation. The contractor shall provide assistance to EPA in developing and implementing strategies for scaling up or deployment**.** In general, innovation deployment and system change will occur through the following four activity elements, although this is not an exclusive list:

1. Support for policy and regulatory development designed by EPA to enable mainstream use of an innovation and incorporation into the operational systems of environmental regulatory agencies;

2. Outreach and communication support designed to assist EPA in conveying both

the utility of the innovation itself and the implications to stakeholders on its incorporation into regulatory systems;

3. Education and technical assistance support designed to help EPA in creating capacity for its use and delivery within environmental regulatory agencies;

4. System change support to assist EPA facilitating and supporting organizational adjustments and strategic planning necessary to fully institutionalize an innovation within an environmental regulatory agency.

In connection with the above tasks, and others not specifically listed, the contractor shall: gather facts, perform research and analysis, identify options, convene and facilitate meetings with stakeholders, produce publications, analyze and brief people inside and outside regulatory agencies about innovations, hold conferences and provide technical web and database expertise. In some cases, the functions involved in scaling up an innovation will be similar to those in element 2, testing (e.g., applying an innovation that has been tested at one facility to a limited number of facilities in a different jurisdiction or industry sector). Therefore, all functions listed in element 2 may be required in element 4, as well. The scope of this contract does not extend to full-scale implementation of innovations, but rather to the transition from the initial testing phase to broad application.

An example of scale up and system change activity is the ongoing effort to encourage wider use of the self-certification approach for small businesses first used in the Massachusetts Environmental Results Program (ERP).

A second area for scale up is Administrative Lean and Lean Process Improvement. To encourage broad scale application and provide system change support for this particular arena, the contractor would be called upon to provide services to assist with the design and implementation of Administrative Lean concepts, also known as Lean Process Improvement concepts. Specifically the services should include:

- Mentoring, coaching, teaching and facilitating best practices, methods, techniques, and tools for Administrative Lean concepts to EPA/government processes, and
- Advising and supporting specific Administrative Lean activities/events being undertaken by EPA, including written project documentation.

The skills/abilities and behaviors necessary to encourage broad application of Lean include: good communication, instruction and facilitative skills; being process driven with the ability to learn business concepts, model processes and quickly relate them to the specific needs of a government project; strong risk assessment and problem resolution skills; the ability to analyze, synthesize, and identify weaknesses and process development expertise, with the administrative skills to document processes, meetings and decisions.

Element 5: Promoting systemic organizational change

Description: Element 5 recognizes that the organizational fabric of EPA must be supportive of

innovation for innovations to succeed. (See Part IV of the Innovation Strategy, "Foster a More Innovative Culture and Organizational Systems.") For innovation to be part of the way EPA does business, the staff and managers at EPA and partner organizations must be willing to: think of themselves as environmental problem solvers (as well as implementers of established programs), consider alternatives to traditional approaches for addressing problems, use their creativity in seeking new partners and better ways to collaborate, and take reasonable risks in trying out new approaches to environmental protection. This element complements innovative activities supported by Elements 1-4 and fosters success of the agency's routine activities. Element five has been established to ensure that a culture of innovation exists at EPA and that a system is developed to foster the culture shift.

Performance: The contractor shall provide support to foster systemic organizational change designed to build a culture of innovation. The contractor shall be knowledgeable about organizational systems and their impact on organizational behavior and about methods of organizational culture change. The contractor shall provide substantive and procedural support in at least six aspects of organizational culture change: (1) goal definition and development; (2) barrier identification; (3) change strategy development; (4) strategy implementation; (5) assessment and evaluation; and (6) strategy revision and refinement. Functions involved in Element 5 may include research and analysis of organizational systems (such as budgeting, human resources, contracting and others); communications; information management; project and activity tracking; training; capacity building; technical assistance; facilitation; meeting support; workshops; focus groups; interviews; literature review; surveys; coaching and advising, and other methods.

Potential culture change activities may also include: making innovators throughout the agency aware of the services available under this contract; assisting EPA in evaluating innovation proposals for funding, and supporting a national symposium of innovators within and outside EPA.

Examples of initiatives under way at EPA that may encourage culture change are the rotation of senior managers, the reassessment of the agency's goal structure to make its performance objectives more outcome-based, and the availability of training in collaboration knowledge, skills and behaviors.

[1] The contractor shall not have access to confidential records protected from disclosure by the Privacy Act of 1974

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 1-15

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-W-10-002	11/19/2009 To 11/18/2014 Base Option Period Number 1	Outc. Eval. Haz Waste Det. Reg

Contractor	Specify Section and paragraph of Contract SOW
INDUSTRIAL ECONOMICS, INCORPORATED	Pg. 10-11, Element III, Sec. I, Para 1

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 11/19/2010 To 11/18/2011

Comments:
The purpose of this amendment to Work Assignment 1-15 is to add 302 level of effort hours to Tasks 1, 2, 3, and 4. Tasks 3 and 4 will require the most LOE hours. The Contractor shall provide a revised work plan and cost estimate.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
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Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee	LOE:
11/19/2009 To 11/18/2014		724
This Action:		302
Total:		1,026

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name: Terell Lasane	(Signature)	(Date)	Branch/Mail Code:
		Phone Number: 202-566-0705
		FAX Number:
Project Officer Name: Cathy Turner	(Signature)	(Date)	Branch/Mail Code:
		Phone Number: 202-566-0951
		FAX Number:
Other Agency Official Name	(Signature)	(Date)	Branch/Mail Code:
		Phone Number:
		FAX Number:
Contracting Official Name: Jami Rodgers	(Signature)	(Date) 4/29/11	Branch/Mail Code:
		Phone Number: 202-564-4781
		FAX Number:

Work Assignment Form, (WebForms v1.0)

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Work Assignment Number: 1-15

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-W-10-002	11/19/2009 To 11/18/2014 Base Option Period Number 1	Outc. Eval. Haz Waste Dot. Reg

Contractor	Specify Section and paragraph of Contract SOW
INDUSTRIAL ECONOMICS, INCORPORATED	Pg. 10-11, Element III, Sec. I, Para 1

Purpose:
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- [X] Work Plan Approval
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- ☐ Incremental Funding

Period of Performance: From 11/19/2010 to 11/18/2011

Comments:
The purpose of this action is to approve the Contractor's revised work plan and cost estimate dated July 8, 2011 for 1,026 hours level of effort, (b)(4) in costs, (b)(4) in fee with a ceiling of $102,053.56.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A

SFO (Max 2): ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period 11/19/2009 To 11/18/2014	Cost/Fee: $74,056.22	LOE:
This Action	$27,997.34	
Total:	$102,053.56	

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 07/08/2011	Cost/Fee: $27,997.34	LOE: 302
Cumulative Approved:	Cost/Fee $102,053.56	LOE: 1,026

Work Assignment Manager Name: Terell Lasane	Branch/Mail Code:
	Phone Number: 202-566-0705
(Signature) (Date)	FAX Number:
Project Officer Name: Cathy Turner	Branch/Mail Code:
	Phone Number: 202-566-0951
(Signature) (Date)	FAX Number:
Other Agency Official Name:	Branch/Mail Code:
	Phone Number:
(Signature) (Date)	FAX Number:
Contracting Official Name: Jami Rodgers	Branch/Mail Code:
Jami J Rodgers (Signature) 7/14/11 (Date)	Phone Number: 202-564-4781
	FAX Number:

Work Assignment Form (WebForms v1.0)