A PERFORMANCE WORK STATEMENT
National Academies of Sciences, Engineering, and Medicine (NASEM)
Contract #68HERC19D0011
PR-ORD-22-01447/SOL 68HERC22R0228 Rev 1
Task Order #68HERC22XXXX

I. TITLE: Technical Expertise Support on Environmental Protection Agency (EPA) Scientific Issues and Topics 2022

II. Task Order Contracting Officer Representative(s):

Task Order Contracting Officer Representative (TOCOR)	**Alternate Task Order Contracting Officer Representative (Alt. TOCOR)**
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III. PERIOD OF PERFORMANCE: Date of Award through 12 months following award.

IV. PURPOSE OF TASK ORDER
The purpose of this task order (TO) is to one (1) engage with the NASEM to provide the EPA with a mechanism to recruit NASEM identified subject-matter experts from the scientific community, to (2) address key science issues pertinent to the development of the hazard assessment for cobalt with independent scientific and technical input at one external EPA-led public meeting. This TO is a follow-on to TO 68HERC20F0025 (Task 1).

V. BACKGROUND
EPA's Center for Public Health and Environmental Assessment (CPHEA) is a leader in the science of human health and environmental risk assessments. CPHEA champions the development and use of health and environmental assessments by interacting with other agencies, the scientific community, industry, policy-makers, and the public. This TO would provide a mechanism to recruit scientific expertise and gain critical input from the experts identified by the NASEM. The NASEM is widely viewed as an impartial, knowledgeable, and respected organization, capable of ensuring audience acceptance of products with which it is associated. The NASEM is also able to provide EPA access to a full range of scientific and technical experts and to thoroughly screen such experts for conflicts of interest or lack of impartiality.

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VI. SCOPE OF WORK

The NASEM shall provide the EPA with a mechanism to recruit NASEM identified subject-matter experts and when necessary, assist to provide a forum for discussion(s) on science topics pertinent to the development of the hazard assessment. The forum will be an external EPA-led public meeting/workshop that addresses key science topics including, but not limited to, systematic review, new assessment methods (NAM), hazard identification, dose-response, and other relevant scientific issues. NASEM shall not develop a consensus or non-consensus report associated with this task order.

VII. DESCRIPTION OF TASKS

Task 1. Recruitment of Technical Expertise to Support EPA Meeting or Workshop

NASEM shall identify and recruit subject matter experts (SME) to provide input at one (1) EPA-led meeting or workshop. NASEM-identified experts shall be selected to ensure diversity of scientific perspective and the absence of conflicts of interest or lack of impartiality. Identified experts shall substantially contribute to achieving a balanced consideration to address scientific and technical issues discussed at the EPA-led meeting or workshop. The following tasks shall be performed for the meeting or workshop.

Subtask 1.1 – Pre-Meeting: EPA will confirm and notify NASEM of the scientific/review topics anticipated to be discussed at the external EPA-led public meeting or workshop approximately 90 days prior to the external EPA-led meeting date. EPA anticipates establishing a meeting date immediately upon award of this task order. After notification, an initial EPA-NASEM pre-meeting shall occur within seven (7) days.

This pre-meeting is for EPA and NASEM to review assessments and scientific/technical issues to be discussed at the external EPA-led public meeting or workshop. NASEM shall prepare a project milestone chart outlining the timeline for recruitment and check-ins. EPA will initiate a request for recruitment of experts through the generation of a one-page background document outlining the scope of the external EPA-led public meeting/workshop and will also summarize scientific issues that could include, but are not limited to, systematic review, new assessment methods (NAM), hazard identification, dose-response, and other relevant scientific issues to be discussed at the external EPA-led public meeting/workshop and any pertinent work products(s).

Subtask 1.2 – Recruit Experts: Identify a proposed group of up to four (4) SMEs who are (a) recognized experts in the field(s) relevant to the request, (b) represent a range of broadly recognized views on the issues identified by EPA, (c) are available to present and discuss their individual views at the meeting or workshop, and (d) have been evaluated for conflict of interest or lack of impartiality. This should be completed no later than 30 days before the external EPA-led public meeting/workshop date.

Subtask 1.3 – Post-Recruitment Meeting: Convene a meeting between the EPA and NASEM to review the proposed list of SMEs. NASEM shall provide the EPA TOCOR a proposed list of SMEs

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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.

EPA will provide comments on the proposed list regarding qualifications and COI/impartiality. NASEM shall determine who will participate in each meeting or workshop. NASEM shall then deliver a final list of participants no later than 2 weeks before the EPA-led meeting date.

Subtask 1.4 – Coordinating Expert Logistic Support for SME Participation: NASEM shall provide meeting logistics information (e.g., webinar and teleconference information provided by EPA) to the SMEs. This meeting will be conducted virtually via webinar. NASEM shall convene a meeting between the EPA and the NASEM-identified SMEs prior to the EPA-led meeting or workshop to discuss the meeting logistics and to answer any questions. NASEM shall assist SMEs to ensure participation in the EPA-led meeting or workshop.

Subtask 1.5 – Comment Compilation: NASEM shall compile non-consensus input (e.g., optional individual PowerPoint slides summarizing key remarks) from each SME as needed on topics discussed at the EPA-led meeting/workshop for delivery to EPA. NASEM shall ensure that the compiled SME input is in an appropriate format for EPA to post in the Regulations.gov chemical-specific docket after the EPA-led meeting.

VIII. *Deliverables*

The products of the NASEM tasks for activity are as follows:

Task 1 Deliverables

a) EPA requests that a project milestone chart used to prepare for the EPA-led meeting be provided to the EPA Contracting Officer (CO), Contract Level Contracting Officer Representative (CL COR), and TOCOR at the EPA-NASEM pre-meeting that shall occur within seven (7) days of when EPA confirms and notifies NASEM of the scientific/review topics anticipated to be discussed at the external EPA-led public meeting or workshop (Subtask 1.1). This project milestone chart should detail the significant activities for the meeting, as well as expected progression of the deliverables.
b) The primary products for the meeting are expected to be: (a) proposed and final lists of SMEs, including biographical sketches, who will participate in the EPA-led meeting or workshop (b) review of potential COI and partiality issues for each expert and report of any potential issue to the EPA CO, CL COR, and ORD management, and (c) provide compiled non-consensus comments from each expert to provide to EPA that will be posted in Regulations.gov.
c) Provision of logistical support for SME participation in the EPA-led meeting or workshop, including convening a meeting between the EPA and the NASEM identified SMEs prior to the EPA-led meeting or workshop to discuss the meeting logistics and to answer any questions.

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IX. ACCEPTANCE CRITERIA

The Contractor shall prepare high quality products and that are reproducible and transparent. Figures submitted shall be of high quality, similar to presentations developed for national scientific forums, and should be formatted as jpeg or TIFF files. Deliverables shall be edited for grammar, spelling, typographical errors, as well as logic flow, technical accuracy, completeness, and conformance with the specific task, charge, expertise, and deliverables of this Performance Work Statement. Deliverables should be completed in a timely manner. Written deliverables shall be provided in Microsoft Word 2010, Adobe Acrobat, or compatible format. Deliverables will be accepted upon review and approval by the TOCOR.

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