**EPA**

United States Environmental Protection Agency
Washington, DC 20460

# Work Assignment

Work Assignment Number: 3-08

☐ Other ☐ Amendment Number:

Contract Number: EP-D-14-031

Contract Period: 10/01/2014 To 09/30/2018

Base Option Period Number: 3

Title of Work Assignment/SF Site Name: SUPPORT FOR OTAQ

Contractor: INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW:

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [X] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 10/01/2017 To 09/30/2018

Comments:

THE PURPOSE OF THIS ACTION IS TO APPROVE THE CONTRACTOR'S WORK PLAN AND BUDGET DATED NOVEMBER 10, 2017 FOR A NOT TO EXCEED AMOUNT OF $128,726.01 AND 629 LOE HOURS. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED. THIS WORK DOES NOT DUPLICATE ANY WORK PREVIOUSLY PERFORMED UNDER MY AUTHORITY.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

SFO (Max 2): ☐

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

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |

## Authorized Work Assignment Ceiling

| | Cost/Fee | LOE |
|---|---|---|
| Contract Period: 10/01/2014 To 09/30/2018 | $0.00 | 0 |
| This Action: | $128,726.01 | 629 |
| Total: | $0.00 | 0 |

## Work Plan / Cost Estimate Approvals

| | Cost/Fee | LOE |
|---|---|---|
| Contractor WP Dated: 11/10/2017 | $128,726.01 | 629 |
| Cumulative Approved: | $0.00 | 0 |

| | | |
|---|---|---|
| Work Assignment Manager Name: Pamela Christian | (Signature) | (Date) | Branch/Mail Code: |
| | | | Phone Number: 734-214-4698 |
| | | | FAX Number: |
| Project Officer Name: Lorraine Reddick | (Signature) | (Date) | Branch/Mail Code: |
| | | | Phone Number: 202-564-1293 |
| | | | FAX Number: |
| Other Agency Official Name | (Signature) | (Date) | Branch/Mail Code: |
| | | | Phone Number: |
| | | | FAX Number: |
| Contracting Official Name: Andrew Flynn | (Signature) | (Date) 2-15-18 | Branch/Mail Code: |
| | | | Phone Number: 919-541-2674 |
| | | | FAX Number: 919-541-0611 |

Work Assignment Form. (WebForms v1.0)

Working Copy

**Work Assignment Statement of Work**

**Title:** Support for the Office of Air and Radiation
**Contractor:** IEc, Inc.
**Contract No.:** EP-D-14-031
**Work Assignment Number: 3-08**
**Estimated Period of Performance:** October 1, 2017 to September 30, 2018
**Work Assignment COR (WA COR):**
Pamela Christian
OAR/OTAQ/Transportation and Climate Division
2000 Traverwood Drive
Ann arbor, MI 48205
Telephone: 734-214-4698
Email address: christian.pamela@epa.gov

**Contract Level COR:** Lorraine Reddick
OAR/Office of Policy Analysis and Review
1200 Pennsylvania Avenue, N.W., Room 5442Z
Washington, DC 20460
(202) 564-1293
Reddick.lorraine@epa.gov

**Background and Purpose:**
The Office of Air and Radiation (OAR) develops national programs, policies, and regulations for controlling air pollution and radiation exposure. Support under this work assignment is for the Office of Air and Radiation, the Office of Transportation and Air Quality (OTAQ) and the Office of Atmospheric Programs (OAP). OTAQ has national responsibility for analyzing, monitoring, controlling and reducing emissions from all non-stationary sources of air pollution. The Transportation and Climate Division is responsible for: (1) Coordinating OTAQ's strategic climate programs; (2) Implementing programs required by the Clean Air Act to be included in State Implementation Plans to address the impact of in-use vehicles and transportation systems on air quality; and (3) implementing programs and distributing Congressional funding to address criteria and GHG emissions from vehicles in the U.S legacy fleet. OAP protects the ozone layer, addresses climate change, and improves regional air quality. It runs market based programs such as the Acid Rain Program and public/private partnership programs such as ENERGY STAR.

**Tasks and Deliverables:**

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor

shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

**Task 0 - Prepare Workplan**

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR and the Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The Contract Level COR is authorized to suggest revisions via email. If the Contract Level COR does request revisions, then the revisions shall be submitted as requested. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

**0a.** Workplan within 15 calendar days of receipt of work assignment.
**0b.** Revised workplan within 10 calendar days of receipt of comments from the Contracting Officer, if required.

**Task 1 - Facilitation and Communications Support**

Utilizing sections (f)(viii) and (f)(xi) of the Statement of Work, the Contractor shall provide technical, organizational, logistical, audio/visual, meeting facilitation, administrative, and background materials development support to EPA for stakeholder meetings, workshops, webinar, public hearings, and conferences.

As part of the strategic planning activities, the Contractor shall provide facilitation support for OAR, OTAQ and OAP. The facilitation support shall include advance preparation, agenda planning and development, meeting facilitation and post-meeting follow-up needs as required by the Contracting Officer's Representative. Post-meeting follow-up shall include a summary and may include follow-up analysis on particular issues, as needed. The contractor shall provide all final products in electronic format.

Specific requests for retreat facilitation will come via technical direction from the WAM.

**Deliverables and schedule under Task 1**
**1a.** Specific requests will come from WAM throughout period of performance. Deadlines for tasks will be on a case by case basis set by the WAM.

**Task 2 - Strategic Planning and Management Consulting for OAR**

Utilizing section (f)(xv) of the Statement of Work, the Contract shall perform analyses to support OAR in the formulation of strategic program plans. Specifically, the contractor shall identify strategic areas of OAR work and support innovative analysis, collaboration, and policy development through goal definition and development, strategy development, and related activities as requested by the Work Assignment Manager. As an example, the

contractor shall provide review and propose improvements for OAR strategic planning documents. This task also includes regular strategic planning and management consulting sessions for the OAR Senior Leadership Team.

**Deliverables and schedule under Task 2**
**2a.** Specific requests will come from WAM throughout period of performance. Deadlines for tasks will be on a case by case basis set by the WAM.

**Task 3 - Retreat Facilitation and Strategic Planning for the Office of Transportation and Air Quality**

Utilizing sections (f)(viii) and (f)(xi) of the Statement of Work, the Contractor shall provide technical, organizational, logistical, audio/visual, meeting facilitation, administrative, and background materials development support to EPA for two separate two-day retreats for the Office of Transportation and Air Quality (OTAQ). The facilitation support shall include advance preparation interviews for senior managers, agenda planning and development, meeting facilitation and post-meeting follow-up needs as required by the Contracting Officer's Representative. Post-meeting follow-up shall include a summary and may include follow-up analysis on particular issues, as needed. The contractor shall provide all final products in electronic format.

Utilizing section (f)(xv) of the Statement of Work, the Contract shall provide regular strategic planning and management consulting sessions for the Office Director of OTAQ.

**Deliverables and schedule under Task 3**
**3a.** Specific requests will come from WAM throughout period of performance. Deadlines for tasks will be on a case by case basis set by the WAM.

**Task 4 – Retreat Facilitation and Strategic Planning for the Office of Atmospheric Programs**

Utilizing sections (f)(viii) and (f)(xi) of the Statement of Work, the Contractor shall provide technical, organizational, logistical, audio/visual, meeting facilitation, administrative, and background materials development support to EPA for a one day retreat for the Office of Atmospheric Programs (OAP). The facilitation support shall include advance preparation interviews for senior managers, agenda planning and development, meeting facilitation and post-meeting follow-up needs as required by the Contracting Officer's Representative. Post-meeting follow-up shall include a summary and may include follow-up analysis on particular issues, as needed. The contractor shall provide all final products in electronic format.

Utilizing section (f)(xv) of the Statement of Work, the Contract shall provide regular strategic planning and management consulting sessions for the Office Director of OAP.

**Deliverables and schedule under Task 4**

**4a.** Specific requests will come from WAM throughout period of performance. Deadlines for tasks will be on a case by case basis set by the WAM.

**Task 5 – Retreat Facilitation and Strategic Planning for the Transportation and Climate Division**

Utilizing sections (f)(viii) and (f)(xi) of the Statement of Work, the Contractor shall provide technical, organizational, logistical, audio/visual, meeting facilitation, administrative, and background materials development support to EPA for a one day retreat for the Transportation and Climate Division. The facilitation support shall include advance preparation interviews for senior managers, agenda planning and development, meeting facilitation and post-meeting follow-up needs as required by the Contracting Officer's Representative. Post-meeting follow-up shall include a summary and may include follow-up analysis on particular issues, as needed. The contractor shall provide all final products in electronic format.

Utilizing section (f)(xv) of the Statement of Work, the Contract shall provide regular strategic planning and management consulting sessions for the Division Director of OTAQ's Transportation and Climate Division.

**Deliverables and schedule under Task 5**
**5a.** Specific requests will come from WAM throughout period of performance. Deadlines for tasks will be on a case by case basis set by the WAM.

**Task 6 – Retreat Facilitation and Strategic Planning for OTAQ's SmartWay Transport Partnership**

Utilizing sections (f)(viii) and (f)(xi) of the Statement of Work, the Contractor shall provide technical, organizational, logistical, audio/visual, meeting facilitation, administrative, and background materials development support to EPA for a one day retreat and a separate half-day retreat for the SmartWay Transport Partnership. The facilitation support shall include advance preparation interviews for staff, agenda planning and development, meeting facilitation and post-meeting follow-up needs as required by the Contracting Officer's Representative. Post-meeting follow-up shall include a summary and may include follow-up analysis on particular issues, as needed. The contractor shall provide all final products in electronic format.

Utilizing section (f)(xv) of the Statement of Work, the Contract shall provide regular strategic planning and management consulting sessions for the Director of the SmartWay Transport Partnership.

**Deliverables and schedule under Task 6**
**6a.** Specific requests will come from WAM throughout period of performance. Deadlines for tasks will be on a case by case basis set by the WAM.

**Task 7 – OTAQ Fuels Retreat Facilitation**

Utilizing sections (f)(viii) and (f)(xi) of the Statement of Work, the Contractor shall provide technical, organizational, logistical, audio/visual, meeting facilitation, administrative, and background materials development support to OTAQ for a one day "Fuels" retreat for OTAQ in December 2015. The facilitation support shall include advance preparation interviews for senior managers, agenda planning and development, meeting facilitation and post-meeting follow-up needs as required by the Contracting Officer's Representative. Post-meeting follow-up shall include a summary and may include follow-up analysis on particular issues, as needed. The contractor shall provide all final products in electronic format.

**Deliverables and schedule under Task 7**

**7a.** Specific requests will come from WAM throughout period of performance. Deadlines for tasks will be on a case by case basis set by the WAM.