STATEMENT OF WORK

TITLE: Support for EPA Proposed Rule on "Strengthening Transparency in Regulatory Science" Management and response Support for EPA Docket Comments and Public Hearing.

CONTRACT NO.: EP-D-14-033, Work Assignment 3-05

PERIOD OF PERFORMANCE: Time of Award – September 30, 2018

WORK ASSIGNMENT MANAGER (WAM):
Robin R. Clarke
1200 Pennsylvania Avenue, NW (Mail Code 8101R)
Washington, DC 20460
Phone: 202-564-6493
Fax: 202-564-2070
Email: clarke.robin@epa.gov

TECHNICAL POINT OF CONTACT:
TBD

Cheryl A. Hawkins
1200 Pennsylvania Avenue, NW (Mail Code 8105R)
Washington, DC 20460
Phone: 202-564-7307
Fax: 202-564-2070
Email: hawkins.cheryla@epa.gov

BACKGROUND

On April 30, 2018, the U.S. Environmental Protection Agency (EPA) published a Notice of Proposed Rulemaking in the Federal Register titled ***Strengthening Transparency in Regulatory Science.*** [EPA-HQ-OA-2018-0259; FRL-9977-40-ORD]. The proposed regulation is intended to strengthen the transparency of EPA regulatory science. The proposed regulation provides that when EPA develops regulations, it should ensure that the data underlying the regulation are publicly available in a manner sufficient for independent validation. EPA solicited comments on this proposal until May 30, 2018. However, the agency has received many comments to extend the comment period and will likely grant an extension through August 16, 2018. In addition, requests have been received for a public hearing to solicit public testimony on this proposed rule. EPA is anticipating that a public hearing will be conducted.

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PURPOSE AND SCOPE

The purpose and scope of this Statement of Work is for the contractor to provide technical support to EPA in sifting, analyzing, organizing, and summarizing public comments received in the EPA Docket and managing the public hearing. In order to prepare the deliverables, EPA anticipates that the contractor staff will familiarize themselves with the public comments in the

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EPA docket and review and consider all comments and any other relevant information provided by EPA to the contractor to help with the development of a comment response document, the public hearing and support in developing a final agency product.

Task 1: Prepare Work Plan

The Contractor shall prepare a work plan and cost estimate in accordance with the terms and conditions of the contract. The Contactor shall provide a work plan outlining the approach, resources, timeline, and estimated costs for all tasks listed below. Estimates of costs and hours shall be presented by task, professional staff level and estimated month of completion. The Work Assignment Manager (WAM) will review the work plan and will request revisions and or changes as needed. If necessary, the Contractor shall incorporate EPA comments into the final work plan.

Task 2: Support for Public Hearing

The contractor shall support the Agency in providing logistical and other support for a 1-day public hearing to be held in Washington DC. EPA will provide the list of public members that have requested to testify at the public hearing and the contractor shall organize and provide the logistical support at the public hearing to ensure that the public has an opportunity to provide comments. The contractor shall provide the AV equipment for a large meeting room and a court reporter (or equivalent) that can transcribe the comments from the public. The contractor shall also gather any written, electronic or other materials that the public offers in coordination with their comments.

The contractor shall provide the transcribed comments and a report from the meeting that summarizes the number of commenters, the substantive comments, and other information for review by the WAM prior to submission to the docket.

Task 3: Support with Organization and Review of Public Comments and Development of a Comment Response Document

The contractor shall support the Agency by organizing comments received in the public docket into a searchable excel table (to include all comments provided during the public hearing). The contractor will develop a template for EPA to approve that contains, at a minimum, fields for: the name of the commenter(s), the comment, whether the comment is considered editorial or substantive, and the proposed response to the comment. The comments shall be organized by theme area, based on the initial review of the public comments. The contractor shall provide a draft of the comment response document and work with EPA to develop the responses to public comments.

The contractor shall also provide a summary of the substantive comments organized by theme and with references to the comment identifier in the docket. Substantive comments are ones that contain comprehensive arguments, analyses and data. The comment summaries developed by the contractor will be provided to EPA in an excel table format. The contractor will use the excel table to document key information about substantive comments including commenter name, organization, organization type, regulated sector, affected EPA office, statute, Federal Register citation, primary contact, and supporting details. The contractor shall provide the WAM a

proposed template for approval before developing the comment summaries. The contractor shall provide a draft of the substantive comments document to the WAM for review. Based upon the review the contractor shall update the products to ensure consistency.

The contractor will provide a count of all non-substantive comments received and categorize the non-substantive comments by theme. Non-substantive comments are mass mailings/form letters or individual comments lacking comprehensive arguments related to the proposed rule, analyses or data.

Task 4: <u>Support for the Development of a Final Action</u>

The contractor shall support EPA by preparing information that can be used to support the development of the final action, to include language that can be used in a regulation, guidance or policy, as appropriate. The language will be based on the comment response document, the public hearing, other analyses that may be needed to satisfy OMB requirements and other input from EPA.

SCHEDULE OF DELIVERABLES

Task Number and Deliverable	Schedule
Task 1: Prepare Work plan and cost estimate	Within 20 days of initiating WA
Task 2: Support for Public Hearing	
• Logistical and Organizational Support for Public Hearing	Public Hearing to occur on July 17, 2018, with preparatory work before and follow up work after
• Draft and Final Transcribed public comments for submission to docket	Draft transcribed public comments within 2 weeks of hearing and final within 3 weeks of hearing
Task 3: Comment Review, Organization and Templates	
• Draft Templates	Templates due within 25 days of initiating Task Order
• Draft Comment Response Document • Final Comment Response Document • Summary of Substantive Comments Report	Other deliverables due to the WAM based on the volume of comments received
Task 4: Support for Final Action	TBD, under the direction of the WAM

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