ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER: 05/22/2019

2. CONTRACT NO. (If any): 68HERH19D0022

3. ORDER NO.: 68HERH19F0200

4. REQUISITION/REFERENCE NO.: PR-OCSPP-19-00284

5. ISSUING OFFICE (Address correspondence to):
HQAD
US Environmental Protection Agency
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3803R
Washington DC 20460

6. SHIP TO:
a. NAME OF CONSIGNEE: HQAD
b. STREET ADDRESS:
US Environmental Protection Agency
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3803R
c. CITY: Washington
d. STATE: DC
e. ZIP CODE: 20460

7. TO: David Sprague
a. NAME OF CONTRACTOR: SRC, INC.
b. COMPANY NAME:
c. STREET ADDRESS: 7502 ROUND POND ROAD
d. CITY: NORTH SYRACUSE
e. STATE: NY
f. ZIP CODE: 132122558

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:

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:

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: 063053771 TOCOR: Edmund Wong Max Expire Date: 05/21/2024 InvoiceApprover: Edmund Wong Continued ...					

18. SHIPPING POINT:
19. GROSS SHIPPING WEIGHT:
20. INVOICE NO.:

17(h) TOTAL (Cont. pages): $200,000.00

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: $3,009,401.24

22. UNITED STATES OF AMERICA BY (Signature): 05/22/2019
ELECTRONIC SIGNATURE

23. NAME (Typed): Derek Davis
TITLE: CONTRACTING/ORDERING OFFICER

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
05/22/2019	68HERH19D0022	68HERH19F0200

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 05/22/2019 to 05/21/2020					
0001	Technical Support for New Chemicals Fate and Exposure Assessments Base Period: Task Order Type: T&M Hours 4,800 NTE: $579,271.33 Period of Performance: 05/22/2019 - 05/21/2020 Accounting Info: 18-19-B-69A-000CD6-2505-QT5PSMZZ-TC5PQQF-1969AC9016-001 BFY: 18 EFY: 19 Fund: B Budget Org: 69A Program (PRC): 000CD6 Budget (BOC): 2505 Job #: QT5PSMZZ Cost: TC5PQQF DCN - Line ID: 1969AC9016-001 Funding Flag: Partial Funded: $125,000.00 Accounting Info: 19-20-B-69A-000CD6-2505-QT5PSMZZ-TC5PQQF-1969AC9016-002 BFY: 19 EFY: 20 Fund: B Budget Org: 69A Program (PRC): 000CD6 Budget (BOC): 2505 Job #: QT5PSMZZ Cost: TC5PQQF DCN - Line ID: 1969AC9016-002 Funding Flag: Partial Funded: $75,000.00				200,000.00	
0002	Technical Support for New Chemicals Fate and Exposure Assessments Option Period 1: Task Order Type: T&M Hours 4,800 NTE: $590,859.74 Period of Performance: 05/22/2020 - 05/21/2021 Continued ...				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $200,000.00

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
05/22/2019	68HERH19D0022	68HERH19F0200

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	(Option Line Item) 05/21/2020					
0003	Technical Support for New Chemicals Fate and Exposure Assessments Option Period 2: Task Order Type: T&M Hours 4,800 NTE: $602,685.49 Period of Performance: 05/22/2021 - 05/21/2022 (Option Line Item) 05/21/2021				Option	
0004	Technical Support for New Chemicals Fate and Exposure Assessments Option Period 3: Task Order Type: T&M Hours 4,800 NTE: $614,739.74 Period of Performance: 05/22/2022 - 05/21/2023 (Option Line Item) 05/21/2022				Option	
0005	Technical Support for New Chemicals Fate and Exposure Assessments Option Period 4: Task Order Type: T&M Hours 4,800 NTE: $621,844.94 Period of Performance: 05/22/2023 - 05/21/2024 (Option Line Item) 05/21/2023				Option	
	The obligated amount of award: $200,000.00. The total for this award is shown in box 17(i).					

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

ENVIRONMENTAL PROTECTION AGENCY

Technical Support for New Chemicals Fate and Exposure Assessments

CONTRACTOR: 68HERH19D0022
TASK ORDER NUMBER: 68HERH19F0200
PROJECT TITLE: Technical Support for New Chemicals Fate and Exposure Assessments

Task Order Contracting Officer's Representative	**Alternate Task Order Contracting Officer's Representative**
Edmund Wong Assessment Branch 3 Risk Assessment Division **Tel.** (202) 564-3394 **Fax** (202) 564-1626 **Email:** wong.edmund@epa.gov **U.S. Mail:** U.S. EPA, 1200 Pennsylvania Ave., (7403-M), Washington, D.C. 20460-0001	David Tobias Assessment Branch 2 Risk Assessment Division **Tel.** (202) 564-8534 **Fax** (202) 564-1626 **Email:** tobias.david@epa.gov **U.S. Mail:** U.S. EPA, 1200 Pennsylvania Ave., (7403-M), Washington, D.C. 20460-0001

A. PERFORMANCE WORK STATEMENT (PWS)

A1. Background and Purpose

Background

The Office of Pollution Prevention and Toxics (OPPT) of the Environmental Protection Agency (EPA) is responsible for work under several statutes including, principally, the Toxic Substances Control Act (TSCA), the Chemical Safety in the 21st Century Act, and Pollution Prevention Act of 1990 (PPA). The mission of the office is to assure that industrial chemicals are designed, manufactured, processed and used in ways that maximize their benefits to society and minimize their impacts on human health and the environment; encourage the replacement of older, more hazardous chemicals and technologies with new, safer alternatives; and work to harness the use of pollution prevention technologies, whenever feasible.

OPPT's Risk Assessment Division (RAD) is responsible for health and environmental hazard and risk evaluations of chemicals regulated under the Frank R. Lautenberg Chemical Safety for the 21st Century Act. The Frank L. Lautenberg Chemicals Safety for the 21st Century Act amends TSCA. Among other things, the amended TSCA requires EPA to conduct risk evaluations to determine whether a chemical substance may present an unreasonable risk of injury to health or the environment, without consideration of costs or other non-risk factors, including risks to potentially exposed or susceptible subpopulations. Furthermore, the amended TSCA legislation requires that EPA adhere to specific provisions regarding Scientific Standards, Weight of Evidence and Availability of Information as articulated in Sections 26 (h), (i) and (j), respectively (https://www.epa.gov/assessing-and-managing-chemicals-under-tsca/frank-r-lautenberg-chemical-safety-21st-century-act).

This task order supports implementation of the Frank R. Lautenberg Chemical Safety for the 21st Century Act, specifically for fate and exposure assessments for new chemicals under section 5 of TSCA and other activities. RAD develops the guidance for and/or produces screening-level and/or detailed chemical fate and exposure profiles and information summaries for new chemical projects within OPPT. OPPT's new chemical projects reside in the New Chemicals Program under section 5 of the amended TSCA. A complete listing can be found at https://www.epa.gov/chemicals-under-tsca. The Contractor shall be familiar with the amended law to ensure that technical products abide to the scientific standards that EPA must meet when preparing technical products supporting OPPT's risk evaluations.

Purpose
The primary purpose of this PWS is to provide technical support to the OPPT/RAD New Chemicals Program fate and exposure assessments.

The contractor will also focus on improvement and development of predictive models/tools and environmental fate databases.

This PWS does not cover existing chemicals risk evaluation and assessment and pre-prioritization efforts on existing chemicals.

A.2 Scope of Work

The purpose of this procurement is to provide technical and processing support for all activities supporting fate and exposure assessments related to new chemicals. Specifically:

> Provide fate support for new chemicals, including the preparation of the Initial Review Fate Reports (IRFR)[1], the review of fate assessments, and infrastructure support activities (e.g., SOP development).

This Task Order continues the work previously performed and does not duplicate any work performed under the previous Task Order under the contract EP-W-17-008 WA 1-01. For the work supporting new chemicals, the contractor must be cleared to access TSCA confidential business information (CBI).

The contractor shall supply the necessary resources required for the performance of this contract. The scientific quality of reviews, assessments, reports, model tools, statistical programs and software, and their timely preparation in accordance with negotiated schedules, are of paramount importance in the performance of this contract.

The contractor shall have the necessary technical and scientific expertise, knowledge and experience to successfully perform all tasks identified below. In addition, the contractor shall have a quality assurance/quality control program that maintains the quality of products, as well as an ongoing training program. This is intended to ensure that the contract staff produces quality products, and feedback from OPPT on needed improvements is communicated to the contractor's staff. The contractor shall maintain and make available upon request complete documentation of QA/QC practices and procedures. Performance of work under this contract shall be initiated by competitive task orders issued by the Contracting Officer, and will encompass tasks in following areas discussed below in Section A.3 (TASKS).

The Contractor shall perform the following tasks, as directed by the EPA Task Order Contracting Officer's Representative (TOCOR). The EPA TOCOR will issue written technical direction for work performed under each task.

A.3 TASKS

TASK 1: Project Management

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[1] **Formerly referred to as Initial Review Exposure Reports (IRERs). In the past fate and exposure reports were combined resulting in the fate documents being called IRERs, however the old naming system is no longer appropriate.**

The Contractor shall provide a Project Manager. The Contractor Project Manager shall report on all aspects of the objectives and progress of this contract to the designated EPA Contracting Officer (CO) and Contracting Officer Representative (COR) via email, through monthly reports. The Contractor Project Manager also plans, conducts and supervises Task Order (TO) projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. The Contractor Project Manager provides advice and counsel to other professionals. The Contractor Project Manager shall notify via email the relevant EPA COR/Alternate COR or TOCOR of any significant difficulties in accomplishing the task listed in the TOs.

In cases where performance objectives and minimum Acceptable Quality Levels (AQLs) are not being met, the Contractor Project Manager will make every effort to immediately correct the problems to ensure customer satisfaction. If the problem persists, the Project Manager will submit a plan of corrective action to the TOCOR and the Contract Level COR. The Contractor Project Manager shall ensure that the approved Quality Assurance (QA)/Quality Control (QC) process is followed to ensure the quality of its products.

The contractor shall schedule a kick-off call with the EPA to review overall goals of the project and details regarding implementation of the TO. Roles and responsibilities for completing the tasks below will be discussed. The kick-off call shall be scheduled within 3 to 7 working days of award at a mutually agreed upon time. During the kick-off call the contractor and EPA will schedule weekly or monthly technical calls.

TASK 2: Reporting Requirements

The contractor shall write and submit monthly progress reports to the EPA Contracting Officer Representative (COR). Progress reports shall describe completed work during the invoice period and should link to charges described in invoice documentation.

Routine progress reports shall include a written monthly technical progress report that includes the following in the case of each project that the contractor is involved in during the month: (a) an overview of work accomplished since project inception to to-date (b) a description of work accomplished during the month, (c) a summary of QA/QC activities since project inception including a summary of corrective action taken (d) a brief summary of anticipated work during the following month, (e) a summary and details of the costs incurred for each task during the month and cumulatively , and (f) total remaining budget. This report shall also be issued to the Contract Level COR. Routine progress reports shall be delivered electronically; paper copies are not needed.

The Contractor shall notify the TOCOR and CO when 75, 90, and 100% of approved budget has been expended. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained. Work not related to environmental data operations such as scoping how environmental data may be searched for or summarized once available including refinement of keywords, criteria, or report templates may begin prior to QAPP approval. See Appendix F for additional invoice reporting instructions.

Failure to submit monthly progress reports with the information required will result in the suspension of the invoice until such supporting documentation is provided. Any deviations from the project such as work schedules, impediments encountered, and budget require approval from the EPA COR. The EPA COR may also initiate verbal communications with the contractor on an as needed basis to determine project status.

Deliverable: Monthly Progress Reports shall be submitted to the EPA COR within three (3) calendar days of invoice submission to EPA. Minimal level of effort required for this deliverable.

TASK 3: QAPP Requirements

Quality Assurance: The Quality Management Plan, the QAPP. The contractor shall adhere to its Quality Management Plan that is tailored for this contract.

This Task Order involves the use of environmental data. Accordingly, EPA policy requires that an approved Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the collection, generation, evaluation, analysis or use of environmental data. The QAPP must be consistent with EPA Requirements for Quality Assurance Project Plans: EPA QA/R-5 (https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf).

* Within 10 business days after Task Order Award, the contractor shall prepare and submit for EPA review a draft Quality Assurance Project Plan (QAPP) for **Tasks 4 through 7**.

* EPA will review the contractor's draft QAPP and provide the Contractor with written approval or written comments.

* If needed, the Contractor shall submit a revised QAPP within 5 business days of receipt of the written comments on the draft QAPP, unless otherwise instructed by the EPA TOCOR.

* Under no circumstances shall work that involves the generation, collection, evaluation, analysis, or use of environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

All QA documentation, including the QAPP, prepared under this TO, shall be considered non-proprietary, and shall be made available to the public upon request.

The Contractor shall submit the QAPP simultaneously with the Work Plan for approval. Extension of QAPP submission within a reasonable timeframe may be granted by the TOCOR upon request.

Additional QA Documentation Required

In addition to the requirements described above, all major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the Contractor under this Task Order must include a discussion of the QA/QC activities that were or will be performed to support the deliverable. The contractor shall immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.

The contractor also shall provide EPA with monthly reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor may include this as a part of the contract-required monthly financial/technical progress report. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches).

If, during the Period of Performance of this Task Order, the EPA TOCOR determines revisions to the QAPP are necessary, the contractor shall submit a revised QAPP, including the revision summary, within 5 business days after receiving written technical direction to do so. EPA will review the draft revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a revised QAPP, then a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.

* Under no circumstances shall work involving environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

Since this task order involves the collection, evaluation, and use of environmental data by and for the Agency, the contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following EPA guidelines. QAPP is due within 15 days of task order award.

Task 4: Preparation of Meeting Attendance and Reports

If requested in the written technical directions from the EPA TOCOR, the contractor shall attend meetings and teleconferences with the EPA TOCOR at EPA Headquarters offices or other locations as part of this Task Order. If this Task Order has sub-tasks defined via technical direction, the EPA TOCOR will require additional monthly reporting of LOE and dollars consumed by sub-task (per week and cumulative). This report should be sent via e-mail to the TOCOR and consist of a spreadsheet. Every month, the contractor shall input the LOE and dollars used into new columns and/or rows for each sub-task while retaining the data from previous weeks. The EPA TOCOR may request additional reporting of LOE and dollars consumed by sub-task within the month when deemed necessary. The contractor shall immediately inform the EPA TOCOR of any problem that may impede performance during the period of this task.

The scheduling of these meetings will be designated by the EPA TOCOR. The contractor shall prepare summary notes describing each meeting's topics, action items, and decisions; the contractor shall provide the summary to the TOCOR within one to three business days of the meeting.

The contractor shall maintain copies of all work documentation including: templates, assumptions, raw data, calculations, and information used or produced during the course of any task in this Task Order. Communication via e-mail is preferred with the e-mails being maintained as a written record.

Task 5: Provide Fate Support for New Chemicals

RAD is responsible for supporting a number of activities related to pre-manufacture notices (PMNs) on new chemicals, such as:

1) Preparation of Initial Review Fate Reports,
2) Note taking support at RAD Fate Rate meetings to record the rationales for fate assessments,
3) Development of the environmental fate rationale database,
4) Review and evaluation of certain physical-chemical properties and environmental fate protocols and/or certain physical chemical properties and fate studies submitted to EPA through the PMN program,
5) Perform environmental fate modeling of PMN substance/cases based on their chemical classes specified in technical directives by the TOCOR,
6) Data entry of the rationales for fate assessments into EPA's New Chemicals Database system in the CBI LAN after RAD Fate Rate meetings. This also includes performing modifications and revisions on the data that was entered previously in the system upon request by the TOCOR,
7) Development and revision of environmental fate study review templates to describe the aspects of each study that must be extracted in a review document,
8) Preparation of Focus-Ready Environmental Fate Summaries and fate language for TSCA determination documents.

Initial Review Fate Reports (IRFR) are the first step in RAD's review of new chemicals. For a standard new chemical submission that is a discrete organic substance, preparing the fate assessment portion of the IRFR involves estimating and recording relevant physical/chemical properties with the EPA EPI Suite™ estimation programs prior to the Chemical Review and Search Strategy (CRSS) meeting and then preparing the complete report prior to the Structure Activity Team (SAT) meeting. The properties are used in assessing the environmental fate and the potential exposure and hazard associated with the PMN substance. It is essential that these estimates are prepared prior to presentation of the PMN substance at the CRSS meeting. The full fate assessment report must be prepared prior to the SAT meeting which occurs the day following CRSS.

The contractor shall prepare the fate assessment portion of the IRFR reports for the upcoming biweekly CRSS and SAT meetings, or as requested for other chemicals. Otherwise, preparing each report involves two steps.

First, the contractor shall estimate the physical/chemical properties using EPI Suite™ (Estimation Programs Interface). This is done for all chemicals that have a suitable structure given in the new chemicals submission. Also, the contractor shall use any environmental fate data or p-chem properties given in the PMN that are noted and used, where appropriate, in making the estimations. The contractor shall enter this data into a FATE database.

Second, after the CRSS meeting, the contractor shall combine the CRSS and FATE databases using the ISIS program or its successor. The resulting FATE database contains the structure, measured and estimated p-chem property data, and other EPI Suite™ estimates of the environmental fate of the substance. The FATE database provides the basis for the Initial Review Fate Report which the contractor shall print on the appropriate form provided by the EPA TOCOR and deliver by 10:30 – 11:00 am on day of the CRSS meeting to the TOCOR or other designee for use in developing the EPA fate assessment for the new chemical substance.

The contractor shall also include in each report a summary of fate data extracted from the PMN submission. The contractor shall extract data for the following tests: biodegradation, hydrolysis, soil/sediment sorption, photolysis and possibly other tests that are useful for completion of new chemical fate assessments or specified by the TOCOR in written technical direction. The contractor shall enter this data into an ISIS database or its successor which will later be added to the FATE database.

Further, the contractor shall also perform additional environmental fate modeling for PMNs that are associated with certain specified chemical classes or characteristics by the TOCOR in written technical direction using programs such as Fugacity Model, etc.

RAD fate assessors meet to discuss and finalize the fate assessments for new chemical substances generally on Mondays and Thursdays of each week (except holidays, which the CRSS meeting will be postponed to the following day, usually Tuesdays). The discussion includes technical rationale for the findings of the fate assessments. The Contractor will attend this meeting and record the fate rationale for each case discussed and prepare a Fate Rationale Report containing the fate rationale discussed for each case.

The contractor may also need to attend meetings on a different schedule or with altered fate support tasks due to possible future changes in the new chemical program or for other reasons.

After review of the Fate Rationale report by the RAD fate assessor, the Contractor will summarize the Fate Rationale report, following procedures provided by the TOCOR, into a Focus-Ready Fate summary for use by the Chemical Control Division in communicating the regulatory decisions on the case.

The contractor shall enter the appropriate p-chem and environmental fate information developed for each Initial Review Fate Report and the EPA fate assessment into the OPPT New Chemicals Review (NCR) program on the CBI-LAN for each submission. The contractor shall perform future modifications and revisions to the data in the system upon request by the TOCOR.

EPA TOCOR shall develop technical review guidance and templates on environmental fate studies and protocols and incorporate them into technical directives with clear and specific instructions. The contractor shall perform review of studies and protocols submitted via the PMN program as directed in the technical directives on an as-needed basis.

EPA TOCOR will issue technical directives to provide the requirements for other support projects mentioned above.

Task 6: Improvement and Development of Predictive Models/Tools and Environmental Fate Databases

The contractor may be directed to make improvements to the EPI Suite™, develop or update other predictive models, databases and knowledge banks, using existing chemicals (including HPV/MPV), PMN chemicals data and other data upon technical direction from the EPA TOCOR.

Task 7: Support Other Needs Under TSCA Section 5

The contractor may be directed to provide support in the development of documents and other activities such as "Points to Consider" document to support management decision making, developing/updating manuals for Fate Team internal use in RAD, and developing interim documents, study/protocol review guidance, and other documents.

A.4 Reporting Requirements and Deliverables

As described in Task 2 and in the invoice instructions (Section F), the Contractor shall provide a monthly report to CO, COR and TOCOR which identifies project staff and all activities and milestones associated with the Task Order assignments planned and in progress. The monthly report in progress tasks shall be included in the monthly reports which will be referenced when the Voucher Validation review is performed monthly at the end of each billing cycle.

As per the Task Order or request for a proposal, the Contractor shall provide the Agency with a proposal within the timeframe specified for this Task Order. The EPA CO, CORs, or panel members will review the proposal and provide the Contractor with an approval or disapproval, and revision (if necessary) in writing. The timelines involved, will proceed as stipulated in the request for a proposal or Contract

The Contractor shall prepare a Quality Assurance Project Plan for this Task Order. EPA Requirements for Quality Assurance Project Plans (QA/R-5).

For most deliverables, the EPA COR will assign a tentative due dates and instructions when work is routed to the Contractor. If within three business days, the Contractor expresses no concern regarding the due date; the date shall be deemed settled by tacit agreement.

SPECIFIC SCHEDULE OF DELIVERABLES:

Task	Deliverable	Schedule
Task 1: Project Management	Kick-off call	Within 3 – 7 working days of award
Task 2: Reporting Requirements	Monthly Progress Reports	Every month, within 3 days of submission of corresponding invoice.
Task 3: QAPP Requirements	QAPP	15 calendar days after receipt of task order
Task 4: Meeting Attendance and Reporting Requirements	Meeting participation, reports, presentations, etc.	Described in Technical Directions
Task 5: Provide Fate Support for New Chemicals: Prepare P-Chem and Fate portions of Initial Review Fate Reports for PMNs	P-Chem and fate pages of Initial Review Fate Reports	Described in Task Order
Task 6: Improvement and Development of Predictive Models/Tools and Environmental Fate Databases	Upon direction from TOCOR	
Task 7: Support Other Needs Under TSCA Section 5	Upon direction from TOCOR	

A.5 Acceptable Quality Level for Tasks

See Attachment: Quality Assurance Surveillance Plan

Performance Criteria Analysis – TASKS		
Performance Indicator	**Standard**	**Acceptable Quality Level (AQL)**
Timely submission of report	Reports submitted within time frame pre-negotiated with Task Order COR	95%
Free of substantive technical, guideline, or format errors	Reports submitted with zero substantive errors including but not limited to discrepancies, omissions, inaccuracies, and/or inappropriate data evaluation	95%

A.6 Method of surveillance

Final deliverables prepared by the contractor may undergo a secondary review process in OPPT. Each report has a designated EPA reviewer. The EPA reviewer conducts a review of the contractor's deliverable. The EPA reviewer will provide feedback to the TOCOR to send back to the contractor should revisions be needed. The TOCORs will compare agency due dates or approved revised due dates to completed date of reports, quarterly and calculate the percentage of late reports.

A.7 Period of Performance

1.6. Period of Performance

The period of performance of this task order is:

Base: 12 months from award date
Option 1: 12 months from option exercise
Option 2: 12 months from option exercise
Option 3: 12 months from option exercise
Option 4: 12 months from option exercise

A.8 Task Order Type

Time and Materials.

B. INSPECTION AND ACCEPTANCE

B.1 Quality Assurance Project Plan

The contractor shall submit the following quality system documentation to the CO at the time frames identified below:

	Documentation	Specifications	Due
X	Quality Assurance Project Plan for the Task Order	EPA Requirements for Quality Assurance Project Plans (QA/R-5) [dated 03/20/11]	Task Order proposal due date

This documentation can be found on the following EPA website – https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans

This documentation will be prepared in accordance with the specifications identified above or equivalent specifications defined by EPA.

The Government will review and return the quality documentation, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the government for approval.

The contractor shall not commence work involving environmental data generation or use until the Government has approved the quality documentation.

C. TASK ORDER ADMINISTRATION DATA

C.1 Contract Administration Representatives

Contracting Officer: Genine McElroy, mcelroy.genine@epa.gov

Contract Level Contracting Officer's Representative: Bryan Lobar, lobar.bryan@epa.gov

Task Order Contracting Officer's Representative: Edmund Wong, wong.edmund@epa.gov

Alternate Task Order Contracting Officer's Representative: David Tobias, tobias.david@epa.gov

D. INVOICING

Invoices shall be submitted in accordance with contract clause G.3 EPAAR 1552.232-70 SUBMISSION OF INVOICES. (JUN 1996) - ALTERNATE I (JUN 1996).

(End of Clause)

E. TASK ORDER CLAUSES

FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this task order by written notice to the Contractor within 5 calendar days before the expiration of this task order; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended task order shall be considered to include this option clause.

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed 60 months.

(End of clause)

LOCAL CLAUSE EPA-B-32-103A LIMITATION OF GOVERNMENT'S OBLIGATION

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line items **__1___** through **__5___** are severable and may be incrementally funded. For these items, the sum of **_$200,000.00__** of the total price is presently available for payment and allotted to this contract.

(b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled, "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of

applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 5 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85% of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."

(d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.
(e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.

(f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.

(g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".

(h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

RECAPITULATION:

	PRIOR AMOUNT	THIS MOD	NEW AMOUNT
BASE PERIOD			
Total Maximum Amount:	$0	$0	$579,271.33
Funded Amount:	$0	$0	$200,000.00

F. EPA-J-52-101 LIST OF ATTACHMENTS

Attachment 1: QUALITY ASSURANCE SURVEILLANCE PLAN

QUALITY ASSURANCE SURVEILLANCE PLAN

PERFORMANCE REQUIREMENT	PERFORMANCE MEASURE (PM)	PERFORMANCE STANDARD	SURVEILLANCE METHOD	INCENTIVES & DISINCENTIVES
MANAGEMENT AND COMMUNICATION: The contractor shall maintain contact with the EPA CO, COR, and TOCOR throughout the performance of the contract.	Contractor shall immediately bring potential problems to the appropriate EPA personnel and shall recommend actions that would mitigate or resolve the problem.	Issues that impact project schedules and costs shall be brought to the attention of the EPA within 3-days of occurrence.	All active task orders will be reviewed by the EPA to identify unreported issues.	Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation of Business Relations in the Contractor Performance Assessment Reporting System (CPARS).
TIMELINESS: For every Task Order awarded establishing a firm, specific delivery date for the generation of a report, the contractor shall deliver such report to the COR, TOCOR and CO no later than the time specified in the order's PWS.	Deliverables and related work must comply with contractual timeliness requirements. The contractor will be evaluated on its responsiveness to all task orders.	95% of all deliverables and related work shall be completed on time within task schedule and/or tech. direction requirements.	100% inspection of all deliverables and related work by the TOCOR; TOCOR will document the timeliness of all work requirements.	Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation of Timeliness in the Contractor Performance Assessment Reporting System (CPARS).
TECHNICAL QUALITY: For every task order awarded, the analyses conducted by the contractor shall be factual, defensible, credible, and based on sound scientific methods. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with the agency requirements outlined in the task orders.	All deliverables and related work must be complete, accurate, thorough, and professionally credible.	Data are 100% accurate; review demonstrates a high level of expertise and credibility with regard to personnel and use of scientific methodology. Task Orders shall be conducted in strict conformance with approved QA plans. Outputs shall withstand internal review by the US EPA and outside scientific reviewers.	EPA Staff will conduct secondary reviews of work completed by the contractor. Feedback will be provided.	Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation in the category of Quality of Product or Service in the Contractor Performance Assessment Reporting System (CPARS).