ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER: 10/04/2012

2. CONTRACT NO. *(If any)*: EP-W-11-016

3. ORDER NO.: 0011

4. REQUISITION/REFERENCE NO.: PR-OARM-12-01106

5. ISSUING OFFICE *(Address correspondence to)*:
HPOD
US Environmental Protection Agency
Headquarters Procurement Operations
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington DC 20460

6. SHIP TO:

a. NAME OF CONSIGNEE: Nicholas Wiskerchen, TOPO

b. STREET ADDRESS:
1200 Pennsylvania Ave NW
MC 3102A
Email: wiskerchen.nicholas@epa.gov
Phone: 202-564-0642

c. CITY: Washington | d. STATE: DC | e. ZIP CODE: 20460

7. TO: HEATHER TEED

a. NAME OF CONTRACTOR: BOOZ-ALLEN & HAMILTON, INC.

b. COMPANY NAME:

c. STREET ADDRESS: 8283 GREENSBORO DRIVE

d. CITY: McLean | e. STATE: VA | f. ZIP CODE: 22102

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: Reconstruct Originating 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)*:

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: (b)(4) TOPO: Nicholas Wiskerchen Max Expire Date: 05/31/2013 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE

18. SHIPPING POINT:

19. GROSS SHIPPING WEIGHT:

20. INVOICE NO.:

21. MAIL INVOICE TO:

a. NAME: RTP Finance Center

b. STREET ADDRESS (or P.O. Box):
US Environmental Protection Agency
RTP-Finance Center
Mail Drop D143-02
109 TW Alexander Drive

c. CITY: Durham | d. STATE: NC | e. ZIP CODE: 27711

17(h) TOTAL *(Cont. pages)*: $198,848.00

17(i) GRAND TOTAL: $198,848.00

22. UNITED STATES OF AMERICA BY *(Signature)*:

23. NAME *(Typed)*: Bradley Austin
TITLE: CONTRACTING/ORDERING OFFICER

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
10/04/2012	EP-W-11-016	0011

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 10/04/2012 to 05/31/2013					
0001	Intranet Site Development for the Office of Administration and Resources Management Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form Incrementally Funded Amount: $196,995.14 Accounting Info: 12-13-B-16P-ZZZGF2-2510-1216HRT002-001 BFY: 12 EFY: 13 Fund: B Budget Org: 16P Program (PRC): ZZZGF2 Budget (BOC): 2510 DCN - Line ID: 1216HRT002-001 Funding Flag: Complete Funded: $196,995.14 The obligated amount of award: $196,995.14. The total for this award is				198,848.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $198,848.00

Base Period

Ceiling	Prior	This Mod	New
Estimated Cost	$0.00	(b)(4)	
Fixed Fee	$0.00	(b)(4)	
Cost Plus Fixed Fee	$0.00	$ 198,848.00	$ 198,848.00

Funded	Prior	This Mod	New
Estimated Cost	$0.00	(b)(4)	
Fixed Fee	$0.00	(b)(4)	
Cost Plus Fixed Fee	$0.00	$ 196,995.14	$ 196,995.14

Base Period

(a) Pursuant to the Limitation of funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funds in the amount of (b)(4) are provided to cover the corresponding increment of fee.

(b) The provisions of the clause entitled "Limitation of Funds" shall become inapplicable at such time as an amount equal to the sum of the estimated cost and fees, set forth elsewhere in this task order, is allotted to this contract and the clause entitled "Limitation of Cost" shall then be applicable to this order."

(c) Pursuant to the clause in this contract entitled "Limitation of Funds," funds have been allotted for the payment of allowable costs and fees estimated to be incurred for the task order. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the task order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

(d) The Contractor is to perform in accordance with the TORFP (previously numbered #FA1-056) and their Task Order proposal.

Office of Policy and Resource Management (OPRM) Intranet Site Development for the Office of Administration and Resources Management

1.0 STATEMENT OF OBJECTIVES

1.1 Overview

In August of 2011, OARM's Office of Policy and Resource Management conducted a usability study of OARM's site on the EPA Intranet. The purpose of this study was to analyze and suggest improvements to the content and function of the website and to assure effective and efficient delivery of information to EPA staff. The OARM Intranet Usability Study applied user research to assess the OARM Intranet and develop recommendations for improving the site to best convey information to its users. This Task Order constitutes Phase 2 of OARM's Intranet Redesign effort. Its purpose will be to implement the recommendations of the Intranet Usability Study conducted in Phase 1.

1.2 Objectives

This section states the performance-based objectives relating to this specific task.

1) Implement a new, comprehensive design for the OARM Intranet site using a set of templates to be applied at five levels on the site:
    a. OARM home page
    b. Office landing page
    c. Topic landing page
    d. Sub-topic landing page
    e. Content for sub-topics

    In addition, the new design will include implementation of uniform approach to displaying information on forms, policies and training on the OARM site. This approach will allow information on forms, policies and training to roll-up to one main page off the OARM Home Page.

2) Advance the objectives of EPA's agency-wide Intranet redesign by supporting the OARM Offices with ROT clean-up and other preparation steps needed to position the OARM Intranet for migration to an agency web content management tool.

3) Support OARM efforts to develop a model for web governance that meets the requirements of applicable EPA policy.

1.3 Requirements

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the Task Order's Objectives. The Contractor shall address these requirements in the Technical Approach section of their proposal.

To achieve the objectives stated above, it is expected that the Contractor will conduct seven tasks, as follows:

Task 1: Data Cleanse/ROT Clean-up.

The Contractor shall review the OARM Intranet site to identify any redundant, outdated or trivial content; and work with OARM offices to verify content that can be removed and identify content that should be archived.

Task 2: Prepare Templates

Based on the wireframes and page mock-ups developed in Phase 1 (to be provided by OARM), the Contractor shall develop templates for all levels of site content (home page, office pages, topic pages, sub-topic pages, content and forms/policy/training pages). The Contractor shall ensure final templates appropriately incorporate the requirements of EPA's standard Intranet templates.

Task 3: Develop Page Design

The Contractor shall develop guidelines for a common look-and-feel for OARM Intranet pages, including recommendations on graphics, icons, link styles, and boxes; and ensure the guidelines are consistent with EPA web standards.

Task 4: Content Development

The Contractor shall develop any required new pages or content not included on the current intranet site; and ensure that new content developed is consistent with EPA web standards and EPA Intranet site templates.

Task 5: Data Migration

The Contractor shall work with OARM offices to migrate content to the new templates. This may involve actual migrating of content and/or providing technical assistance to others as content is migrated.

Task 6: Testing

The Contractor shall perform tests necessary to ensure: the quality of site content; all links and any functionality are working properly; and all content complies with the

requirements of Section 508 of the Americans with Disabilities Act.

Task 7: Web Governance Plan

The Contractor shall assist a work group of OARM staff, led by OPRM, in developing a plan for continued governance of the OARM web sites. This shall include developing and evaluating optional approaches for Web Product Review, regular maintenance and updating of site content, archiving of older content, and regular usability testing. Based on work group decisions, the Contractor shall develop a draft and final web governance plan for OARM.

1.4 Other Information

This section provides additional information on the requirements for this task order.

1.4.1 On-site Contractor Support

__ Yes _X_ No. The task order requires on-site contractor support.

If yes, please describe the specific support to be provided on site. Note: All IBC vendors understand the requirement to attend on-site meetings.

1.4.2 Government Furnished Space or Property (GFP)

__ Yes _X_ No. The task order involves the provision of government space.

_X_ Yes __ No. The task order involves the provision of GFP.

To complete the requirements of this Task Order, the Contractor will require access to the EPA Intranet. This will be accomplished by issuing AAA tokens to the Contractor's personnel. The number of tokens to be issued will depend upon the Contractor's proposed staffing plan for the task order, and will be approved by the TOPO. The TOPO will coordinate the issuance of these tokens through EPA's e-Business system and the OARM ISO. The Contractor will be required to adhere to all EPA and OARM security requirements related to these tokens.

1.4.3 Additional Progress or Financial Reporting

__ Yes _X_ No. The task order requires additional progress or financial reporting.

Note: The ITS-BISS contract requires that contractors provide a monthly progress report to the TOPO. Monthly reports describe progress on TO activities and funds spent. The CO can provide more information about content and format of the monthly contractor progress report if necessary.