ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER: 06/06/2016

2. CONTRACT NO. (If any): EP-W-13-016

3. ORDER NO.: 0022

4. REQUISITION/REFERENCE NO.: PR-R9-16-00373

5. ISSUING OFFICE (Address correspondence to):
SRRPOD
US Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3805R
Washington DC 20460

6. SHIP TO:
a. NAME OF CONSIGNEE: SRRPOD
b. STREET ADDRESS:
US Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3805R
c. CITY: Washington
d. STATE: DC
e. ZIP CODE: 20460
f. SHIP VIA

7. TO: N. Jay Bassin
a. NAME OF CONTRACTOR: ENVIRONMENTAL MANAGEMENT SUPPORT INC
b. COMPANY NAME
c. STREET ADDRESS:
8601 GEORGIA AVE STE 500
3015895318
d. CITY: SILVER SPRING
e. STATE: MD
f. ZIP CODE: 209103439

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: TIFSD

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
b. ACCEPTANCE

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: 106741598 TOCOR: Edwin Poalinelli Max Expire Date: 09/02/2018 Continued ...					

18. SHIPPING POINT

19. GROSS SHIPPING WEIGHT

20. INVOICE NO.

17(h) TOTAL (Cont. pages): $0.00

21. MAIL INVOICE TO:
a. NAME: RTP Finance Center
b. STREET ADDRESS (or P.O. Box):
US Environmental Protection Agency
RTP-Finance Center (AA216-01)
109 TW Alexander Drive
www2.epa.gov/financial/contracts
c. CITY: Durham
d. STATE: NC
e. ZIP CODE: 27711

SEE BILLING INSTRUCTIONS ON REVERSE

17(i) GRAND TOTAL: $346,131.00

22. UNITED STATES OF AMERICA BY (Signature): 06/06/2016
ELECTRONIC SIGNATURE

23. NAME (Typed): Eulvid Rocque
TITLE: CONTRACTING/ORDERING OFFICER

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
06/06/2016	EP-W-13-016	0022

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 Accounting Info: 16-TR2-09KA982-303DC6-2505-A982RS00-C001-1609KRS571-001 BFY: 16 Fund: TR2 Budget Org: 09KA982 Program (PRC): 303DC6 Budget (BOC): 2505 Job #: A982RS00 Cost: C001 DCN - Line ID: 1609KRS571-001 Period of Performance: 06/06/2016 to 09/02/2018					
0001	Title:Program Management Support of the United States Environmental Protection Agency (U.S. EPA) Navajo Nation Abandoned Uranium Mines Program (Tronox Settlement) The purpose of this action is to accept and incorporated by reference the contractor proposal dated May 11, 2016 for Contract number: EP-W-13-016 Task Order 0022 in the amount of $346,131.00. This task order is also fully funded in the amount of $346,131.00 via requisition number: PR-R9-16-00373.The contractor is not authorized to exceed the total approved cost and funding ceilings of $346,131.00 for this Task Order without the approval of the contracting officer.					

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

STATEMENT OF WORK

I. ADMINISTRATIVE

A. Title: Program Management Support of the United States Environmental Protection Agency (U.S. EPA) Navajo Nation Abandoned Uranium Mines Program (Tronox Settlement)

B. Project Officer (PO):

Tiffany Moreland
Contracting Officer

TOCOR:
Edwin "Chip" Poalinelli
Regional Contracting Officer Representative
Tribal Lands Cleanup Section
U.S. EPA, Region 9 (SFD-6-2)
75 Hawthorne Street
San Francisco, CA 94105
Phone (415) 972-3390

Alternate TOCOR:

C. Introduction

On April 3, 2014, the United States entered into a settlement agreement with Anadarko Petroleum Corporation and some of its affiliates that has been approved by the U.S. District Court and which became final on January 21, 2015. This "Tronox" settlement provides almost $1 billion to cleanup approximately 50 abandoned uranium mines on and very near the Navajo Nation. These mines were previously operated by Kerr-McGee. The $5.15 billion settlement also provides substantial funding for cleanups at many other sites, including the Shiprock uranium mill site on the Navajo Nation. This is the largest environmental cleanup settlement in U.S. history.

D. Background

The Navajo Nation encompasses more than 27,000 square miles, spread between three states in the Four Corners area. The unique geology of the region makes the Navajo Nation rich in uranium, a radioactive ore in high demand after the development of atomic power and weapons at the close of World War II in the 1940s. Approximately 30 million tons of uranium ore were extracted during mining operations within the Navajo Nation from 1944 to 1986. The federal government (i.e., the Atomic Energy Commission [AEC]) was the sole purchaser of uranium until 1966. The AEC continued to purchase ore until 1970, although sales to the commercial industry began in 1966. The last uranium mine on the Navajo Nation shut down in 1986. Many Navajo people worked the mines, often living and raising families in close proximity to the mines and mills.

Uranium mining and milling activities no longer occur on Navajo lands, but the legacy of these activities remains, including 523 abandoned uranium mine claims, and some homes built from mine and mill site materials. In addition, there are drinking water sources with elevated levels of uranium, radium, and other radionuclides. Uranium and other elements (selenium, arsenic, etc.) are associated with mine and mill sites, although the same constituents occur naturally at elevated levels in rock, soil, surface water, and groundwater across the Navajo Nation and the broader Four Corners region. Health effects as a result of non-occupational exposure to these elements can include lung cancer and impaired kidney function.

In 2008, Congress asked six federal agencies, including U.S. EPA, to formulate a plan to address uranium contamination on Navajo and Hopi lands. In response, the agencies developed the 2008-2012 Five-Year Plan which resulted in the investment of more than $100 million to reduce the highest risks to Navajo people by replacing 34 contaminated homes, assessing 521 mines, providing safe drinking water to 1825 families, cleaning up groundwater at mill sites, and conducting urgent cleanup actions at 9 mines. Under the new 2014-2018 Five-Year Plan, U.S. EPA will start the cleanup process for the 46 highest priority mines and will aggressively pursue parties responsible for the pollution.

Although the legacy of uranium mining is widespread and will take many years to address completely, the collaborative effort of U.S EPA, other federal and state agencies and the Navajo Nation will bring an unprecedented level of support and protection for the people at risk from these sites. There are many other stakeholders with an interest in the response actions at the Navajo Area Abandoned Uranium sites including: the Bureau of Indian Affairs (BIA), the Bureau of Land Management (BLM), the Nuclear Regulatory Commission (NRC), the Department of Energy (DOE), the Department of the Interior (DOI), the Indian Health Service (IHS), the Agency for Toxic Substances and Disease Registry (ATSDR), the U.S. Geological Survey (USGS), New Mexico Environment Department (NMED), Mining and Minerals Division (MMD), and the citizens of the Navajo Nation and the State of New Mexico. In accordance with the settlement, through informal and formal consultation, the U.S. EPA and Navajo Nation EPA will continue their ongoing process of prioritizing response actions for the Tronox NAUM sites and will determine lead responsibility for response action(s) at each Tronox NAUM site.

II. OBJECTIVE

The objective of this project is for the contractor to perform a strategic assessment of the U.S. EPA (Region 6 & 9) Navajo Nation Abandoned Uranium Mines Program and prepare a Program Management Plan to achieve a program that is effective, efficient, accountable, transparent, and capable of achieving the goals laid out in the Five-Year Strategic Plans.

The assessment will evaluate the existing program functions and operations, and the anticipated future workload. The contractor shall evaluate: workload; resource management; standard operating procedures; communication and coordination; community outreach, education and involvement; and, reporting, accountability and transparency.

The Project Management Plan shall provide a comprehensive baseline of what is projected to be achieved by the U.S. EPA's (Region 6 & 9) Navajo Nation Abandoned Uranium Mines Program, how it is to be achieved, who will be involved, how it will be reported and measured and how information will be communicated.

The assessment and Program Management Plan shall be conducted through the following tasks.

III. TASK DETAIL

Task 1 – Project Coordination and Kick-Off Meeting

In coordination with the U.S. EPA Task Order Contracting Officers Representative (TOCOR), contract personnel shall participate in an eight (8) hour coordination and kick-off in-person meeting (Region 9 San Francisco, CA office) with the COR, and key managers and staff of the U.S. EPA Region 6 & 9, and Navajo Superfund programs. Topics to be discussed shall include: overall goals and objectives for the assessment, project tasks, schedule, and logistics. Also, participants will discuss the current program operations and begin preliminary discussions on potential issues, barriers, and opportunities.

The coordination and kick-off meeting shall be conducted within 2 weeks of the issuance of the task order.

Task 2 – Fact Finding and Preliminary Analysis

The contractor shall conduct preliminary research and analysis on various aspects of U.S. EPA's Navajo Nation Abandoned Uranium Mines Program. The contractor shall gather all relevant documentation to assist with their evaluation and analysis. This includes U.S. EPA's website on the Five-Year Plan (http://www.epa.gov/region9/superfund/navajo-nation/index.html), the Grants Mining District program website http://www.epa.gov/grants-mining-district, the Navajo Superfund program website (http://www.nnepasuperfund.org/), and the GAO Report (http://gao.gov/products/GAO-14-323).

The contractor shall request from the U.S. EPA Navajo Nation Abandoned Uranium Mines Program all relevant statutes, regulations, policies, organizational charts, standard operating procedures, etc. pertaining to the program to allow it to carry out its mission. The contractor shall research and define the major programmatic, financial, and administrative processes currently used by the Program, as well as the functions associated with the cleanup process. The contractor shall also identify all participants in the cleanup process. This will be more clearly defined during the kickoff meeting described under Task 1.

Areas to be reviewed under this task include, but are not limited to, the following:

- Program statutes, regulations, policies, guidance, and procedures: Documents shall be analyzed to understand how they impact Program operations.

- Goals, Mission, Vision: Documents shall be analyzed to understand how the Program is meeting the goals, mission and vision, including consistency. The assessment will identify areas for further development and adaptive management strategies.

- Reporting, accountability and transparency: It is necessary that the Program maintains a high level of reporting, accountability and transparency to successfully respond to inquiries from Navajo Nation elected officials and leadership, press inquiries, reviews, and audits. The contractor will review existing systems, and will recommend options for possible enhancements to these systems.

- Workload and resource analysis: The contractor shall perform a program workload and resource analysis, including organizational structures and staffing. The analysis will be based on current and the anticipated future workload (5 and 10 years) to implement U.S. Navajo Nation Abandoned Uranium Mines Program. The assessment will evaluate all resources available to the Program, including: staffing, technical resources, training, grants, contracts, and equipment. The assessment will make recommendations for accomplishing the anticipated workload through efficient utilization of existing resources and acquisition of additional resources.

- Communication and coordination: The contractor shall evaluate communication and coordination with and between the Navajo Superfund Program and other Navajo programs, Navajo Nation government officials, chapter officials, community members and organizations. The contractor will also evaluate the communication and coordination with other agencies. The assessment will identify opportunities to effectively communicate and coordinate.

- Community involvement, outreach and education: The contractor will evaluate community involvement, outreach and education for the U.S. EPA's Navajo Nation Abandoned Uranium Mines Program.

The contractor shall draft the Fact Finding and Preliminary Analysis. The draft shall be electronically sent to the COR. The COR will distribute to U.S. EPA Navajo Nation Abandoned Uranium Mines Program managers for review and comment prior to finalizing. Five (5) working days after forwarding the Draft Fact Finding and Preliminary Analysis, the contractor shall conduct a 1 or 2 hour meeting via conference call or video conference with the COR and U.S. EPA and Navajo Program managers to discuss the draft. Delivery of the draft Fact Finding and Preliminary Analysis is due to U.S. EPA within 1 month of the Project Kick-off meeting.

The contractor shall complete and submit the Final Fact Finding and Preliminary Analysis to the COR within five (5) working days of receiving comments from the COR and U.S. EPA Navajo Abandoned Uranium Mines Program managers.

Task 3 - On-site Interviews/Information Collection

Navajo Nation Interviews:
The contractor shall plan and coordinate for two (2) contract personnel to travel to the Navajo EPA Program offices in Window Rock, Arizona for one week (5 working days) to conduct interviews of selected program managers and staff from: Navajo Superfund Program; Navajo Waste, Regulatory and Compliance Department; Navajo Department of Justice; Office of Management and Budget; and, the Navajo Abandoned Mine Lands Program. In addition, interviews will be conducted of Navajo stakeholders selected by U.S. EPA and Navajo Superfund program management, including: community members, Navajo Nation elected officials, chapter presidents, and uranium mining experts.

Some interviews held on the Navajo Nation may need to be conducted in the Navajo language. It is recommended that the contractor subcontract with a firm or individual that demonstrates expertise, knowledge and experience in the Navajo Nation Government and culture.

U.S. EPA Region 9 Interviews:
The contractor shall plan and coordinate for two (2) contract personnel to travel to the U.S. EPA Superfund Program offices in San Francisco, California for one week (5 working days) to conduct interviews of selected program managers and staff from the Superfund Division, the Tribal Program Office, and the Grants Management Office.

U.S. EPA Region 6 Interviews:
The contractor shall plan and coordinate for two (2) contract personnel to conduct interviews (via phone) of selected Region 6 program managers and staff from the Superfund Division.

The discussion/interview topics shall include, but are not limited to:

- Programmatic goals and ;
- Efficiency and effectiveness of program statutes, regulations, policies and procedures;
- Workload and resources, including organizational structures and staffing;
- Internal and external communication and coordination;
- Community involvement, outreach and education; and
- Reporting, accountability and transparency, including data management.

Contractor personnel shall clearly identify themselves as contractor personnel by wearing badges. Any questions on Navajo Nation policy shall be forwarded to the COR for referral to the Navajo Superfund Program. Any questions on U.S. EPA policy shall be forwarded to the COR to address. The on-site interviews/information collection shall be performed within one (1) month of the Final Fact Finding and Preliminary Analysis submission and acceptance.

Task 4 – Program Management Plan

Based on the analysis, findings, and work conducted in Tasks 1-3 and using the outline provided (attached), the contractor shall develop a written Program Management Plan.

The purpose of the Plan is to provide a comprehensive baseline of what has to be achieved by the U.S. EPA's Navajo Nation Abandoned Uranium Mines Program, how it is to be achieved, who will be involved, how it will be reported and measured and how information will be communicated.

The contractor shall also include in the Plan its knowledge of best practices from other programs that effectively and efficiently performing similar work, as well as effective solutions identified by management and program staff at the U.S. EPA, Navajo Nation EPA, Navajo Superfund programs, and other Navajo government agencies such as Navajo Nation AML, Navajo Engineering and Construction Authority, Navajo Nation Solid Waste Management, Navajo Nation Division of Community Development, and others identified as potential contributors in the start-to-finish planning and execution of future removal actions.

The contractor shall draft a Program Management Plan that documents the research, findings and options. The draft Plan shall be electronically sent to the COR. The COR will distribute it to the U.S. EPA Navajo Nation Abandoned Uranium Mines Program managers for review and comment prior to finalizing the Plan. The assessment and corresponding Plan shall be completed within two (2) months of the On-site Interviews/Information Collection.

Task 5 – Workforce Needs Assessment Plan

Based on the analysis, findings, and work conducted in Tasks 1-3, the contractor shall develop a written Workforce Needs Assessment Plan for potential changes that may benefit implementation of the Navajo Nation Abandoned Uranium Mines Program.

The purpose of the Workforce Needs Assessment Plan is to align the needs and priorities of the US EPA's Navajo Nation Abandoned Uranium Mines Program with those of U.S. EPA's staffing/contracting resources to ensure it can meet its goals and objectives.

The contractor shall also include in the Plan its knowledge of best practices from other programs that effectively and efficiently performing similar work, as well as effective solutions identified by management and program staff at the U.S. EPA, Navajo Nation EPA, Navajo Superfund programs, and other Navajo government agencies such as Navajo Nation AML, Navajo Engineering and Construction Authority, Navajo Nation Solid Waste Management, Navajo Nation Division of Community Development, and others identified as potential contributors in the start-to-finish planning and execution of future response actions.

The contractor shall draft a Workforce Needs Assessment Plan that documents the research, findings and options. The draft Plan shall be electronically sent to the COR. The COR will distribute it to the U.S. EPA Navajo Nation Abandoned Uranium Mines Program managers for

review and comment prior to finalizing the Plan. The assessment and corresponding Plan shall be completed within two (2) months of the On-site Interviews/Information Collection.

Task 6 – Acquisition Plan

Based on the analysis, findings, and work conducted in Tasks 1-3, the contractor shall develop a strategic Acquisition Plan for potential services that may be necessary or may benefit the implementation of various components of the U.S. EPA's Navajo Nation Abandoned Uranium Mines Program.

The contractor shall include in the Plan its knowledge of best practices from other programs that are effectively and efficiently performing similar work, as well as effective solutions identified by management and program staff at the U.S. EPA, Navajo Nation EPA, Navajo Superfund programs, and other Navajo government agencies such as Navajo Nation AML, Navajo Engineering and Construction Authority, Navajo Nation Solid Waste Management, Navajo Nation Division of Community Development, and others identified as potential contributors in the start-to-finish planning and execution of future removal actions.

The contractor shall draft an Acquisition Plan that documents the research, findings and options. The draft Plan shall be electronically sent to the COR. The COR will distribute it to the U.S. EPA Navajo Nation Abandoned Uranium Mines Program managers for review and comment prior to finalizing the Plan. The assessment and corresponding Plan shall be completed within two (2) months of the On-site Interviews/Information Collection.

Under no circumstances will the contractor be preparing statements of work as a result of the acquisition plans.

Task 7 – Records Management Plan

Based on the analysis, findings, and work conducted in Tasks 1-3, the contractor shall develop a Records Management Plan that may benefit the implementation of the Navajo Nation Abandoned Uranium Mines Program.

The contractor shall also include in the Plan its knowledge of best practices from other programs that effectively and efficiently performing similar work, as well as effective solutions identified by management and program staff at the U.S. EPA, Navajo Nation EPA, Navajo Superfund programs, and other Navajo government agencies such as Navajo Nation AML, Navajo Engineering and Construction Authority, Navajo Nation Solid Waste Management, Navajo Nation Division of Community Development, and others identified as potential contributors in the start-to-finish planning and execution of future removal actions.

The contractor shall draft a Records Management Plan that documents the research, findings and options. The draft Plan shall be electronically sent to the COR. The COR will distribute it to the U.S. EPA Navajo Nation Abandoned Uranium Mines Program managers for review and comment prior to finalizing the Plan. The assessment and corresponding Plan shall be completed within two (2) months of the On-site Interviews/Information Collection.

Task 8 – Field Office Options Report

Based on the analysis, findings, and work conducted in Tasks 1-3, the contractor shall gather information about potential field offices locations, associated costs, and pros and cons of those options. The contractor shall come up with at least three (3) field office options, including potential co-locations with federal or tribal agencies that may benefit the implementation of the Navajo Nation Abandoned Uranium Mines Program.

The contractor shall draft a Field Office Options Report that documents the research, findings, field office options, and a preliminary cost analysis. The draft Report shall be electronically sent to the COR. The COR will distribute it to the U.S. EPA Navajo Nation Abandoned Uranium Mines Program managers for review and comment prior to finalizing the Report. The assessment and corresponding report shall be completed within two (2) months of the On-site Interviews/Information Collection.

Task 9 – Final Submission

Ten (10) working days after forwarding the draft Plan, the contractor shall conduct an in-person day and a half conference in San Francisco with U.S. EPA Region 9 personnel on the Drafts: Program Management Plan, Workforce Needs Assessment Plan, Acquisition Plan, Records Management Plan and the Field Office Options Report. (Deliverables from tasks 4-8) Expect a 2-3 hour discussion for each report/plan.

The contractor shall complete and submit the final Plan to the COR within fifteen (15) working days of receiving comments from the COR and U.S. EPA and Navajo program managers.

IV. MISCELLANEOUS

A. Meetings

The contractor shall periodically discuss the progress of work under this contract with the COR through monthly thirty (30) minute teleconference discussions and/or electronic mail updates. The contractor shall provide meeting minutes for all meeting (Tasks 1-8) within five (5) working days.

B. Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications.
See: http://www.section508.gov/ .

Preferred text format:	MS Word, Office 2013 or higher
Preferred presentation format:	Power Point, Office 2013 or higher
Preferred graphics format:	Each graphic is an individual GIF file

Preferred portable format: Adobe Acrobat, version 11.0 or higher

C. Quality Assurance Project Plan

The Contractor shall prepare a Quality Assurance Project Plan (QAPP) for the accomplishment of this Task Order. In accordance with EPA's Quality System, the plan will also define and assign quality assurance (QA) and quality control (QC) responsibilities and describe the QA/QC processes and procedures to be implemented for all Tasks. A draft of Contractor's QAPP shall be submitted to and approved by EPA prior to commencing Tasks under this Task Order.

D. Conflict of Interest

The contractor shall provide the contracting officer a conflict of interest certification within twenty (20) calendar days of receipt of a Task Order (TO). The Contractor has a continued obligation to search and report any actual or potential conflicts of interest. The Contractor must certify, to the best of the Contractor's knowledge and belief, all actual or potential organizational conflicts of interest have been reported to the Contracting Officer or that, to the best of the Contractor's knowledge and belief, no actual or potential organizational conflicts of interest exist. In addition, the Contractor must certify that its personnel who perform work under this TO or relating to this TO, have been informed of their obligation to report personal and organizational conflicts of interest to the Contractor. The certification shall also include a statement that the Contractor recognizes its continuing obligation to identify and report any actual or potential conflicts of interest arising during performance of this TO or other work relating to this site.

SCHEDULE OF DELIVERABLES

Task	Task Due Date
Task 1 Kick-off Meeting	
1.1 Attend a Project Coordination and Kick-Off Meeting with USEPA Region 9 in San Francisco	Within 2 weeks of USEPA approval of the Task Order
Task 2 Preliminary Analysis	
2.1 Deliver to USEPA a draft Fact Finding and Preliminary Analysis	Within 1 month of the Project Kick-off meeting.
2.2 Conduct a conference call or video conference with USEPA on the Draft Fact Finding and Preliminary Analysis	Within 2 weeks of draft Fact Finding and Preliminary Analysis submission *USEPA and Navajo EPA will require 2 weeks to review and provide comments
2.3 Deliver to USEPA a final Fact Finding and Preliminary Analysis	Within 2 weeks of USEPA and Navajo comments on the draft Fact Finding and Preliminary Analysis
Task 3 Interviews	
3.1 Perform On-site Interviews/Information Collection for Navajo Nation EPA	Within 1 month of Final Fact Finding and Preliminary Analysis submission and acceptance
3.2 Perform On-site Interviews/Information Collection for USEPA R9	Within 1 month of Final Fact Finding and Preliminary Analysis submission and acceptance
3.3 Perform Phone Interviews/Information Collection for USEPA R6	Within 1 month of Final Fact Finding and Preliminary Analysis submission and acceptance
Task 4 Management Plan	
4.1 Deliver to USEPA a draft Program Management Plan	Within 2 months of the On-site Interviews/Information Collection.

	*USEPA and Navajo EPA will require 2 weeks to review and provide comments
Task 5 Workforce Needs Assessment Plan	
5.1 Deliver to USEPA a draft Workforce Needs Assessment Plan	Within 2 months of the On-site Interviews/Information Collection. *USEPA and Navajo EPA will require 2 weeks to review and provide comments
Task 6 Acquisition Plan	
6.1 Deliver to USEPA a draft Acquisition Plan	Within 2 months of the On-site Interviews/Information Collection. *USEPA and Navajo EPA will require 2 weeks to review and provide comments
Task 7 Records Management Plan	
7.1 Deliver to USEPA a draft Records Management Plan	Within 2 months of the On-site Interviews/Information Collection. *USEPA and Navajo EPA will require 2 weeks to review and provide comments
Task 8 Field Office Options	
8.1 Deliver to USEPA a draft Field Office Options Report	Within 2 months of the On-site Interviews/Information Collection. *USEPA and Navajo EPA will require 2 weeks to review
Task 9 Final Submission	
9.1 Conduct in-person day and a half conference with USEPA on the Drafts: Program Management Plan, Workforce Needs Assessment Plan, Acquisition Plan, Records Management Plan and Field Office Options Report. (Deliverables from tasks 4-8) Expect a 2-3 hour discussion for each report/plan.	2 weeks after draft reports/plans are submitted.
9.2 Submission of all final reports/plans.	3 weeks after in-person conference.

	Final delivery will be approximately 7 months after award of Task Order

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO. 001

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE SRRPOD

SRRPOD
US Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3805R
Washington DC 20460

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

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

ENVIRONMENTAL MANAGEMENT SUPPORT INC
Attn: N. Jay Bassin
8601 GEORGIA AVE STE 500
3015895318
SILVER SPRING MD 209103439

CODE 106741598 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-13-016 0022

10B. DATED *(SEE ITEM 13)* 06/06/2016

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER *(Specify type of modification and authority)*

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

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

DUNS Number: 106741598
TOCOR: Sona Chilingaryan Max Expire Date: 09/02/2018

The purpose of this modification is to appoint Sona Chilingaryan as the Task Order Contracting Officer's Representative and Sean Hogan as the Alternate COR. All other terms and
conditions remain the same.

LIST OF CHANGES:
Reason for Modification : Other Administrative Action
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*

16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
Marneice Wise

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

15C. DATE SIGNED

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

16C. DATE SIGNED 08/03/2017

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT SUPPORT INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	TOCOR (Task Order Contracting Officer's Representative) changed from Edwin Poalinelli to: Sona Chilingaryan Alternate COR/Project Officer changed from Tiffany Moreland to: Sean Hogan Period of Performance: 06/06/2016 to 09/02/2018				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 3

2. AMENDMENT/MODIFICATION NO. 002

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO. PR-R9-17-00562

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE SRRPOD

SRRPOD
US Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3805R
Washington DC 20460

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

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

ENVIRONMENTAL MANAGEMENT SUPPORT INC
Attn: N. Jay Bassin
8601 GEORGIA AVE STE 500
3015895318
SILVER SPRING MD 209103439

CODE 106741598 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-13-016 0022

10B. DATED *(SEE ITEM 13)* 06/06/2016

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)* Net Increase: $78,231.87
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER *(Specify type of modification and authority)* IAW FAR 52.216-24 Limitation of Government's Liability

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

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

DUNS Number: 106741598
The purpose of this modification to the contract number referenced in block 10A is to make the following changes that read as follows:

1)To add funds to current period of performance by obligating funds in the amount of $78,231,87
2)Revises the limit of Government's liability to the contractor;
a)The amount of funds presently available on the contract and the limit of Government's liability to the contractor is increased by $78,231.87 from $346,131.00 to $424,362.87.

b)The contractor shall provide services that would result in exceeding this amount, except
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*

16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Tiffaney Wilson

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

15C. DATE SIGNED

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

16C. DATE SIGNED 08/04/2017

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT SUPPORT INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	at $424,362.82 3)To increase the ceiling on this task order from $ 346,131.00 to $424,362.87 4)All other terms and conditions remain unchanged TOCOR: Sona Chilingaryan Max Expire Date: 09/02/2018 LIST OF CHANGES: Reason for Modification : Funding Only Action Total Amount for this Modification: $78,231.87 New Total Amount for this Version: $424,362.87 New Total Amount for this Award: $424,362.87 Obligated Amount for this Modification: $78,231.87 New Total Obligated Amount for this Award: $424,362.87 Incremental Funded Amount changed: from $346,131.00 to $424,362.87 Buyer changed from Marneice Wise to Tiffaney Wilson Contracting Officer changed from Marneice Wise to Tiffaney Wilson CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from $346,131.00 to $424,362.87 Obligated Amount for this modification: $78,231.87 Incremental Funded Amount changed from $346,131.00 to $424,362.87 CHANGES FOR DELIVERY LOCATION: SRRPOD Amount changed from $346,131.00 to $424,362.87 NEW ACCOUNTING CODE ADDED: Account code: 17-TR2-09KA982-303DC6-2505-C001-1709KRS598-001 Beginning FiscalYear 17 Ending Fiscal Year Fund (Appropriation) TR2 Budget Organization 09KA982 Program (PRC) 303DC6 Budget (BOC) 2505 Job # (Site/Project) A982RS00 Cost Organization C001 Continued ...				

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT SUPPORT INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	DCN-LineID 1709KRS598-001 Quantity: 0 Amount: $78,231.87 Percent: 18.43514 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Delivery Location Code: SRRPOD SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 USA Period of Performance: 06/06/2016 to 09/02/2018				