PERFORMANCE WORK STATEMENT
National Academy of Sciences (NAS)
Contract #68HERC19D0011 PR-
ORD-21-02540
SOL 68HERC22R0080 Task Order #68HE0CXXFXXXX

I. TITLE: Provision of Scientific and Technical Expertise for Environmental Public Health Issue Workshops/Business Meetings

II. Task Order Contracting Officer Representative(s):

Task Order Contracting Officer Representative (TOCOR) **Name: Robin R. Clarke Office: ORD/OSA/IO** William Jefferson Clinton Building 1200 Pennsylvania Avenue, NW; Mail Code: 8150R, Rm No. 41231 Washington, DC 20460 **Phone:** 202-564-6493 **FAX:** 202-564-2070 **Email:** clarke.robin@epa.gov	**Alternate Task Order Contracting Officer Representative (Alt. TOCOR)** **Name: Tia Groves** **Office: ORD/IO** William Jefferson Clinton Building 1200 Pennsylvania Avenue, NW; Mail Code: 8101R, Room 41218 Washington, DC 20460 **Phone:** 202-564-5709 **FAX:** 202-565-2494 **Email:** groves.Tia@epa.gov

III. PERIOD OF PERFORMANCE: Date of Task Order award through 24 Months following award.

IV. PURPOSE OF TASK ORDER

This new Task Order is a continuation of Task Order 68HERC20F0171 and will actively support Executive Order 14008: Tackling the Climate Crisis at Home and Abroad. According to EO 14008 *"It is the policy of my Administration that climate considerations shall be an essential element of United States foreign policy and national security. The United States will work with other countries and partners, both bilaterally and multilaterally, to put the world on a sustainable climate pathway. The United States will also move quickly to build resilience, both at home and abroad, against the impacts of climate change that are already manifest and will continue to intensify according to current trajectories. "- President Biden*

EPA's Office of Research and Development is requesting that three (3) environmental issue-specific workshops be convened annually and bimonthly committee and liaison business meetings to discuss the complexity of making decisions on matters involving the impact of the environment on human health. This activity will provide the EPA with independent scientific and technical input from recognized experts on how to advance human health and the impact of the environmental health field. The activity will also provide EPA with a comprehensive

ED_013283_00000197-00001

shared perspective on opportunities to address the impact of environmental stressors on human health.

V. BACKGROUND

The complexity of making decisions on matters involving the impact of the environment on human health is becoming increasingly apparent —from transportation planning to environmental remediation to use of chemicals. At the same time, EPA's scientific ability to address such complex issues is improving. But taking advantage of the scientific advances will require bringing together both multiple disciplines (to further the science) and multiple sectors (to bring knowledge to action) to work across traditional boundaries. The National Academy of Science (NAS) is in a unique position to address these issues through the Environmental Health Matters Initiative (EHMI). EHMI was established to catalyze such work and to provide leadership on the big challenges in environmental health. The EHMI will transform how the nation comprehends the complex interplay of environmental factors affecting human health and mobilizes cross-sector and trans-disciplinary strategies to reduce the burden of disease and disability due to environmental factors and promote human health.

VI. SCOPE OF WORK

It is expected that the EHMI shall provide a continued venue in which the environmental health community can interact with relevant sectors and disciplines to examine available information and develop innovative solutions to the nation's most significant environmental health challenges. With the goal of reducing the burden of disease and disability due to environmental factors that impact human health, EHMI shall work to: (1) explore the complexity of the challenges, (2) identify opportunities where progress can be made, (3) catalyze the development of holistic and sustainable opportunities, and (4) provide rapid expert input when crises demand.

The EHMI shall contribute to EPA's mission to advance human health and the impact of the environmental health field by convening experts, decision-makers, and stakeholders to collectively identify environmental public health fields of concern (during bi-monthly committee and liaison business meetings) and develop and disseminate a comprehensive shared perspective on opportunities to address the impact of environmental stressors on human health. A portion of the workshops associated with this Task order will be completed via a four (4) part workshop series focused on "Communities, Climate Change, and Health Equity" (during issue-specific workshops). The first workshop in this series is occurring during the current Task Order. The remaining 3 workshops in this series will be completed during this new Task Order period of performance.

VII. DESCRIPTION OF TASKS

ED_013283_00000197-00002

The bi-monthly committee and liaison EHMI business meetings shall be convened to identify areas of cross-cutting environmental public health issues. Based on the environmental public health issues identified at the EHMI business meeting(s), issue-specific workshops (no more than three (3) per year) shall be convened to strategize and collaborate on how to address the issue. A milestone timeline for all of the EHMI meeting(s) and workshops shall be provided to the TOCOR or other relevant EPA staff designated by the TOCOR within 30 days of task initiation (See Task 1 Deliverables). Each issue-specific workshop will be a part to a series. Each workshop will be cumulative in nature to inform the development of the workshop(s) later in the series.

NAS shall also convene an ad hoc, environmental crisis issue meeting (no more than one per year)

NAS shall also identify subject matter expertise and provide logistical support for business meeting, issue-specific workshop, and potential ad hoc environmental crisis meeting participants.

Task 1 shall be conducted once at the initiation of the task order. Task 2 shall be conducted every bimonthly. Task 3 shall be conducted at the initiation of the task order and updated on an as needed basis throughout the 24-month performance period. Tasks 4 and 6 shall be conducted annually during the 24-month performance period. Task 5 shall be conducted on an as need basis, with no more than once occurrence per year.

Task 1: (Kick-off Teleconference)

Convene a kick-off teleconference between EPA and NAS with the Task Order Contracting Officer Representative (TOCOR), and relevant Office of Research and Development/Immediate Office of the Assistant Administrator (ORD/IOAA) management and technical staff, to review the scope of work. This kick-off teleconference shall occur within seven (7) days of acceptance of this task order.

Subtask 1.1 Milestone Timeline: NAS shall prepare a milestone timeline with details of the timing for the EHMI business meetings and issue-specific workshops within 30 days of task initiation. The EPA will review and provide feedback on the timeline as needed before Milestone Timeline acceptance. Updates to the milestone timeline shall be provided quarterly to the TOCOR, Contract Level Contracting Representative, Contracting Officer.

Task 1. Deliverables

Task	SubTask	Deliverable	Schedule
1	N/A	Kick-off Teleconference	Seven (7) days from TO acceptance
1	1.1	Milestone timeline within 30 days of task initiation. The milestone timeline should detail the timing for EHMI issue-specific workshops and business meetings, milestones and	Thirty (30) days from task initiation, with quarterly updates thereafter.

		deliverables.	

Task 2: (EHMI Business Meeting)

Commented [ADT1]: For this task, NAS proposes to use scenario planning and strategic forecasting activities for SMEs, committee, and liaisons to brainstorm strategically on future environmental health trends and opportunities. Once a year, these activities will be facilitated and the information analyzed to result in 5 high-level cross-cutting environmental and public health issues. We then propose to take a deeper dive into each of these high-level issues at the bimonthly EHMI business meetings with the possibility to invite SMEs to talk at these meetings that will be the basis for the development of issue-specific workshop.

NAS to convene and facilitate bi-monthly EHMI business meetings, with the committee members, liaisons, and SMEs specified in Task 3 as needed to inform committee members and liaisons. At the first and seventh business meeting, using scenario planning and strategic forecasting activities, SMEs at this business meeting shall identify a minimum of 5 high-level environmental, public health issues that are cross-cutting and have impact across federal and state agencies and in the public and private sectors. At each meeting, strategies and goals for addressing these cross-cutting issues should be discussed, including the planning for issue-specific workshops. The SMEs shall prioritize the identified environmental public health issues, based on level of importance to public health and need for resolution. The identified environmental public health issues would become the basis for each subsequent bimonthly business meeting and the issue-specific workshops, scheduled based on the issue's priority.

Potential Issue Specific Topics of priority to the US EPA include but not limited to:

- Environmental Justice
- Climate
- Autism
- Environmental impacts across lifestages
- Environmental health surveillance

Task 2. Deliverables

Task	SubTask	Deliverable	Schedule
2		Provide written comments of the business meeting(s), including the list of identified cross-cutting environmental public health issues and issue-specific workshop milestone timelines.	Fifteen (15) days after conclusion of the meeting(s).

Task 3: (Subject Matter Experts)

This task provides EHMI with scientific and technical input at business meetings and issue-specific workshops by experts identified by NAS.

Subtask 3.1 Pre-Recruitment Meeting: NAS shall seek input from the scientific community, the public, and a broad range of relevant stakeholders as part of its process for identifying potential experts. NAS shall provide the TOCOR a proposed list of a minimum 30 subject-matter-experts (SMEs) for multi-part workshops and a minimum of 15 subject- matter- experts (SMEs) for single priority workshops including a biographical sketch, proposed area of expertise for each SME, and if there are any issues regarding potential conflict of interest (COI) or impartiality. NAS shall determine who will participate in each meeting or

ED_013283_00000197-00004

workshop, based on the expertise of the SMEs. NAS shall then deliver a final list of participants for each meeting to the TOCOR.

Subtask 3.2 Recruit Experts: Identify a panel (10-15) of SMEs who (a) are recognized experts in the field(s) relevant to the request, (b) represent a range of broadly recognized views on the issues identified during the Bimonthly Business Meetings by EPA as an EHMI sponsor in coordination and concurrence with the EHMI committee and other EHMI Sponsors, (c) are available to present and discuss their individual views at future EHMI business meeting(s) and environmental public health issue workshops and (d) have been evaluated for conflicts of interest and the appearance of a loss of impartiality.

Task 3. Deliverables

Task	SubTask	Deliverable	Schedule
3	3.1	NAS proposed list of subject-matter-experts (SMEs) including a biographical sketch, proposed area of expertise for each SME, and if there are any issues regarding potential conflict of interest (COI) or impartiality.	Ten (10) Days from conclusion of TO Kick-off Meeting
3	3.2	NAS to Recruit (10-15) Experts	Ten (10) Days from identifying SMEs under Task 3.1

Task 4: (Issue-Specific Workshops)

Commented [ADT2]: We edited the text in this task to clarify the number of meetings proposed during the period of performance. As per lines 27-28 and line 167, EPA request that NAS organizes "three (3) environmental issue-specific workshops be convened annually", as that as per lines 67-71, while "a four (4) part workshop series [will] focus on Communities, Climate Change, and Health Equity" and since " the first workshop in this series is occurring during the current Task Order" then "the remaining three (3) workshops in this series will be completed during this new Task Order period of performance." The former text implied that there would be four (4) Communities, Climate Change, and Health Equity to be organized during the period of performance as opposed to three (3).

NAS shall develop, convene, and facilitate three (3) issue-specific workshops per year in which two (2) the first year and one (1) the second are part of a cumulative information 4-part series (4 part series) supporting Communities, Climate Change, and Health Equity and one (1) workshop the first year and two (2) the second year that shall focus on one of the identified environmental public health issues, as specified in Task 2, that was determined in coordination by EPA as EHMI sponsor, other EHMI sponsors, and EHMI committee during the Bimonthly meetings or National Environmental Crisis topics for a maximum of two meetings not to exceed 6 meetings for the entire period of performance. These issue-specific workshops should include the SMEs specified in Task 3, as well as an appropriate ratio of other, invited, topic-specific experts (identified by the SMEs) from across the federal, state, private and public sectors to alleviate potential bias. In support of Executive Order 14008: Tackling the Climate Crisis at Home and Abroad, these workshops shall be a series of public workshops to explore specific actions that can be taken when working with communities and other stakeholders to improve climate-related health outcomes and reduce health disparities. Gaps in research to achieve these goals can also be discussed. The workshop series should bring insights from leaders and innovators from vulnerable communities that are adversely and disproportionately impacted and offer a platform to foster connections with decision-makers from multiple sectors. Invited presentations shall explore the actors and actions that can help advance the design and investment in health equity in the natural and built environments. In developing the workshop

ED_013283_00000197-00005

series, the planning committees will consider:

ED_013283_00000197-00006

1. The state of knowledge on the health effects of climate change on vulnerable communities in the United States that are disproportionately impacted, along with existing and promising research, resources, policies, and design strategies from government, industry, and communities;

2. Community initiatives that have sought to address climate-related health inequities in disproportionately impacted communities; and

3. Opportunities for decision-makers, leaders, and stakeholders at the national, state, and local levels to collaborate with communities to close capacity gaps and design constructive solutions to climate-related health disparities.

The series will culminate in a public discussion on the information presented and will explore pathways available for decision-makers, researchers, and planners at all levels to design equitable solutions to the public health consequences associated with the climate crisis, including future research possibilities and opportunities for action.

Subtask 4.1 Issue-Specific Workshop Written Comments

Upon conclusion of each issue-specific workshop NAS shall provide written comments of the meeting including action items or next steps to the TOCOR or other relevant EPA staff designated by the TOCOR within 15 days.

Task 4. Deliverables

Task	SubTask	Deliverable	Schedule
4		Provide the agenda and list of attendees for each issue-specific workshop.	Seven (7) days before the workshop(s).
4	4.1	Provide written comments for each issue-specific workshop, including action items or next steps.	Fifteen (15) days after conclusion of the workshop(s).

Task 5: (Issue-Specific Meeting in Event of National Environmental Crisis)

Commented [ADT3]: With the added text to this Task 5, we propose to position NAS as the organizer of an issue-specific workshop in the event of a National Environmental Crisis, in addition to the initial meeting as stated in this Task 5. We propose to nimbly adapt to the potential crisis by replacing one of the planned issue-specific topics as per Task 4 with an emergency workshop as per edited Task 5.

~~In the event of a national environmental crisis, NAS is to convene and facilitate an ad hoc, environmental crisis issue meeting (no more than one per year) within seven (7) days of a recognized environmental crisis. SMEs, identified in Task 2, should meet to discuss the issue, identify resources or strategies to provide quick response to the environmental crisis, and strategies to prevent the environmental crisis from occurring again. If the outcomes of this meeting highlight a clear need to conduct a larger workshop, NAS will consider planning the issue-specific workshop (Task 4) on a topic critical to the crisis.~~

~~**Subtask 5.1 Issue-Specific Meeting Written Comments**~~

~~Upon conclusion of each ad hoc, environmental crisis issue meeting NAS shall provide written comments of the meeting, including action items or next steps to the TOCOR or other relevant EPA staff designated by the TOCOR within 15 days.~~

~~*Task 5. Deliverables*~~

~~Task~~	~~SubTask~~	~~Deliverable~~	~~Schedule~~
~~5~~		~~Provide the agenda and list of attendees for the ad hoc, environmental crisis issue meeting.~~	~~Two (2) days before the meeting.~~
~~5~~	~~5.1~~	~~Provide written comments of the ad hoc, environmental crisis issue meeting, including action items or next steps.~~	~~Fifteen (15) days after conclusion of the meeting.~~

Task ~~6~~5: (Logistics for Participants)

NAS shall provide for the participation of qualified experts as discussed for EHMI business meeting(s), environmental public health issue workshop(s), and ad hoc environmental crisis issue meetings, within 30 days prior to each meeting or workshop. Make all arrangements for transportation, lodging and logistical support for each expert to participate in the meetings or workshops, which shall be held in Washington, D.C. or another location specified by EPA.

Task ~~6~~5. Deliverables

Task	SubTask	Deliverable	Schedule
6		Logistical Arrangements for Experts	Thirty (30) days prior to the meeting(s) and workshop(s).

VIII. ACCEPTANCE CRITERIA

The Contractor shall prepare high quality products and that are reproducible and transparent. Figures submitted shall be of high quality like presentations developed for national scientific forums and should be formatted as jpeg or TIFF files. Deliverables shall be edited for grammar, spelling, and logic flow as well as, technical accuracy, completeness, timeliness, grammatically correct, free of typographical errors, and conformance with the specific task, charge and expertise and deliverables of this Performance Work Statement. The technical information shall be reasonable complete and presented in a logical, readable manner. Text deliverables shall be provided in Microsoft Word 2016, *Adobe Acrobat*, or compatible format. Deliverables shall be submitted for review and corrected of any factual error before acceptance by the TOCOR.

ED_013283_00000197-00008