TITLE: Technical Support and Analysis of Issues Associated with the Clean Air Act Regulations

WORK ASSIGNMENT MANAGER

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Background

The Clean Air Act Amendments of 1990 call for development of hundreds of implementing regulations and statutorily managed studies and analyses, such as the section 812 series of Reports to Congress. The Office of Air and Radiation at EPA has primary responsibility for developing these regulations and statutorily mandated studies. The implementation of these studies and regulations requires examination and technical analysis of alternatives from a multi-disciplinary perspective, and requires quick turnaround responses to urgent requests from top EPA managers, Administration officials, and members of Congress for additional analyses, presentations, data-gathering, and meeting organization and support.

Scope of Work

As a result of on-going analyses, on-going implementation of the Clean Air Act (e.g., review of public comments, intra and interagency review of proposed and final implementing regulations and studies, Congressional inquiries, public inquiries, evaluation of legislative initiatives, development of regulations and associated policies, stakeholder meetings and negotiations) and decisions by EPA management, briefings, outreach materials, meeting or conference support, data gathering, model configuration and operation, and/or technical assessments of specific subject may be on a quick turnaround basis. Because EPA is uncertain as to the specific number, scope, and time of individual efforts pursuant to this work, such as the start date, completion date, number and due date of deliverables, etc., any work done under this task will be initiated a Quick Response Task (QRT) through issuance of Technical Direction.

Only the EPA Project Officer (PO), or Contracting Officer (CO) designated in the contract may issue a QRT. Each QRT shall be in writing and signed by the issuing official. The contractor shall accept a facsimile transmission (FAX) or a QRT only if one of the required EPA signatures is included in the FAX. If the QRT is issued by the PO, that individual will concurrently provide a copy of the QRT to the CO.

No QRT shall exceed 14 calendar days from start to completion date.

QRTs do not change the dollar or professional labor hour budgets of a Work Assignment or approved WP.

The contractor shall not initiate work on any QRT which is not in strict conformance with all the terms and conditions of the contract, including this Work Assignment.

Tasks and Deliverables

Task 1. For briefings (excepted total of up to 5), the contractor shall prepare a draft briefing after consulting with the EPA WAM about the issues, audience, and format for the briefing. Briefing materials may include tables, graphs, charts, bullet point slides (including talking points) and handouts, large-format posters, 35 mm color slides, overhead transparencies, and copies of briefing slides to be provided as handouts as needed to fully describe and convey relevant information related to the subject of the briefing. After technical review of the draft materials by the EPA WAM (to be completed within 5 working days), the contractor shall revise the draft materials as needed and deliver a final set of materials with 5 working days of the receipt of review materials from the EPA WAM, unless otherwise specified by the EPA WAM, (SOW Work Areas (f)

Task 2. For outreach materials (expected total of up to 4), the contractor shall prepare a draft package of outreach materials after consulting with the EPA WAM about the issues, audience, and format for the outreach materials. Outreach materials may include tables, graphs, charts, bullet point slide (including talking points) and handouts, large-formatted posters, 35 mm color slides, overhead transparencies, brochures, newsletters, databases, and documents and data sets formatted for uploading to electronic information services such the EPA TTN, and the Internet (e.g., FTP server, World Wide Web site, news group) as needed to fully describe and convey relevant information related to the subject of the outreach effort. After technical review of the draft materials by the EPA WAM (to be completed with 3 working days), the contractor shall revise the draft materials as needed and deliver a final set of materials with 5 working days of the receipt of review materials from the EPA WAM, unless otherwise specified by the EPA WAM. (SOW areas (f)

Task 3. For stakeholder meetings and conference (expected total of up to 3), the contractor shall provide technical, organizational, and logistical support. Since EPA is uncertain ex ante of the sizes and scales of these meetings or conferences, the contractor shall prepare a draft meeting/conference plan after consulting with the EPA WAM regarding the issues, purpose, probable size, potential location, and expected duration of the meeting/conference. The meeting/conference plan shall reflect that the contractor shall provide for management of all aspects of conferencing including pre-conference preparations, such as agenda development, facilitating, providing technical support and comprehensive on-site support to ensure smooth functioning of the meetings. After review of the draft meeting plan by the EPA WAM (to be completed within 3 days), the contractor shall revise the draft meeting plan as needed and provide the meeting/conference support services identified in the final meeting/conference plan within 5 working days of the

receipt of review materials from the EPA WAM, unless otherwise specified by the EPA WAM. (SOW Work Areas (f) xii, xvi).

Task 4. For data gathering (expected total of up 3), the contractor shall design and administer means of collecting and disseminating information needed to support processes relating to the on-going implementation of the Clean Air Act (e.g., review of public comments, evaluation of legislative initiatives, development of regulations and associated policies, development of program analyses and reports, stakeholder meetings and negotiations). Since EPA is uncertain ex ante of the specific nature and scope of data needed, the contractor shall prepare a draft data collection plan after consulting the EPA WAM regarding the specific data needed and the context for its application. The data collection plan shall reflect that contractor shall provide for the design and implementation of the data gathering efforts required to acquire and disseminate the data. After review of the draft data collection plan by the EPA WAM to be completed within 3 working days, the contractor shall revise the draft date collection plan as needed and implement the data collection plan within 5 working days of the receipt of the review materials from the EPA WAM (to be completed within 3 working days), unless otherwise specified by the EPA WAM. (SOW Work Areas (a0, (b), (c), (d), (e), and (f)

Task 5. For model configuration and operation (expected total of up to 3), the contractor shall design and administer means of configuring and operating computer simulation models needed to support processes relating to the on-going implementation of the Clean Air Act (e.g., review of public comments, evaluation of legislative initiatives, development of regulations and associated policies, development of program analyses and reports, stakeholder meetings and negotiations). Since EPA is uncertain ex ante of the specific nature and scope of computer simulations needed, the contractor shall prepare a draft modeling plan after consulting with the EPA WAM regarding the specific computer simulation information needed and the context for its application. The computer modeling plan shall reflect that the contractor shall provide for the design and implementation of the computer modeling efforts required to develop and disseminate the results of the computer simulation modeling. After review of the computer modeling plan by the EPA WAM (to be completed within five working days), the contractor shall revise the draft computer modeling plan within 5 working days of the receipt of the review materials from EPA WAM, unless otherwise specified by the EPA WAM. (SOW Work Area (a), (b), (c), (d), (e), and (f)

Task 6. For technical assessments (expected total of up to 10), the contractor shall design and administer means of gathering relevant information and performing assessments needed to support processes relating to the on-going implementation of the Clean Air Act (e.g., review of public comments, evaluation of legislative initiatives, development of regulations and associated policies, development of program analyses and reports, stakeholder meetings and negotiations). These technical assessments are expected to relate, for example, to the following topical areas:

- Economic and financial effects of CAA programs
- Environmental effects of CAA programs
- Human health and welfare effects of CAA programs
- Engineering assessments of compliance options related to CAA programs
- Cost analyses of alternative regulatory options and compliance strategies
- International air pollution control issues
- Specific industrial sector analyses (e.g., highway vehicles, utilities, etc)
- Innovative regulatory strategies (e.g., market-bases programs, economic incentives)
- Program and procedural evaluation (e.g., permit process, development procedures for State Implementation Plans (SIPS), etc.)

Since EPA is uncertain ex ante of the specific nature and scope of technical assessments needed, the contractor shall prepare a draft technical assessment plan after consulting with the EPA WAM regarding the specific technical assessment needed and the context for its application. The technical assessment plan shall reflect that the contractor shall provide for the design and implementation of the technical assessment efforts required to develop and disseminate the results of the technical assessment. After review of the draft technical assessment plan by the EPA WAM (to be completed within 3 working days), the contractor shall revise the draft technical assessment plan as needed and implement the technical assessment plan within 5 working days of the receipt of review materials from the EPA WAM, unless otherwise specified by the EPA WAM (SOW Work Areas (a), (b), (c), (d), (e), and (f)