EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 3-53

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-W-10-002	11/19/2009 To 09/19/2014 Base Option Period Number 3	Rigorous Pilot Test of an Info

Contractor	Specify Section and paragraph of Contract SOW
INDUSTRIAL ECONOMICS, INCORPORATED	Element, Sect 1, para 1, page 10-11

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

Period of Performance: From 10/03/2012 To 09/19/2013

Comments:
The purpose of this action is to initiate Work Assignment (WA) 3-35 for an estimated 380 level of effort hours. The contractor shall submit a work plan and budget estimate in accordance with the contract.

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

Note: To report additional accounting and appropriations data 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 09/19/2014		
This Action:		
Total		

Work Plan / Cost Estimate Approvals

	Cost/Fee	LOE
Contractor WP Dated:		
Cumulative Approved		

Work Assignment Manager Name: Yvonne Watson	(Signature)	(Date)	Branch/Mail Code: Phone Number: 202-566-2239 FAX Number:
Project Officer Name: Cheryl R. Brown	(Signature)	(Date)	Branch/Mail Code: Phone Number: 202-566-0940 FAX Number:
Other Agency Official Name:	(Signature)	(Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Stefan Martiyan	(Signature)	10/4/12 (Date)	Branch/Mail Code: Phone Number: 202-564-1987 FAX Number:

Work Assignment Form. (WebForms v1.0)

Work Assignment Statement of Work

Title: Support for a Rigorous Pilot Test of an Alternative Enforcement Targeting Strategy

Contractor: IEc, Inc. **Contract No.:** EP-W-10-002

Work Assignment Number: **3-53**

Estimated Period of Performance: Date of issuance to September 19, 2013

Estimated Level of Effort: **380 Hours**

Key EPA Personnel:

Work Assignment COR (WA COR):
Yvonne M. Watson
OP/OSEM/ESD (MC1807T)
202-566-2239
202-566-2200

Work Assignment Alternate COR
Matt Keene
OP/OSEM/ESD (MC1807T)
202-566-2240
202-566-2200

Contract Level COR: Cheryl R. Brown
CMG/OP (1805T)
202/566-0940
202/566-3001 (fax)

BACKGROUND AND PURPOSE:

Located within the Office of Policy (OP)'s Office of Strategic Environmental Management is the Evaluation Support Division (ESD). ESD's mission is to build the capacity of EPA staff and managers to conduct program evaluation activities throughout the Agency by providing technical support and training on program evaluation for EPA's national programs and regional offices. A crucial component in assessing the benefit of meeting goals, objectives, and sub-objectives is having measurable results.

As part of its effort to encourage the effective use of program evaluations throughout the Agency, ESD promotes program evaluation through a Program Evaluation Competition (PEC or Competition). This Competition is part of an ongoing, long-term effort to help build the capacity of headquarters and regional offices to evaluate activities and to improve measures of program performance. This program evaluation project was chosen for support under the Program

Evaluation Competition sponsored by OP.

Region 4's Office of Environmental Accountability (OEA) is interested in determining whether it can achieve its enforcement and compliance goals in a more cost effective manner by improving and innovating the targeting phase of the enforcement process. Region 4 staff believes that an alternative enforcement targeting strategy might improve the compliance rates of Federal facilities. To this end, Region 4 plans to pilot an alternative enforcement targeting strategy in 2012, and will compare the Region's traditional enforcement targeting approach to the alternative targeting approach. This multi-year effort will involve several stages including: design, implementation, evaluation, adaptation and dissemination of learning.

Quality Assurance (QA) Requirements

Check [ ] Yes or **[X] NO,** if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

TASKS AND DELIVERABLES:

The work assignment (WA) Contracting Officer Representative (COR) will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

TASK 1: PREPARE WORKPLAN

The contractor shall prepare a workplan that addresses the tasks in this statement of work within 15 calendar days of receipt of a work assignment signed by the Contracting Officer (CO). The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR and the Contract Level COR and the CO will review the workplan. However, only the CO can approve/ disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

<u>Deliverables and Schedule Under Task 1</u>

1a. Workplan	Within 15 calendar days of receipt of work assignment.
1b. Revised workplan	Within 5 calendar days of receipt of comments from the CO, if required.

NOTE REGARDING WORK ASSIGNMENT DELIVERABLES AND TECHNICAL DIRECTION:

The Work Assignment Contracting Officer's Representative (COR) is authorized to issue technical direction (TD) under this work assignment. The COR will follow-up all oral technical direction in writing within 5 days.

NOTE: Staff requirements for this work assignment include first-hand experience designing evaluation methodologies to establish program impact. Expert knowledge of and experience in considering probability sampling, random selection and random assignment are essential to successful performance under this work assignment.

TASK 2: EVALUATION PLANNING AND DOCUMENT REVIEW
[Contract Scope of Work Element III, Section 1, para(s) 1, page(s) (10 -11)]

2-1 PARTICIPATE IN CONFERENCE CALLS. The contractor shall participate in conference calls with the WA COR, other Agency staff and the principal investigator to discuss the project design, methodology, data collection sources and other pertinent matters related to this project. The COR will contact the contractor and provide a time and date for the conference calls. The contractor shall develop a brief meeting summary documenting the key discussion, decisions, actions items and next steps. The contractor shall deliver the summary 3 days after the meeting/conference call.

Assumptions:

For purposes of costing, the contractor shall assume that meetings will occur bi-weekly for the duration of two hours throughout the period of performance of this work assignment.

2-2 CONTRIBUTE TO THE DESIGN OF THE EVALUATION METHODOLOGY. Planning for and integrating measurement and evaluation up front (before a program is implemented) is crucial for ensuring that a program will be able to attribute cause to a specific intervention. An opportunity exists to develop an evaluation methodology to enable Region 4 to estimate the impacts directly attributable to the implementation of an alternate enforcement strategy. As part of a Memorandum of Agreement (MOA), EPA is partnering with Dr. Paul Ferraro of Georgia State University's Center for Evidence Based Environmental Policy and Programs to design the evaluation methodology. Dr. Ferraro has extensive expertise and knowledge in applying experimental designs to environmental programs and will assume the role of principal investigator for this effort. The contractor shall work collaboratively with EPA and Dr. Ferraro to ensure that the appropriate design parameters are considered as part of this effort. For example, the contractor shall provide insight and advice regarding the strengths and limitations of the evaluation design methodology to ensure it can be adapted for an EPA context. Insights regarding the sample size of the treatment and control groups, threats to internal and external validity, strengths or weaknesses of performance measures and known confounding variables/factors to which the outcomes could be attributed should also be

considered.

2-3 PRODUCT REVIEW. The contractor shall review key products and deliverables prepared by the principle investigator. Products requiring contractor review may include but are not limited to data collection instruments, data monitoring plan, project implementation plans etc. The contractor shall provide a memo summarizing the findings of the review including but not limited to strengths and areas needing improvement and any recommended changes in accordance with the dates specified in the TD issued by the WA COR.

Deliverables and Schedule Under Task 2

2-1	Participate in conference calls	To be specified by the WA COR
2-1a	Meeting Summary	3 days after the meeting/conference call
2-3	Conduct the Review and Summarize Findings	As specified by the EPA COR via TD.

TASK 3: PROVIDE ANALYTIC SUPPORT
[Contract Scope of Work Element III, Section 1, para(s) 1, page(s) (10 -11)]

EPA may require the contractor to design and conduct data analyses and analytic studies to support this effort. For example, EPA may require the contractor to conduct a situational analysis to document the perceived problems associated with federal facilities enforcement targeting in Region 4 and collect quantitative data to document and characterize the problems described. EPA may also require the contractor to review enforcement targeting data and perform descriptive or inferential statistical analysis. The nature and type of analytic study will be specified in a TD. Prior to conducting the study, the contractor shall meet with the COR to discuss the details of the proposed analysis/study. Following the discussion, the contractor shall develop a memo describing the purpose of the study, key questions or issues the study will answer and a brief summary describing the method or approach that will be used to address the key questions or issues. The memo shall also include an annotated outline which identifies the key elements that will be included in the study. The contractor shall deliver the memo and outline in accordance with the dates specified in a TD. After review and approval of the memo and outline by the EPA COR, the contractor shall develop the draft study. The contractor shall deliver a final study after the COR provides comments on the draft study via TD. The contractor shall deliver the final study in accordance with the dates specified in the TD.

Deliverables and Schedule Under Task 4

3-1a	Memo and Annotated Outline	As specified by the EPA COR via TD.
3-1b	Draft Study	As specified by the EPA COR via TD.
3-1c	Final Study	As specified by the EPA COR via TD. After receipt of comments from COR via technical direction

TASK 4: ORAL PRESENTATIONS AND COMMUNICATION PRODUCTS

[Contract Scope of Work Element III, Section 1, para(s) 1, page(s) (10 -11)]

4-1 ORAL PRESENTATIONS. The contractor shall make oral presentations regarding the evaluation project or specific aspects of the evaluation design methodology at a date, time, and location to be specified by the WA COR in a TD. The location will most likely be Washington, D.C or via conference call. The contractor shall prepare appropriate briefing materials, specifically, a power point briefing for the oral presentation.

Assumptions:

- For the purposes of costing, the contractor shall assume that **two,** one- person day trips to Washington, DC will be necessary.

4-2 COMMUNICATIONS PRODUCTS. The contractor shall develop communications products such as a fact sheet or one page documents summarizing key aspects of the evaluation project including but not limited to the evaluation design method, data collection strategy, etc. The contractor shall deliver the draft communication product 7 days after receipt of a TD. The contractor shall deliver the final communications product 3 days after receiving comments from the WA COR via TD.

Deliverables and Schedule Under Task 4

4-1	Oral presentation	To be scheduled by the WA COR
4-2a	Draft Communications Product	7 calendar days after receipt TD from WA COR
4-2b	Final Communications Product	3 calendar days after receipt of comments from WA COR

Table 1: Summary of Deliverables and Dates		
Task	**Deliverable**	**Due Date**
Task 1 Prepare Work plan		
1a	Work plan	Within 15 calendar days of receipt of work assignment
1b	Revised work plan	Within 5 calendar days of receipt of comments from CO
Task 2 Evaluation Planning and Document Review		
2-1	Participate in conference calls	To be specified by the WA COR via TD
2-1a	Meeting Summary	3 calendar days after the meeting/conference call
2-3	Conduct the Review and Summarize Findings	To be specified by the WA COR via TD
Task 3 Provide Analytic Support		
3-1a	Memo and Annotated Outline	As specified by the COR via TD
3-1b	Draft Study	As specified by the COR via TD
3-1c	Final Study	As specified by the COR via TD
Task 4 Oral Presentation and Communication Products		
4-1	Oral Presentation	To be scheduled by the COR via TD
4-2a	Draft Communications Product	7 calendar days after receipt of TD from WA COR
4-2b	Final Communications Product	3 days after receipt of comments from WA COR via TD

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 3-53

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
SP-W-10-002	11/19/2009 To 09/19/2014 Base Option Period Number 3	Rigorous Pilot Test of an Enfo

Contractor	Specify Section and paragraph of Contract SOW
INDUSTRIAL ECONOMICS, INCORPORATED	Element, Sect 1, para 1, page 10-11

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

Period of Performance: From 10/03/2012 To 09/19/2013

Comments:
The purpose of this action under Work Assignment (WA) 3-53 is to approve the contractor's work plan and budget estimate submitted on October 22, 2012 for an estimated cost of (b)(4) fixed fee of (b)(4) for a total cost-plus-fixed-fee ceiling of $42,700.55, and 380 level of effort hours.

☐ 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 09/19/2014 Cost/Fee: LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 10/22/2012 Cost/Fee: $42,700.55 LOE: 380

Cumulative Approved: Cost/Fee: $42,700.55 LOE: 380

Work Assignment Manager Name Yvonne Watson (Signature) (Date)	Branch/Mail Code: Phone Number 202-566-2239 FAX Number:
Project Officer Name Cheryl R. Brown (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-0940 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name Stefan Martiyan (Signature) 11/30/12 (Date)	Branch/Mail Code: Phone Number: 202-564-1987 FAX Number:

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 3-53

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-W-10-002	11/19/2009 To 09/19/2014 Base Option Period Number 3	Rigorous Pilot Test of an Enfo

Contractor: INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW: Element, Sect 1, para 1, page 10-11

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

Period of Performance: From 10/03/2012 To 09/19/2013

Comments:
The purpose of this amendment to Work Assignment (WA) 3-53 is to revise the WA Statement Of Work and to increase the level of effort by 128 hours. The contractor shall submit a work plan and budget estimate in accordance with the contract.

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

Note: To report additional accounting and appropriations data 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 09/19/2014 — Cost/Fee: — LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: — Cost/Fee: — LOE:

Cumulative Approved: — Cost/Fee: — LOE:

Work Assignment Manager Name: Yvonne Watson (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-2239 FAX Number:	
Project Officer Name: Cheryl R. Brown (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-0940 FAX Number:	
Other Agency Official Name: (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:	
Contracting Official Name: Susan Mashiyan (Signature) 2/28/13 (Date)	Branch/Mail Code: Phone Number: 202-564-1987 FAX Number:	

Work Assignment Statement of Work
Amendment

Title: Support for a Rigorous Pilot Test of an Alternative Enforcement Targeting Strategy

Contractor: IEc, Inc. **Contract No.:** EP-W-10-002

Work Assignment Number:

Estimated Period of Performance: Date of issuance to September 19, 2013
Estimated Level of Effort: **125 Hours**

Key EPA Personnel:

Work Assignment COR (WA COR):
Yvonne M. Watson
OP/OSEM/ESD (MC1807T)
202-566-2239
202-566-2200

Work Assignment Alternate COR
Matt Keene
OP/OSEM/ESD (MC1807T)
202-566-2240
202-566-2200

Contract Level COR: Cheryl R. Brown
CMG/OP (1805T)
202/566-0940
202/566-3001 (fax)

BACKGROUND AND PURPOSE:

Located within the Office of Policy (OP)'s Office of Strategic Environmental Management is the Evaluation Support Division (ESD). ESD's mission is to build the capacity of EPA staff and managers to conduct program evaluation activities throughout the Agency by providing technical support and training on program evaluation for EPA's national programs and regional offices. A crucial component in assessing the benefit of meeting goals, objectives, and sub-objectives is having measurable results.

As part of its effort to encourage the effective use of program evaluations throughout the Agency, ESD promotes program evaluation through a Program Evaluation Competition (PEC or Competition). This Competition is part of an ongoing, long-term effort to help build the capacity of headquarters and regional offices to evaluate activities and to improve measures of program performance. This program evaluation project was chosen for support under the Program Evaluation Competition sponsored by OP.

Region 4's Office of Environmental Accountability (OEA) is interested in determining whether it can achieve its enforcement and compliance goals in a more cost effective manner by improving and innovating the targeting phase of the enforcement process. Region 4 staff believes that an alternative enforcement targeting strategy might improve the compliance rates of Federal facilities. To this end, Region 4 plans to pilot an alternative enforcement targeting strategy in 2013, and will compare the Region's traditional enforcement targeting approach to the alternative targeting approach. This multi-year effort will involve several stages including: design, implementation, evaluation, adaptation and dissemination of learning.

Quality Assurance (QA) Requirements

Check [ ] Yes or **[X] NO,** if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

TASKS AND DELIVERABLES:

The work assignment (WA) Contracting Officer Representative (COR) will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Purpose of Amendment

The purpose of this amendment is to add hours that will enable the contractor to participate in weekly meetings, develop an evaluation methodology and travel to participate in design meetings and additional project briefings.

TASK 1: PREPARE WORKPLAN

The contractor shall prepare a workplan that addresses the tasks in this statement of work within 15 calendar days of receipt of a work assignment signed by the Contracting Officer (CO). The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR and the Contract Level COR and the CO will review the workplan. However, only the CO can approve/ disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

Deliverables and Schedule Under Task 1

1a. Workplan	Within 15 calendar days of receipt of work assignment.
1b. Revised workplan	Within 5 calendar days of receipt of comments from the CO, if required.

NOTE REGARDING WORK ASSIGNMENT DELIVERABLES AND TECHNICAL DIRECTION:

The Work Assignment Contracting Officer's Representative (COR) is authorized to issue technical direction (TD) under this work assignment. The COR will follow-up all oral technical direction in writing within 5 days.

NOTE: Staff requirements for this work assignment include first-hand experience designing evaluation methodologies to establish program impact. Expert knowledge of and experience in considering probability sampling, random selection and random assignment are essential to successful performance under this work assignment.

TASK 2: EVALUATION PLANNING AND DOCUMENT REVIEW
[Contract Scope of Work Element III, Section 1, para(s) 1, page(s) (10 -11)]

2-1 PARTICIPATE IN CONFERENCE CALLS. The contractor shall participate in conference calls with the WA COR, other Agency staff and the principal investigator to discuss the project design, methodology, data collection sources and other pertinent matters related to this project. The COR will contact the contractor and provide a time and date for the conference calls. The contractor shall develop a brief meeting summary documenting the key discussion, decisions, actions items and next steps. The contractor shall deliver the summary 3 days after the meeting/conference call.

Assumptions:

For purposes of costing, the contractor shall assume that meetings will occur bi-weekly for the duration of two hours throughout the period of performance of this work assignment.

As EPA plans to implement the first phase of the pilot project evaluation methodology design, weekly meetings are necessary. The contractor shall participate in weekly calls and document key discussion, decisions, action items and next steps in a brief meeting summary.

2-2 CONTRIBUTE TO THE DESIGN OF THE EVALUATION METHODOLOGY. Planning for and integrating measurement and evaluation up front (before a program is implemented) is crucial for ensuring that a program will be able to attribute cause to a specific intervention. An opportunity exists to develop an evaluation methodology to enable Region 4 to estimate the impacts directly attributable to the implementation of an alternate enforcement strategy. As part of a Memorandum of Agreement (MOA), EPA is partnering with Dr. Paul Ferraro of Georgia State University's Center for Evidence Based

Environmental Policy and Programs to design the evaluation methodology. Dr. Ferraro has extensive expertise and knowledge in applying experimental designs to environmental programs and will assume the role of principal investigator for this effort. The contractor shall work collaboratively with EPA and Dr. Ferraro to ensure that the appropriate design parameters are considered as part of this effort. For example, the contractor shall provide insight and advice regarding the strengths and limitations of the evaluation design methodology to ensure it can be adapted for an EPA context. Insights regarding the sample size of the treatment and control groups, threats to internal and external validity, strengths or weaknesses of performance measures and known confounding variables/factors to which the outcomes could be attributed should also be considered.

2-2a The contractor shall work with EPA's Evaluation Team to incorporate the elements of the evaluation design prepared by Dr. Paul Ferraro into an evaluation methodology. The methodology will address the purpose of the design, audience, and the refined questions that will be the focus of the evaluation. As part of the methodology, the contractor shall document project outcomes, key outcome measures, present the theoretical and technical aspects of the proposed targeting approach and its various elements, the primary and secondary data sources, collection methods, appropriate qualitative and quantitative tools for analyzing data, practical issues of data collection, and a clear strategy for data documentation and management needed to answer each evaluation question. The contractor shall also document any survey instruments, survey data, survey questions, and interview/ discussion guides and protocols used in support of the evaluation. The draft evaluation methodology shall be due 21 calendar days after the receipt of a TD from the WA COR.

2-2b The final evaluation methodology will be due 7 calendar days after receipt of comments from the WA COR via TD.

Assumptions:

- The development of the methodology may require travel to Atlanta, Georgia to participate in an evaluation design planning meeting. The contractor shall assume a two-person trip. The WA COR will specify the date, time and location via a TD.

2-3 PRODUCT REVIEW. The contractor shall review key products and deliverables prepared by the principle investigator. Products requiring contractor review may include but are not limited to data collection instruments, data monitoring plan, project implementation plans etc. The contractor shall provide a memo summarizing the findings of the review including but not limited to strengths and areas needing improvement and any recommended changes in accordance with the dates specified in the TD issued by the WA COR.

<u>Deliverables and Schedule Under Task 2</u>

2-1	Participate in conference calls	To be specified by the WA COR

2-1a	Meeting Summary	3 days after the meeting/conference call
2-2a	**Draft Evaluation Methodology**	**21 days after receipt of TD from WA COR**
2-2b	**Final Evaluation Methodology**	**7 days after receipt of TD from WA COR**
2-3	Conduct the Review and Summarize Findings	As specified by the EPA COR via TD.

TASK 3: PROVIDE ANALYTIC SUPPORT
[Contract Scope of Work Element III, Section 1, para(s) 1, page(s) (10 -11)]

EPA may require the contractor to design and conduct data analyses and analytic studies to support this effort. For example, EPA may require the contractor to conduct a situational analysis to document the perceived problems associated with federal facilities enforcement targeting in Region 4 and collect quantitative data to document and characterize the problems described. EPA may also require the contractor to review enforcement targeting data and perform descriptive or inferential statistical analysis. The nature and type of analytic study will be specified in a TD. Prior to conducting the study, the contractor shall meet with the COR to discuss the details of the proposed analysis/study. Following the discussion, the contractor shall develop a memo describing the purpose of the study, key questions or issues the study will answer and a brief summary describing the method or approach that will be used to address the key questions or issues. The memo shall also include an annotated outline which identifies the key elements that will be included in the study. The contractor shall deliver the memo and outline in accordance with the dates specified in a TD. After review and approval of the memo and outline by the EPA COR, the contractor shall develop the draft study. The contractor shall deliver a final study after the COR provides comments on the draft study via TD. The contractor shall deliver the final study in accordance with the dates specified in the TD.

<u>Deliverables and Schedule Under Task 4</u>

3-1a	Memo and Annotated Outline	As specified by the EPA COR via TD.
3-1b	Draft Study	As specified by the EPA COR via TD.
3-1c	Final Study	As specified by the EPA COR via TD. After receipt of comments from COR via technical direction

TASK 4: ORAL PRESENTATIONS AND COMMUNICATION PRODUCTS
[Contract Scope of Work Element III, Section 1, para(s) 1, page(s) (10 -11)]

4-1 ORAL PRESENTATIONS. The contractor shall make oral presentations regarding the evaluation project or specific aspects of the evaluation design methodology at a date, time, and location to be specified by the WA COR in a TD. The location will most likely be Washington, D.C or via conference call. The contractor shall prepare appropriate briefing materials, specifically, a power point briefing for the oral presentation.

Assumptions:

- For the purposes of costing, the contractor shall assume that **two,** one- person day trips to Washington, DC will be necessary.

Assumptions:

- In preparation for launching Phase I of the pilot project, EPA requires additional assistance in conducting briefings of key decision-makers. The contractor shall assume materials for three additional briefings are needed.

4-2 COMMUNICATIONS PRODUCTS. The contractor shall develop communications products such as a fact sheet or one page documents summarizing key aspects of the evaluation project including but not limited to the evaluation design method, data collection strategy, etc. The contractor shall deliver the draft communication product 7 days after receipt of a TD. The contractor shall deliver the final communications product 3 days after receiving comments from the WA COR via TD.

Deliverables and Schedule Under Task 4

4-1	Oral presentation	To be scheduled by the WA COR
4-2a	Draft Communications Product	7 calendar days after receipt TD from WA COR
4-2b	Final Communications Product	3 calendar days after receipt of comments from WA COR

Table 1: Summary of Deliverables and Dates		
Task	**Deliverable**	**Due Date**
Task 1 Prepare Work plan		
1a	Work plan	Within 15 calendar days of receipt of work assignment
1b	Revised work plan	Within 5 calendar days of receipt of comments from CO
Task 2 Evaluation Planning and Document Review		
2-1	Participate in conference calls	To be specified by the WA COR via TD
2-1a	Meeting Summary	3 calendar days after the meeting/conference call
2-2a	Draft Evaluation Methodology	21 days after receipt of TD from COR
2-2b	Final Evaluation Methodology	7 days after receipt of comments from COR via TD
2-3	Conduct the Review and Summarize Findings	To be specified by the WA COR via TD
Task 3 Provide Analytic Support		
3-1a	Memo and Annotated Outline	As specified by the COR via TD
3-1b	Draft Study	As specified by the COR via TD
3-1c	Final Study	As specified by the COR via TD
Task 4 Oral Presentation and Communication Products		
4-1	Oral Presentation	To be scheduled by the COR via TD
4-2a	Draft Communications Product	7 calendar days after receipt of TD from WA COR
4-2b	Final Communications Product	3 days after receipt of comments from WA COR via TD

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 3-53

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-W 10-002	11/19/2009 To 09/19/2014 Base Option Period Number 3	Rigorous Pilot Test of an Info

Contractor: INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW: Element, Sect 1, para 1, page 10-11

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

Period of Performance: From 10/03/2012 To 09/19/2013

Comments:
The purpose of this action under Work Assignment 3-53 is to approve the contractor's work plan and budget estimate dated March 12, 2013 for a level of effort of 125 hours, estimated cost of (b)(4) and fixed fee of (b)(4) for a total of $17,785.70.

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

Note: To report additional accounting and appropriations data 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 09/19/2014	Cost/Fee $42,700.55	LOE: 380	
This Action:	$17,785.70	125	
Total:	$60,486.25	505	

Work Plan / Cost Estimate Approvals

Contractor WP Dated 03/12/2013	Cost/Fee: $17,785.70	LOE: 125
Cumulative Approved:	Cost/Fee $60,486.25	LOE: 505

Work Assignment Manager Name: Yvonne Watson (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-2239 FAX Number:
Project Officer Name: Cheryl R. Brown (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-0940 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Stefan Marniyan (Signature) 4/3/13 (Date)	Branch/Mail Code: Phone Number: 202-564-1987 FAX Number:

Work Assignment Form (WebForms v1.0)

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 3-53

[X] Other [X] Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-W-10-002	11/19/2009 To 09/19/2014 Base Option Period Number 3	Rigorous Pilot Test of an Enho

Contractor	Specify Section and paragraph of Contract SOW
INDUSTRIAL ECONOMICS, INCORPORATED	Element, Sect 1, para 1, page 10-11

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

Period of Performance: From 10/03/2012 To 09/19/2013

Comments:
The purpose of this action under Work Assignment (WA) 3-53 is to increase the level of effort by 63.6 hours at no additional cost to the Government per the contractor's request dated September 16, 2013.

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

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

SFO (Max 2) [ ]

Line	DCN (Max 5)	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 09/19/2014	Cost/Fee $60,486.25	LOE: 505	
This Action	$0.00	64	
Total:	$60,486.25	569	

Work Plan / Cost Estimate Approvals

Contractor WP Dated 09/16/2013	Cost/Fee: $0.00	LOE: 64
Cumulative Approved:	Cost/Fee: $60,486.25	LOE: 569

Work Assignment Manager Name: Yvonne Watson (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-2239 FAX Number:
Project Officer Name: Cheryl R. Brown (Signature) (Date)	Branch/Mail Code: Phone Number: 202-566-0940 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name: Stefan Martiyan (Signature) (Date) 9/18/2013	Branch/Mail Code: Phone Number: 202-564-1987 FAX Number: