EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 0-02

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-D-14-033	Base X Option Period Number 2 — 10/01/2014 - 09/30/2015	EJ AND PERMITTING DATABASE

Contractor: EC/R, INCORPORATED

Specify Section and Paragraph of Contract SOW:

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

Period of Performance: From 10/01/14 To 09/30/15

Comments: THE PURPOSE OF THIS ACTION IS TO INITIATE WORK ASSIGNMENT 0-02 ENTITLED "EJ AND PERMITTING DATABASE IN SHAREPOINT" WITH AN INITIAL LOE OF 100 HOURS FOR START UP WORK. THE CONTRACTOR SHALL SUBMIT A WORK PLAN AND COST ESTIMATE IN ACCORDANCE WITH THE CONTRACT TERMS AND CONDITIONS.

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

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

SFO (Max 2): 22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: Cost/Fee: LOE:

This Action: INITIATE WORK ASSIGNMENT 0-02 100 LOE Hours

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: LOE:

Work Assignment Manager Name LORRAINE REDDICK	(Signature)	(Date) 10/2/14
Project Officer Name LORRAINE REDDICK	(Signature)	(Date) 10/2/14
Other Agency Official Name	(Signature)	(Date)
Contracting Official Name	(Signature)	(Date)

Branch/Mail Code:	6103A
Phone Number:	(202) 564-1293
FAX Number:	(202) 564-1548
Branch/Mail Code:	6103A
Phone Number:	(202) 564-1293
FAX Number:	(202) 564-1548
Branch/Mail Code:	
Phone Number:	
FAX Number:	
Branch/Mail Code:	
Phone Number:	
FAX Number:	

TITLE: EJ and Permitting Database in SharePoint

Contract Number: EC/R INCORPORATED EP-D-14-033. WA BASE-02

Work Assignment Manager: Lorraine Reddick
EPA/OAR/OPAR
1200 Pennsylvania Avenue, NW, 6103A
Washington, DC 20460
202-564-1293

BACKGROUND

The purpose of this ***work assignment*** is to improve, populate, and teach how to access, maintain, and update an existing database to be used by EPA for permit condition searches regarding environmental justice. The database will need to be built on a Share Point site for internal use by EPA and contain key information on EPA permits which has been collected from several documents. Information from approximately 20 permits has been gathered so far; the contractor will need to search for additional information for these permits, and may add additional EPA permits if appropriate in consultation with the PO. The database will have 17 fields that can be populated, though a completed product may not include all information in each field for each permit.

Task 1) Improving the Database
The contractor will use a database provided to them, which was created in Microsoft Access. This database and user interface need to be refined and made more functional. Key areas for improvement are:

- must be available on EPA's Share Point site
- must be able to generate reports based on individual database fields (e.g. permit type, permit number, type of term and condition, etc).
- must create reports that are easily readable and where information in any field or combination of fields can be cut and pasted into other programs (e.g. Word)
- must be easily editable by EPA staff

Task 2) Populating the Database
Some of the information needed to populate the database can be found within the documents that will be provided to the contractor. If information to populate these fields is not provided in the summary documents, the contractor should attempt to contact the permit writer (if given) to gather the information to populate the fields. If the permit writer is not available nor able to provide the missing information, an internet search should be used to "mine" the needed data. No more than ten (10) hours of search time should be spent for each permit. Once collected the information should be entered into the appropriate categories of the database.

Task 3) Delivering the Database
Provide a fully functional database populated with all fields for which the contactor was able to find information per the guidelines above for EPA staff to use, including a "walk-through" of the

database and interface with key staff, by November 21, 2014. An earlier draft of the database should be available for technical contact review and discussion by October 24th, 2014.

Qualifications for an appropriate service provider include: general knowledge of environmental permits, ability to develop a database with reliable search functions and quality user interface, and working knowledge of Microsoft Access and Share Point.

Technical Contacts for this project are:

Name: Tamara Saltman, EPA Office of Air and Radiation
Title: Policy Analyst
Phone: 202-564-2781
Email: Saltman.Tamara@epa.gov

Name: Heather Ceron, EPA Region 4
Title:
Phone: 404-562-9185
Email: Ceron.Heather@epa.gov

Name: Lara Lasky, EPA Region 5
Title:
Phone: 312-353-5614
Email: Lasky.Lara@epa.gov

Name: Janette Hansen, EPA Region 5
Title:
Phone: 312-886-0241
Email: Hansen.Janette@epa.gov