ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER: 07/11/2012

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

3. ORDER NO.: 0007

4. REQUISITION/REFERENCE NO.: PR-OARM-12-00771

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: DALROY WARD

b. STREET ADDRESS:
US Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3803R

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 WOMEN-OWNED SMALL BUSINESS PROGRAM ☐ h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (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: DALROY WARD Continued ...					

18. SHIPPING POINT:

19. GROSS SHIPPING WEIGHT:

20. INVOICE NO.:

17(h) TOTAL *(Cont. pages)*: $340,061.00

21. MAIL INVOICE TO:

a. NAME: RTP Finance Center

SEE BILLING INSTRUCTIONS ON REVERSE

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(i) GRAND TOTAL: $340,061.00

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.
07/11/2012	EP-W-11-016	0007

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: 07/11/2012 to 07/11/2013					
0001	(FA1-037) Human Resources Line of Business (HR LoB) Workflow Analysis Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form Incrementally Funded Amount: $200,000.00 Accounting Info: 12-T-85TH-ZZZGF5X57-2512-LHCM00HO-1285 2HL002-001 BFY: 12 Fund: T Budget Org: 85TH Program (PRC): ZZZGF5X57 Budget (BOC): 2512 Job #: LHCM00HO DCN - Line ID: 12852HL002-001 Funding Flag: Partial Funded: $100,000.00 Accounting Info: 12-13-B-85TH-ZZZGF5X57-2512-LHCM00HO-1 2852HL002-002 BFY: 12 EFY: 13 Fund: B Budget Org: 85TH Program (PRC): ZZZGF5X57 Budget (BOC): 2512 Job #: LHCM00HO DCN - Line ID: 12852HL002-002 Funding Flag: Partial Funded: $100,000.00 The obligated amount of award: $200,000.00. The total for this award is				340,061.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $340,061.00

Base Period (07/11/12 to 07/11/13)

Ceiling	Prior	This Mod	New
Estimated Cost	$0.00	(b)(4)	
Fixed Fee	$0.00		
Cost Plus Fixed Fee	$0.00	$ 340,061.00	$ 340,061.00

Funded	Prior	This Mod	New
Estimated Cost	$0.00	(b)(4)	
Fixed Fee	$0.00		
Cost Plus Fixed Fee	$0.00	$ 200,000.00	$ 200,000.00

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 period ending June 30, 2013. 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 #FA1-037) and their Task Order proposal.

Office of Information Analysis and Access, OEI Human Resources Line of Business (HR LoB) Workflow Analysis

1.0 STATEMENT OF WORK

1.1 Overview

The Environmental Protection Agency's (EPA) Office of Environmental Information (OEI) supports the Agency's mission of protecting human health and the environment through a broad array of critical information technology (IT) and information management (IM) activities. The Office of Information Analysis and Access (OIAA), located within OEI, seeks to continuously enhance the public's access to quality environmental data and information. OIAA provides the infrastructure and policies to ensure that EPA has a solid framework for information use, dissemination and analysis.

EPA operates many IT systems to meet its goals as an Agency of the Federal Government. These systems help EPA meet its requirements under the legislation managed by the Agency. These systems are developed and operated by EPA's Office of Administration and Resources Management (OARM) and Office of the Chief Financial Officer (OCFO). EPA is currently in the process of migrating from a variety of in-house and outsourced systems to a combined package of services offered through the Department of Interior's National Business Center (NBC) HR LoB system. OEI has joined with OARM and OCFO as a member of the project to ensure that the IT elements of the project have visibility to the Chief Information Officer (CIO), to aid in the migration, and to ensure that the transition goes smoothly.

The Agency has developed a set of requirements for the HR LoB to ensure all aspects of the functions that are migrating to the new environment are captured; in particular, specific EPA requirements that relate to specific programs (i.e., Superfund) that require changes to the normal way certain functions are provided (e.g., Time and Attendance). Contractor support under this task order will be required to review the requirements that have been captured and develop workflow diagrams that show the normal course of business as defined by the requirements, and the special deviations that have been captured. This task order will also support the activities to plan, conduct, and analyze a data call that OEI is leading for the HR LoB Project to determine what special functions using HR LoB data are being done in the Programs/Regions/Labs that utilize data pulled from the existing Time and Attendance data to support local management reporting. Finally Contractor support will also be needed to determine the interfaces that exist, or may exist, between HR LoB functions, currently supported by PeoplePlus, and HR LoB and external data users (such as the Programs/Regions/Labs) that may need to continue to be supported.

1.2 Objectives

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

1. Contractor support is required to determine the data to be part of the data call to the Programs/Regions/Labs. The goal is to minimize the amount of information that is requested, but to ensure that it is complete so that the need to conduct a second data call for the same project area won't be necessary.

2. Contractor support is required in the operations of the data call including preparing the data call materials, tracking the responses, and capturing the information using spreadsheets or other methods recommended by the Contractor.

3. Contractor support is required to conduct an analysis of the data received to determine what information is required by the Programs/Regions/Labs. The analysis should determine whether the functions being done can be supported by the HR LoB reporting (either through existing reports or the creation of a new report), local to HR LoB use of the data from the NBC Data Mart, or if there is a real need for the data locally, in which case, the Contractor will document the required external interface to the data.

4. Contractor support is required to conduct a requirements analysis to ensure the workflow description is specific enough.

5. Contractor support is required to produce easy-to-understand workflow diagrams that can be used to analyze the real need for any deviation from normal practice.

1.3 Requirements

Task 1: Progress Reporting and Managing the Task

<u>Subtask 1.1: Progress Reporting</u>

The Contractor shall provide monthly progress reports that monitor performance and finances associated with this Task Order. The TOPO will provide and/or review and approve the format and elements for the progress report.

<u>Subtask 1.2: Kickoff Meeting, Managing the Task, and Management Meetings</u>

Upon award of the Task Order, the Contractor will meet with the TOPO and other government program staff within five (5) days. The meeting will serve as an introductory meeting to and go over each task so the Contractor has a clear understanding of the

task order's objectives and requirements. The Contractor's Project Manager will be required to attend the meeting.

The Contractor shall develop a project plan that demonstrates their understanding of the work to be performed as well as their plan to conduct that work. The TOPO's acceptance of this project plan will be based upon the following criteria:

- Resources - the quality, experience, and expertise for the tasking.
- Timing - the indicated completion times within the appropriate guidelines.
- Completeness - Each task must be addressed completely. An understanding of project efforts should be indicated through detailed descriptions within the project plan and during appropriate follow up meetings.

The Contractor shall include specific plans for accomplishing tasks, to include:

- A description of resources required to carry out each task.
- A description of the method for completing each task.
- A list of any potential problem areas foreseen or assumptions made.
- A detailed budget, including a breakout of labor hours and other direct costs.
- Resumes of Contractor staff assigned to each task.

Subtask 1.3: Management Meeting Minutes

- For the kick-off meeting and all management meetings held during the TOs POP, the Contractor will be required to attend, take minutes, and provide a draft version to the TOPO within three (3) business days, and a final version within two (2) business days after the TOPO reviews and approves the draft version. All meeting minutes should include a high level summary of what was discussed during the meeting and any action items, including the responsible party, which resulted from the meeting.

Task 1 – Deliverables

Subtask 1.1: Progress and Financial Reporting	On or before the 15th day of each month
Subtask 1.2: Task Order Management Plan	15 Calendar Days after the Task is awarded
Subtask 1.3: Management Meeting Minutes	Draft version due 3 days after the meeting; final version due 2 days after receipt of TOPOs comments.

Task 2: OEI Data Call Planning

Currently some EPA organizations pull data from the existing PeoplePlus application, or other data sources, to produce custom reports or to load into local databases for

tracking and analysis of staff efforts. To determine who is accessing data in the existing systems, what data they're using, and what functions need to be supported in the future HR LoB systems, OEI will be conducting a Data Call from mid-July through August to approximately 15-17 EPA organizations including all 10 EPA Regions, ORD, OCFO, the HR Shared Service Centers (SSC) to learn who is accessing data from the current systems and what type of data they're pulling. The Contractor can expect one response per organization except for ORD where there could be as many as 5-8 responses due to the number of ORD locations.

The goal of the Data Call will be to identify current interfaces so that the HR LoB team can determine if they can meet the desired functionality with existing HR LoB reports or tools. The Data Call will go out in July 2012 with responses due by the end of August 2012. The types of questions in the data call will be, "Does your Organization utilize data from PeoplePlus or other HR databases to perform regular reporting for your Organization?," "What data elements do you utilize from which databases?," "How often is the data pulled from the database?," "Please provide example reports, if possible," and additional questions as necessary in an effort to learn what data are required from HR LOB to support the reporting EPA organizations.

The Contractor shall work with stakeholders within OEI and the HR LoB team to decide what information should be requested in the data call. Working with HR LoB team members, the Contractor shall develop the materials to be used in the data call, including a memo announcing the data call, instructions for what information is being requested, and the tools to be used to capture the information, which may be a combination of Word and Excel documents. To manage the information captured under the data call, the Contractor shall research and recommend a method to track and store responses to the data call using standard EPA desktop tools (Microsoft Office 2007), or another tool to be recommended by the Contractor and approved by the TOPO prior to its development and use. Note, EPA staff must have access to the data call materials if and when requested and at the conclusion of Task 3. The format for data call materials will take into account the need to include all responses and the need to support usage of the data in the analysis to be conducted under Task 4. All related materials shall be developed in a draft format initially and provided to the EPA TOPO for comment. The Contractor will be required to incorporate any comments received from the TOPO into the data call materials and provide a final version to the TOPO within ten (10) days. For all materials the Contractor submits, EPA will have up to fifteen (15) days to review the draft versions. If no comments are received from the EPA TOPO within this time period, the Contractor should assume no comments are forthcoming and finalize the materials.

Task 2 – Deliverables

Draft Data Call Announcement Memo	June 20, 2012
Final Data Call Announcement Memo	10 days after receipt of TOPO's comments
Method to track and store responses to the OEI data call	July 1, 2012
Draft Data Call Response Materials	TBD
Final Data Call Response Materials	10 days after receipt of TOPO's comments

Task 3: OEI Data Call Operation

While the Data Call is underway, the Contractor shall enter all information into the tracking tool developed under Task 2. The data call will go out to all EPA Regions, OCFO and all ORD Laboratory locations.

The Contractor will support the Data Call operations including answering questions by phone and/or email, and referring questions to the appropriate EPA stakeholder (names to be provided at the task order's kick-off meeting). The Contractor will track all contacts related to the data call and report on them in their monthly progress report. The Contractor will track all data call responses and information received from each location, maintaining all data and material in an organized and efficient manner in order to ensure an easy transfer of information to EPA during and at the end of the data call. Materials resulting from this data call will support Task 4.

Task 3 – Deliverables

Data Call Materials	5 days after receipt of materials from the final respondent, or no later than September 7, 2012.

Task 4: OEI Data Call Analysis

The Contractor shall analyze the s responses to the Data Call and, using the information, will define all of the interfaces that exist today (based on Data Call

information) between local organization tracking/reporting systems and HR data. Using this information, the Contractor will construct a series of Interface Diagrams and Definitions that will show the existing system or systems from which data is extracted, the local system or systems into which the data is inserted, and the resulting workflows, if applicable, that have been defined in the responses. The Contractor will develop the Draft Data Call Interfaces document and submit it for review and comment to the EPA TOPO. The TOPO will have fifteen (15) days to review the document and either approve or recommend changes to the Contractor. The Contractor will develop the final version of the Data Call interfaces document and deliver it to the EPA TOPO within ten (10) days after receiving comments.

Upon delivery of the Draft Data Call Interfaces document, the Contractor will begin documenting the functional requirements for the HR LoB that can be derived from the information in the data call and the analysis described above. The Contractor will identify these requirements in the HR LoB Data Call Functional Requirements document. The requirements will have all elements as currently used in the existing requirements tool Serena (information on Serena can be found at www.serena.com) to enable EPA to load the requirements into the tool. The full list of required fields will be provided to the Contractor by the EPA TOPO at the start of this task, examples are: requirements number, title, category (e.g. payroll, time and attendance, technical, etc.) and description). The Contractor will develop the Draft Data Call Functional Requirements document and deliver it to the TOPO. The TOPO will have fifteen (15) days to review and approve the document or request changes. The Contractor will develop the final version of the Data Call Functional Requirements document and deliver it to the EPA TOPO within ten (10) days of having received comments.

For the purposes of the Interfaces Document required in Task 4 and Task 5, the Contractor will develop one document with sections for the interfaces defined by the analysis of data call requirements and another section for the interfaces defined by the requirements analysis to be done under Task 5.

Task 4 – Deliverables

Draft HR LoB Combined Interfaces Document	September 21, 2012
Final HR LoB Combined Interfaces Document	10 days after receipt of TOPO's comments

Draft Data Call Requirements Document	September 21, 2012
Final Data Call Requirements Document	10 days after receipt of TOPO's comments

Task 5: HR LoB Interface Identification and Documentation

The Contractor will analyze HR LoB requirements, as documented in the Serena Requirements Management Tool, to determine the interfaces between the various component systems in the HR LoB (Time and Attendance, Payroll, Technical, Labor Distribution and Human Resources). Along with the identification of the interfaces, the Contractor will document any characteristics of each interface that can be derived from the requirements, but will not need to expand upon this to fully identify data required or characteristics of the interface beyond what can be seen in the requirements. The Contractor will develop a draft version of the HR LoB Interface document and deliver it to the TOPO. The TOPO will have fifteen (15) days to review and approve the draft version or request changes. The Contractor will develop the final version of the HR LoB Interface document and deliver it to the EPA TOPO within ten (10) days of having received comments.

Task 5 – Deliverables

Draft HR LoB Combined Interfaces Document	October 12, 2012
Final HR LoB Combined Interfaces Document	10 days after receipt of TOPO's comments

Task 6: Develop Workflow Diagrams

Using the requirements for each HR LoB area (Time and Attendance, Payroll, Technical, Labor Distribution and Human Resources), and working with EPA Subject Matter Experts (SME) as part of the HR LOB Workgroups, the Contractor will develop workflow diagrams and map requirements to each workflow element enabling the traceability of requirements back from the workflow element.

As the Draft Workflow Diagrams are developed they will be reviewed by EPA on an ongoing basis. At the end of the task all diagrams will be packaged into a deliverable of

all workflow diagrams developed under the task. The Contractor will develop a draft version of the workflow diagrams and deliver to the TOPO for review. The TOPO will have fifteen (15) days to review the diagrams and approve or request changes that should be reflected in the final workflow diagrams. The Contractor will develop the final workflow diagrams and deliver them to the EPA TOPO government within ten (10) days of having received comments.

Task 6 – Deliverables

Draft Workflow Diagrams	December 7, 2012
Final Workflow Diagrams	10 days after receipt of TOPO's comments