TASK 3 – CONDUCT LEAN EVENT AND FOLLOW-UP SUPPORT
[Section 3, Element 4: Encouraging Broad Scale Operations, Page(s) 1-8 PWS]

The Contractor shall facilitate the designated Lean Kaizen event; provide intermediate – advanced training to EPA Region 10 and Headquarters Lean providers. The Contractor shall build upon their knowledge of basic Lean in Government techniques, train them in intermediate and advanced Lean tools and techniques, both through direct teaching and demonstrations in an actual kaizen event.

The Contractor shall assist in planning, developing, compiling and distributing agenda, handouts, and other materials for the meeting; facilitating the meeting; providing a summary report; and providing follow-up meeting facilitation as deemed necessary for each event.

This shall include but is not limited to:

1. Facilitate Lean Event which shall take between three to five days.
2. Provide just-in-time Lean training to help acclimate the EPA staff to Lean philosophy, tools and techniques.
3. Coach and mentor EPA R10/HQ Lean Team and project leaders.
4. Serving in the capacity of Facilitator identify and manage change during the Lean meeting.
5. Work with EPA internal staff and management, as well as external stakeholders to develop a visual representation of the specified process flow.

Kaizen events shall also include but will not be limited to:

6. Identify sources of non-value added activities (waste) and prioritize future waste minimization, elimination, and improvement activities.
7. Establish a vision for the future, including development of a plan to achieve the vision.
8. Develop a continuous improvement process for the team to use in periodic evaluation of improvement opportunities.
9. Participate by phone or in person in follow-up meetings to be held 30, 60, and 90 days after the Lean event.
10. Assist in planning, developing, compiling and distributing agenda, handouts, and other materials for the meetings; facilitating the meetings; and, providing a summary report.

Deliverables and schedule for Task 3

3a. Draft agenda for each event is to be completed within 15 business days of the scheduled event.

3b. Draft Summary Report of each Lean event is to be completed within 15 calendar days of completion of the lean event.

3c. Final Summary Report of each Lean event is to be completed 5 days after receipt of revisions from the EPA Technical Expert, including presentations, current state and ideal state value stream maps and proposed action plan forward.

3d. Draft update reports following each follow-up meeting with 7 calendar days of receipt of comments on draft from the EPA Technical Expert.

3e. If technical direction is provided by the EPA Technical Expert, the Contractor shall proceed as directed.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO.: 001

3. EFFECTIVE DATE: See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE SRRPOD

SRRPOD
US Environmental Protection Agency
Superfund/RCRA Regional Procurement
Operations
1200 Pennsylvania Ave, NW
Washington DC 20460

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

TOEROEK ASSOCIATES, INC.
Attn: DONNA TOEROEK
300 UNION BLVD.
SUITE 520
7208984101
LAKEWOOD CO 802281552

CODE 825211824 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-13-002 0023

10B. DATED *(SEE ITEM 13)* 06/03/2014

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*
See Schedule

Net Decrease: -$82.40

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER *(Specify type of modification and authority)* B.8 Limitation of Governments Obligations Under Task Orders

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

DUNS Number: 825211824
Region 9
Lean Analysis for Water Quality Standards
Task Order 0023:

The purpose of this modification is to deobligated funds from Option Period 1 in the amount of $82.40.

Option Period 1 Proposal Ceiling $24,774.41
Option Period 1 Funding Ceiling $24,662.01

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*

16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
Susan Neiheisel

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA
ELECTRONIC SIGNATURE
(Signature of Contracting Officer)

16C. DATE SIGNED 10/23/2015

NAME OF OFFEROR OR CONTRACTOR
TOEROEK ASSOCIATES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Note for RFP: Any reference to Option Periods is referring to the contract Option Periods and not the Periods in CDW. TOCOR: Alan Lee LIST OF CHANGES: Reason for Modification : Funding Only Action Obligated Amount for this Modification: -$82.40 New Total Obligated Amount for this Award: $24,692.01 Buyer changed from Louise Easton to Susan Neiheisel CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: -$82.40 CHANGES FOR ACCOUNTING CODE: 14-15-B-28E-202BD4X20-2505-1428CES032-001 Amount changed from $24,774.41 to $24,692.01 Percent changed from 100 to 0 Delivery: 04/25/2014 Delivery Location Code: R10 Region 10 US Environmental Protection Agency 1200 Sixth Avenue, Suite 900 Seattle WA 98101 USA Period of Performance: 06/03/2014 to 12/31/2014				

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 07/08/2014

2. CONTRACT NO. *(If any)*: EP-W-13-002

3. ORDER NO.: 0024

4. REQUISITION/REFERENCE NO.: PR-R9-14-00211

5. ISSUING OFFICE *(Address correspondence to)*:
SRRPOD
US Environmental Protection Agency
Superfund/RCRA Regional Procurement Operations
1200 Pennsylvania Ave, NW
Washington DC 20460

6. SHIP TO:
a. NAME OF CONSIGNEE: Region 9
b. STREET ADDRESS: US Environmental Protection Agency
75 Hawthorne Street
c. CITY: San Francisco
d. STATE: CA
e. ZIP CODE: 94105

7. TO: DONNA TOEROEK
a. NAME OF CONTRACTOR: TOEROEK ASSOCIATES, INC.
b. COMPANY NAME:
c. STREET ADDRESS: 300 UNION BLVD.
SUITE 520
7208984101
d. CITY: LAKEWOOD
e. STATE: CO
f. ZIP CODE: 802281552

f. SHIP VIA:

8. TYPE OF ORDER
[ ] a. PURCHASE
REFERENCE YOUR:
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.
[X] b. DELIVERY
Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: See Schedule

10. REQUISITIONING OFFICE: SRRPOD

11. BUSINESS CLASSIFICATION *(Check appropriate box(es))*
[X] a. SMALL [ ] b. OTHER THAN SMALL [ ] c. DISADVANTAGED [X] d. WOMEN-OWNED [ ] e. HUBZone
[ ] f. SERVICE-DISABLED VETERAN-OWNED [ ] g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM [ ] h. EDWOSB

12. F.O.B. POINT:

13. PLACE OF
a. INSPECTION: Destination
b. ACCEPTANCE: Destination

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O.B. POINT ON OR BEFORE *(Date)*: 1 Days After Award

16. DISCOUNT TERMS:

17. SCHEDULE ***(See reverse for Rejections)***

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 825211824 Region 9 Food Waste Alternatives to Landfill Options Task Order 0024: This action hereby issues a Time & Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE

18. SHIPPING POINT:
19. GROSS SHIPPING WEIGHT:
20. INVOICE NO.:

17(h) TOTAL *(Cont. pages)*: $35,000.00

21. MAIL INVOICE TO:
a. NAME: RTP Finance Center
b. STREET ADDRESS (or P.O. Box): US Environmental Protection Agency
RTP-Finance Center
Mail Drop D143-02
109 TW Alexander Drive
c. CITY: Durham
d. STATE: NC
e. ZIP CODE: 27711

17(i) GRAND TOTAL: $38,450.16

22. UNITED STATES OF AMERICA BY *(Signature)*: 07/08/2014 Louise Easton ELECTRONIC SIGNATURE

23. NAME *(Typed)*: Louise Easton
TITLE: CONTRACTING/ORDERING OFFICER

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
07/08/2014	EP-W-13-002	0024

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Materials Task Order number 0024. The contractor's Task Order proposal dated April 15, 2014 is hereby approved and incorporated by reference in the amount of $38,450.16 which is the authorized Task Order Ceiling. This Task Order is incrementally funded in the amount of $35,000.00. The Task Order ceiling is $38,450.16, which the contractor is not authorized to exceed. Wendi Shafir is appointed Task Order Contracting Officer's Representative (TOCOR). The Invoice Approving Official under this Task Order is Jinky Callado, all other terms and conditions are hereby incorporated by reference from the parent Contract EP-W-13-002. TOPO: Jinky Callado Admin Office: SRRPOD US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460 Period of Performance: 06/03/2014 to 12/31/2014					
0001	Food Waste Alternatives to Landfill Options: metro-region guides Under REPA 5 Contract-funding $35K Provide Resources to assist Food Recovery Challenge participants and others to locate alternatives to landfill for food waste with an emphasis on donation. CO: Susan Neiheisel PO: Jinky Callado COR: Wendi Shafir Accounting Info: 13-14-B-09Q2D-402C95-2505-1409JF4501-0 Continued ...				35,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $35,000.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
07/08/2014	EP-W-13-002	0024

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	02 BFY: 13 EFY: 14 Fund: B Budget Org: 09Q2D Program (PRC): 402C95 Budget (BOC): 2505 DCN - Line ID: 1409JF4501-002 Funding Flag: Complete Funded: $35,000.00					
	TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))				$0.00	

I. TITLE: Lean Analysis of EPA's Clean Water Act Quality Standards Review Process in Region 10

II. TASK ORDER CONTRACTING OFFICER REPRESENTATIVE (TOCOR):

Amberet Green/Alan Lee
Office of Air Waste and Toxics (AWT-122)
206-553-0784/206-553-1999
206-553-8509

TECHNICAL EXPERTS:

Davis Zhen
Office of Air Waste and Toxics (AWT-107)
206-553-7660

Brooks Stanfield
Office of Management and Programs (OMP-213)
206-553-4423

III. AUTHORIZATION

This Performance Work Statement (PWS) is in accordance with Task 6 of the REPA 5 Zone III Contract PWS.

IV. PERIOD OF PERFORMANCE

The period of performance for this Task Order (TO) is from date of issuance through December 21, 2014.

V. BACKGROUND AND PURPOSE:

The Office of Strategic Environmental Management (OSEM) helps EPA and others make the strategic policy and governance changes necessary to meet the Agency's goals now and in the future through analysis of emerging issues and strategic management practices, including program analysis and program evaluation.

Since 2005, this organization has been providing support to, and has been work with, state environmental agencies on the use of business process improvement methods such as Lean and Six Sigma in a new and innovative way to drastically improve permitting and administrative processes. Within a few months of implementation of the business process improvement methods, states reduced permit application backlogs, reduced lead times for permit reviews by more than 50% and made more staff time available for other critical mission work. This was done while improving staff morale and increasing the transparency of the processes to stakeholders,

without sacrificing environmental protection goals or reducing value-added permit review time.

EPA has provided support to the states and EPA to broaden the innovative use of Lean and Six Sigma by developing several cutting edge Lean government documents. Flagship documents produced in 2006 and 2007 respectively included, "Working Smarty for Environmental Protection-Improving State Agency Processes with Lean and Six Sigma", and "Lean in Government – A Practical Guide to Implementing Successful Lean initiatives at Environmental Agencies", also known as "The Lean Starter Kit".

Both documents are posted on the EPA Lean web site and have been distributed to the EPA Senior Executive Service Managers, State Environmental Commissioners and many other federal agencies. They have been used by many states, EPA offices and other federal offices. EPA provides a wealth of information about Lean government on the EPA Lean Web Site (at www.epa.gov/lean), including EPA and state case studies, Lean Fact Sheets, Lean in Air Permitting Guide and many other resources.

VI. THIS PROJECT:

The purpose of this work effort is to support and conduct a Lean Kaizen event to streamline and improve the EPA's Clean Water Act (CWA) review and decision-making process for state and tribal water quality standards (WQS) submittals. This process involves multiple parties inside/outside EPA, however, this project will focus specifically on coordination between EPA's Region 10 Office of Water and Watersheds (OWW) and Office of Regional Counsel (ORC) and two EPA Headquarters offices (Office of Water (OW) and Office of General Counsel (OGC).

Once a state or tribe (with Treatment as a State) adopts a new or revised WQS, under the CWA, the EPA is required to review the package and either approve it such that it is in effect for SWA purposes or disapprove it because it is either not scientifically defensible or does not protect the water's designated use. For WQS packages that are disapproved, the EPA is obligated to tell the state or tribe how to remedy EPA's disapproval. In addition, if the state or tribe does not remedy EPA's disapproval, the EPA is obligated to promptly promulgate a scientifically supportable WQS that protects the designated use on the state's or tribe's behalf. If EPA does not promptly promulgate and the state or tribe does not submit a revised WQS package, EPA is vulnerable to third part mandatory duty lawsuits requiring us to promulgate revised WQS.

EPA Region 10's review and action on state or tribal WQS submittals can be completed, on average, in one year assuming that adequate staff and management

resources are available and the submittal does not include controversial policy or legal issues. This is based on the time a state or tribal WQS is submitted to EPA until such time EPA issues its decision documents. In most cases, however, the actual time for EPA's review and action on a WQS submittal is several years due to the number of controversial issues involving national precedent and litigation. This has resulted in a backlog of submittals that require EPA action. In addition, the WQS workload continues to grow significantly as a result of new and ongoing litigation.

Initial feedback indicates that a time-consuming part of the process is due to inefficiencies in reaching resolution and final decisions on complex policy matters (e.g., lack of clarity on who is the final decision maker or lack or resolution on long-standing disagreements) and reviewing/concurring on decision documents. Region 10 and Headquarters believe that EPA's review/action process can be improved, freeing up resources to work more with states and tribes as they develop new or revised WQS and to address the backlog of submittals that require EPA action.

SERVICES WILL CONSIST OF:

1) Conducting pre-event meetings with Region 10 and Headquarters Lean team and project leads to finalize the scope of the Lean event, identify participants in designated Lean event/activities, identify any necessary pre-work for Lean activities/event, and otherwise make preparations for the event to be optimally successful.

2) Facilitate one (1) week long Kaizen event. The EPA Technical Expert will provide technical directions with specific subject and event information.

3) Producing a draft report documenting results of the event which may include: a) a visual representation of the current state processes flow involved in each designated process. b) a list of potential ways to streamline the designated process; c) a proposed future state map showing process flow for the designated process; and d) an implementation plan to take advantage of proposed streamlining ideas. These will be done in-house with support from the Lean Team.

4) Provide intermediate and advanced training to EPA Region 10 and Headquarters Lean providers, integrated into the pre-work, Kaizen event, and follow-up work, that enables them Lean process improvement skills, capabilities, techniques, strategies and tools appropriate to increase their knowledge and skill to the next level.

ASSUMPTIONS:
EPA will provide the locations/rooms(s) for all meeting/events in coordination with contractor schedules. Meeting participants will be invited by EPA to all meeting/events.

EXPERIENCE:
A local expert Contractor experienced in Leaning federal government systems and with at least 3 year of Lean experience (lean in government and lean in manufacturing) in the following areas: teaching lean concepts, tools and techniques (including lean and six sigma); scoping, planning, facilitating and leading Lean pre-events and events; and providing for post events. This task order does not duplicate tasks in any existing task order.

QUALITY ASSURANCE (QA) REQUIREMENTS:
Check [ ] or [X] no, if the following statement is true. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

The EPA Technical Expert will provide additional information here, if YES is checked above.

TASK AND DELIVERABLES:
The EPA Technical Expert 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 EPA Technical Expert's comments. The EPA Technical Expert is authorized to provide technical direction.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as WPA 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.

VII SCOPE

TASK 1 – PREPARE WORK PLAN

The Contractor shall not start any work on this project that cannot be completed by December 31, 2014. The work plan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, and a detailed cost estimate by task and a staffing plan.

Deliverables under Task 1:
1a. Work plan submitted by the CO's due date.

TASK 2 – PROVID PLANNING SUPPORT FOR AGENCY LEAN EVENTS/MEETINGS – INCLUDING PRE-WORK, AND SCOPING MEETINGS

The Contractor shall lead pre-work and scoping meetings with the EPA Technical Experts, team leaders, appropriate senior managers and event participants in each identified area. These pre-work and scoping meetings will result in identification of project scope, objectives, goals and required data compilation. The Contractor shall assist the agency in selecting team members to participate in the lean event. The Contractor shall assist in planning, developing agenda, handouts and other materials for the meeting, facilitating the meeting and providing a summary report.

The Contractor shall have a kick-off meeting and coordinate with the EPA Technical Expert, designated senior leaders and R10/HQ lean team, and project leaders within 5 days of being informed of a potential lean event/topic to begin planning the scoping meetings and subsequent lean events. This pre-work meeting will address preliminary project scope, potential format of the lean event and desired outcomes for the lean event; potential participants in scoping meeting and lean event; possible meetings with managers or other individuals in preparation for scoping or lean event; and other actions that would contribute to the success of this lean effort. The Technical Expert will secure a date and facility for meetings.

This shall include but is not limited to:

1) Pre-meetings, include a kick-off meeting with 5 days being informed of a potential lean event topic with appr4opriate senior leaders, lean project leaders, Technical Expert, R10/HQ lean team, or others identified by the Technical Expert.
2) Conduct Lean scoping meetings that result in the identification of project scope, objectives, goals and data compilation. The contractors shall assist the EPA team leader in selecting appropriate individuals to participate in the lean event and writing a short description of possible events.

Deliverables and schedule under Task 2

2a. Kick-off meeting held with 5 days of being informed of potential lean event topic.
2b. Draft agenda and schedule for scoping meeting within 15 business days of the scheduled scoping meeting.
2c. Scoping meetings that results in the identification of project scope, objectives, goals and data compilation shall be held with 45 days of project kick-off meeting.
2d.The Contractor shall provide a final report on the scoping meeting within 54 days of receipt of comments.

TASK 3 – CONDUCT LEAN EVENT AND FOLLOW-UP SUPPORT
[Section 3, Element 4: Encouraging Broad Scale Operations, Page(s) 1-8 PWS]

The Contractor shall facilitate the designated Lean Kaizen event; provide intermediate – advanced training to EPA Region 10 and Headquarters Lean providers. The Contractor shall build upon their knowledge of basic Lean in Government techniques, train them in intermediate and advanced Lean tools and techniques, both through direct teaching and demonstrations in an actual kaizen event.

The Contractor shall assist in planning, developing, compiling and distributing agenda, handouts, and other materials for the meeting; facilitating the meeting; providing a summary report; and providing follow-up meeting facilitation as deemed necessary for each event.

This shall include but is not limited to:

1. Facilitate Lean Event which shall take between three to five days.
2. Provide just-in-time Lean training to help acclimate the EPA staff to Lean philosophy, tools and techniques.
3. Coach and mentor EPA R10/HQ Lean Team and project leaders.
4. Serving in the capacity of Facilitator identify and manage change during the Lean meeting.
5. Work with EPA internal staff and management, as well as external stakeholders to develop a visual representation of the specified process flow.

Kaizen events shall also include but will not be limited to:

6. Identify sources of non-value added activities (waste) and prioritize future waste minimization, elimination, and improvement activities.
7. Establish a vision for the future, including development of a plan to achieve the vision.
8. Develop a continuous improvement process for the team to use in periodic evaluation of improvement opportunities.
9. Participate by phone or in person in follow-up meetings to be held 30, 60, and 90 days after the Lean event.
10. Assist in planning, developing, compiling and distributing agenda, handouts, and other materials for the meetings; facilitating the meetings; and, providing a summary report.

Deliverables and schedule for Task 3

3a. Draft agenda for each event is to be completed within 15 business days of the scheduled event.

3b. Draft Summary Report of each Lean event is to be completed within 15 calendar days of completion of the lean event.

3c. Final Summary Report of each Lean event is to be completed 5 days after receipt of revisions from the EPA Technical Expert, including presentations, current state and ideal state value stream maps and proposed action plan forward.

3d. Draft update reports following each follow-up meeting with 7 calendar days of receipt of comments on draft from the EPA Technical Expert.

3e. If technical direction is provided by the EPA Technical Expert, the Contractor shall proceed as directed.

EP-W-13-002 TASK ORDER 0024 MOD SUMMARY

Mod #	Reason For Modification	Status	Award Date	Obligation	Total Amount
BASE		Released	7/8/2014	$35,000.00	$38,450.16
004	Funding Only Action	Released	6/12/2015	$0.00	$1,250.37
003	Funding Only Action	Released	1/23/2015	$3,450.16	$0.00
002	Funding Only Action	Released	1/22/2015	$0.00	$6,386.52
001		Released	12/19/2014	$0.00	$0.00
					$46,087.05

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO. 001

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE SRRPOD

SRRPOD
US Environmental Protection Agency
Superfund/RCRA Regional Procurement
Operations
1200 Pennsylvania Ave, NW
Washington DC 20460

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

TOEROEK ASSOCIATES, INC.
Attn: DONNA TOEROEK
300 UNION BLVD.
SUITE 520
7208984101
LAKEWOOD CO 802281552

CODE 825211824 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-13-002 0025

10B. DATED *(SEE ITEM 13)* 09/30/2014

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

DUNS Number: 825211824
Region 9
Alaska Sustainable Materials Management Scoping Project
Task Order 0025:

TOCOR: Alan Lee
The purpose of this modification is to establish Amberet Green as the Alternate TOCOR.

LIST OF CHANGES:
Total Amount for this Modification: $0.00
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*

16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
Susan Neiheisel

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. ELECTRONIC SIGNATURE

16C. DATE SIGNED 03/25/2015

NAME OF OFFEROR OR CONTRACTOR
TOEROEK ASSOCIATES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	New Total Amount for this Version: $0.00 New Total Amount for this Award: $28,907.82 Buyer changed from Louise Easton to Susan Neiheisel Contracting Officer changed from Louise Easton to Susan Neiheisel Contracting Officer Representative changed from Jinky Callado to Alan Lee Alternate COR/Project Officer changed to : Amberet Green Period of Performance: 09/30/2014 to 12/31/2015				

TOEROEK
ASSOCIATES, INC.

July 2, 2014

Ms. Louise Easton
Contract Specialist
US Environmental Protection Agency
OARM/OAM/SRRPOD/PMRCSC
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Subject: **Task Order Proposal, REPA V; Region 10 – Alaska Sustainable Materials Management Scoping Project; EP-W-13-002, REPA V Zone III**

Attached: **Toeroek Proposal for REPA V; Region 10 – Alaska Sustainable Materials Management Scoping Project**

Dear Ms. Easton,

As requested, enclosed is the technical and cost proposal for the Region 10 Alaska Sustainable Materials Management Scoping Project Task Order as described in EPA's Statement of Work (SOW) dated June 12, 2014.

Our proposal follows the instructions provided in the EPA email correspondence dated June 13, 2014 and also the clarifications provided during the scoping call on June 19, 2014. Our technical proposal addresses the three evaluation factors provided by EPA. Toeroek certifies that our team has no conflict of interest, based on the current information provided by EPA.

Our cost proposal provides the proposed labor costs and other direct costs associated with the project. The cost proposal covers the period of performance: award date through one year of the award date.

This task order proposal is confidential business information.

We look forward to the opportunity to support EPA on this task order. Should you have any questions regarding our proposal or need any additional information, please do not hesitate to contact me at (303) 407-0271 or by email at ewagner@toeroek.com.

Regards,

Craig Kish for
Eileen Wagner
Business Manager

cc: Susan Neiheisel, USEPA
Alan Lee, USEPA
Amberet Green, USEPA
Toeroek Project File

300 Union Blvd., Suite 520
Lakewood, CO 80228
303-420-7735
Fax: 303-420-7658
www.toeroek.com

RESOURCE CONSERVATION AND RECOVERY ACT (RCRA) ENFORCEMENT, PERMITTING, AND ASSISTANCE CONTRACT (REPA)
Zone 3

Contract Number EP-W-12-032

Prepared for

U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)

TASK ORDER PROPOSAL

REGION 10 – ALASKA SUSTAINABLE MATERIALS MANAGEMENT (SMM)

July 2, 2014

TABLE OF CONTENTS

Section **Page**

INTRODUCTION 1
TECHNICAL KNOWLEDGE/APPROACH 1
PROPOSED KEY PERSONNEL AND CAPACITY TO PERFORM 5
MANAGEMENT APPROACH 9
CONFLICT OF INTEREST CERTIFICATION 1

TABLES

TABLE 1. GREEN STAR PARTNERS/RESOURCES 4
TABLE 2. TASK ORDER SCHEDULE OF DELIVERABLES 5

ATTACHMENTS

A Cost Proposal
B Resumes
C Conflict of Interest Certification

INTRODUCTION

This proposal describes the tasks to be performed by the Toeroek Team (Toeroek) and the associated costs to fulfill the requirements of the Performance Work Statement (PWS) for REPA10 Request for Offer (RFO) titled *Alaska Sustainable Materials Management (SMM)*, dated June 12, 2014 and clarifications received during the scoping meeting on June 19, 2014. The objective of this task order (TO) is to develop a prioritized list of SMM projects most likely to succeed in the unique circumstances of rural and remote Alaskan communities, including considerations such as cultural factors, limited infrastructure, transportation, and supply issues, limited access to producer responsibility/extended product stewardship, and costs. We propose use of staff from our team subcontractor, Tetra Tech, with experience with similar work in remote native villages in Canada combined with Alaska-specific expertise from Green Star of Anchorage, AK, which is a non-profit organization specializing in waste reduction and pollution prevention (P2), to exceed the requirements of this TO. The work involves: (1) develop a list of viable, modular options for SMM pilot projects in Alaska using Green Star's expertise in remote communities throughout Alaska;(2) examine current and future options for producer responsibility and extended product stewardship; (3) prepare a detailed scoping document recommending the projects most likely to succeed; and (4) explain in detail why certain projects were chosen while others were not selected.

The PWS anticipates this project will require a deep knowledge and understanding of rural Alaska native village culture; therefore, we are staffing it with an appropriate mix of personnel from the Toeroek team with extensive SMM experience and Green Star Inc.(Green Star). We propose a labor mix that provides the Alaska-specific SMM experience required balanced with junior-level support for general SMM research to provide the best value to the government.

Our technical proposal describes the Toeroek Team's:

- ✓ Technical understanding of how to execute the project using the expertise of Green Star to exceed EPA's expectations.
- ✓ Qualifications of key personnel and capacity to support the planned and ad hoc needs for the project.
- ✓ Management approach to ensuring efficient and effective communication and reporting to EPA.

Attachment A is the cost proposal and Attachment B provides resumes of staff. Attachment C is the conflict of interest certification. The Toeroek Team has no conflict with this assignment. Toeroek will conduct work in compliance with all TO requirements. Toeroek takes no exceptions to any of the requirements stated in the RFO.

TECHNICAL KNOWLEDGE/APPROACH

Toeroek's technical approach to evaluating SMM pilot study options in rural Alaska native villages reflects our understanding of the technical requirements and communication needs for the successful execution of the project. We also understand the inherent risks to a successful project outcome, and have identified specific approaches to manage these risks. Toeroek's experience in conducting similar scopes of work developing, managing, and supporting a wide variety of sustainability projects will benefit EPA and ensure successful project completion.

Key features of the Toeroek Team's qualifications for this Task Order include:

- ✓ **Experience working with rural Alaskan native villages**: Our team has vast experience helping Alaskan businesses and Native organizations with SMM activities. A few examples of the native entities we have assisted are ASRC, Nana Management Company, Village of Scammon Bay, NACTEC, and Koneig. Green Star's work has been in all regions of Alaska, such as the communities of Nome, Copper Center, Valdez, Nikiski, Soldotna, Kenai, Girdwood, Tok, Fairbanks, North Pole, Kodiak, Juneau, Auke Bay, Nilnichik, Eagle River, Homer, Eklutna, Palmer and Wasilla. ***We provide value-added through our deep knowledge and understanding of Alaskan communities, specifically native villages in rural areas.***
- ✓ **SMM experience working with rural Canadian native villages**: Our team also has experience assessing SMM opportunities in remote villages throughout Canada; experienced staff will provide guidance from lessons-learned from similar work. ***We provide additional value-added through our knowledge and understanding of SMM opportunities and challenges in similar communities.***
- ✓ **Staff with extensive SMM experience**: Our proposed key personnel have experience with SMM activities in a wide variety of Alaska locations for a number of different businesses and Native organizations.

Experienced expert- and senior-level scientists will ensure that the project is successfully executed while integrating junior-level staff as appropriate to minimize costs to provide the greatest value to EPA.

- ✓ **Experience with the EPA Region 10:** Our team is currently completing (and have recently completed) work for Region 10 personnel, such as Mr. Alan Lee and Ms. Theresa Blaine, and have an understanding of the EPA expectations. ***We will provide the same level of service to this and every project for EPA to ensure satisfaction.***

The following sections describe the Toeroek team's proposed technical approach for the preparation of a list of viable, modular options for SMM pilot projects in rural Alaska; the analysis of existing Responsibility and Extended Product Stewardship projects; the recommendation of SMM projects most likely to succeed; the listing of all activities not selected for recommendation; and the preparation of a detailed scoping document.

TASK 01 – DEVELOP A LIST OF VIABLE, MODULAR OPTIONS FOR SMM PILOT PROJECTS IN RURAL ALASKA

The Toeroek team will create a master list of activities identified as sustainable alternatives to the dumping or landfilling of wastes in cities and/or rural locations. The master list will be comprehensive (i.e., not restricted to a specific geographic region or time frame or level of complexity). The list will contain all known activities related to reduction in the amount of solid waste generated, reduction of overall resource consumption, or utilization of recovered resources. It will include, but not be limited to, activities concerning purchasing decisions, legal actions, behavioral changes, food related activities, and construction related activities.

The Toeroek team will generate the master list based on literature research and our extensive knowledge of the subject matter. We will take advantage of the wealth of information provided in numerous EPA publications on SMM practices such as "Opportunities to Reduce Greenhouse Gas Emissions through Material and Land Management Practices," (EPA OSWER, 2009) and "Sustainable Materials Management: the Road Ahead" (EPA, OSWER, 2009) and publications containing SMM case studies such as "Planning a Sustainable Future – A Guide to Local Governments (EPA, 2009). The team knowledge gained from participation in other EPA sustainability task orders will supplement the literature research and help expedite the process. One example is an innovative Community-Based Social Marketing (CBSM) project referred to as "Food: Too Good to Waste." Other examples are provided in the project description portion of this proposal. We will also use team member experience from similar work in Canada to provide suggestions and guidance as viable options for rural Alaska are developed.

After the master list is compiled, Toeroek will categorize each item on the list based on whether or not the method has been demonstrated in a rural community. For each categorized item, we will prepare a short (i.e., one or two sentence) description of the activity and identify the location where it has been demonstrated. We will also provide a full citation of sources for all activities. We will not provide any judgments about the applicability of the categorized activities to rural Alaskan communities in this task. These data will be entered into a spreadsheet for easy access on future project use. As a final step, we will meet with EPA to review the information presented in the master list.

TASK 02 – ANALYZE EXISTING PRODUCER RESPONSIBILITY AND EXTENDED PRODUCT STEWARDSHIP PROJECTS AS WELL AS DETERMINE THE FEASIBILITY OF FUTURE EXPANSIONS

In this task, Toeroek will research, identify, describe, and access producer responsibility/extended product stewardship projects that are active, proposed, or dormant in Alaska. Toeroek will initiate the search by browsing the internet to identify relevant published articles and links to applicable projects; however, it is anticipated that the bulk of the research effort will focus on obtaining information from our local Alaskan contacts (such as Emerald Alaska, Total Reclaim, Alaska Forum on the Environment, Denali Commission, ALPAR, RockTenn, and other government, tribal, for-profit and non-profit entities). Toeroek's goal will be to identify as many producer responsibility/extended product stewardship projects within the state of Alaska as possible, regardless of the project's current status or location (urban verses rural).

Toeroek will prepare a description of each producer responsibility/extended product stewardship project identified in the search. Each project description will identify all parties involved in the activity, the geographic area, the type of activity, its current status, all legal or regulatory issues, the conditions needed for success, and the steps required to

take advantage of the service. In addition, Toeroek will access the identified projects and recommend the actions needed to extend them to rural areas. The assessments will include any legislative changes, producer capacity, a full cost breakdown, and a note as to whether the activity is contingent on a steady source of funding. Toeroek's assessments will also address the key questions presented in the PWS (i.e., would additional collection centers or producers be needed? How would these products need to be prepared for shipment? Are there any examples of successes or challenges from rural Alaska?).

The Toeroek team has conducted numerous similar projects with successful results, as well as lessons learned, that we will apply to this task. We understand the importance of conducting culturally sensitive research to define not only real and perceived barriers to extending producer responsibility/extended product stewardship projects to rural Alaska but the perceptions of the benefits of this positive behavior. We also understand that identifying your research and project goals prior to conducting the research is the most efficient method to ensuring the correct research and data are collected. Both barrier and benefit perceptions, combined with an understanding of the unique attributes of Alaskan tribal culture, will be used to access the existing projects and guide our recommendations for their extension into rural areas.

TASK 03 – RECOMMEND THE SMM PROJECTS MOST LIKELY TO SUCCEED

Toeroek will focus the majority of their efforts on completing this task. Toeroek will evaluate each SMM activity on the master list (created in Task 1) and use our extensive understanding of rural Alaskan culture and transportation and supply logistics to recommend the ones that are most likely to succeed in a rural Alaska community. Toeroek understands the need to thoroughly incorporate community conditions into the analysis with the goal of assisting EPA in identifying the most viable options, thus providing an understanding of where best to focus efforts on pilot projects.

Toeroek will down-select the "top contender" activities from the master list based on probability of success in a rural Alaska community. Toeroek understands that EPA does not want to limit the number of viable activities; however based on the discussion during the scoping call, we are assuming that between three and seven activities will be recommended depending on relative complexity. If the top contenders are complex, Toeroek will recommend fewer activities (such as three or four); otherwise, five to seven activities will be recommended.

Toeroek will prepare a narrative for each recommended activity that describes how it could be successfully carried out as a pilot project in a rural Alaskan village. Toeroek will describe each activity from the planning stage through the operations and maintenance stage. As part of the narrative, Toeroek will identify the conditions needed for success, as applicable, and note the region(s) and village(s) most suited for initial pilot projects. Toeroek will also include other relevant information, such as the types of personnel necessary for successful planning, implementation, and management of the project; a full breakdown of the project costs; and any structures or laws/regulations necessary for its implementation. The narrative of each recommended activity will incorporate all key community conditions parameters specified in the PWS (i.e., an overall description of the community, traditional customs and beliefs, interest in waste management solutions, location, transport issues, existing waste management activities and resources, personnel and involved community members, Alaska Native Corporation involved, other governing bodies, as well as any applicable community information). Toeroek anticipates that recommendations may vary within different regions of Alaska due to the unique circumstances that exist within Alaska communities (e.g., differences in cultures, remoteness, transportation options).

The understanding of cultural conditions in the different regions of Alaska is paramount to the success of this project; thus, Toeroek has spent considerable time configuring a team that brings depth of knowledge and understanding of Alaska native villages to bare on it. For over 20 years, our subcontractor teammate for this TO, Green Star Inc., has worked closely with Alaskan communities in the implementation of the Green Star Award program, which recognizes businesses and organizations that meet or exceed Green Star's high standards of environmental responsibility. They have traveled to all regions of Alaska and worked closely with communities (rural and urban) during the process of examining waste streams (solid waste, utility usage, etc.) and proposing changes to eliminate waste through smarter purchasing, restructuring procedures, maintaining and updating equipment, and recycling. We propose three trips to rural areas, including Chickaloon, King Salmon/Naknek, and Dutch Harbor as readily accessible and representative communities, to obtain feedback on proposed SMM projects. Green Star's in-depth understanding of cultural conditions in Alaska communities is second to none. A few of Green Star partnerships and other resources are shown in Table 1.

TABLE 1. GREEN STAR PARTNERS/RESOURCES

Partner Name	Relationship	Description
Emerald Alaska	Green Star Award Certified Business	Emerald Services is a family-owned 400-employee company with roots in the waste management business dating back to 1938. Emerald helps businesses and communities with waste reduction, recycling and disposal efforts. Emerald provides services throughout Alaska, in all regions, under challenging logistical situations. Their technical staff is highly qualified to assist in this project and can navigate through ever-changing complex regulations. Joshua Sherwood would be the lead contact.
Total Reclaim	Green Star Award Certified Business	Total Reclaim in Anchorage provides recycling and management services for hazardous materials including responsible recycling and destruction services for computers and electronics, fluorescent lamps and non-PCB ballasts, household appliances, refrigeration and HVAC Units, batteries (all types) and products for de-manufacturing. Total Reclaim director, Larry Zirkle, has a profound and active history working with Native communities both in Alaska and in the Lower 48 Southwest. Mr. Zirkle is invited to train, educate, and participate in numerous conferences, conventions, and learning circles through Alaska.
ALPAR	Green Star member and board of directors	ALPAR is a privately funded, non-profit organization dedicated to eliminating litter and increasing economically-viable recycling in Alaska. They manage the single largest volunteer, youth and community-based cleanup program in the state of Alaska that is present with groups and communities participating in, including rural Alaska villages. ALPAR's Executive Director, Mary Fisher, has direct contact and relationships with Native leaders, business partners (shippers), and government entities.
RockTenn	Green Star Award Certified Business and Board of Directors	RockTenn is one of the world's largest recyclers, providing comprehensive recycling and waste solutions, innovative partnerships, state-of-the-art technology and broad geographic coverage. Their top priority is helping customers meet their financial and sustainability goals. They are leading the way in introducing integrated programs that better manage customers' waste streams, extract as much recyclable material as possible, increase revenue generated from recyclable materials and support their customers' sustainability programs. In Anchorage, RockTenn is a key player in recycling in Alaska, shipping all materials from the main recycling center in Anchorage, and providing consulting services and education to Alaska rural communities.
Denali Commission	Green Star Award Certified Business and Board of Directors	The Denali Commission provides job training and other economic development services in rural communities. It was established with a specific focus on promoting rural development, and providing power generation, transition facilities, modern communication systems, water and sewer systems and other infrastructure needs in rural Alaska. The Commission is an active participant on the board of directors with Green Star, and commits resources and knowledge to assist Green Star with rural Alaska relationships and environmental stewardship.
Alaska Forum on Environment	Green Star member	The Alaska Forum on the Environment (AFE) is a local non-profit that is committed to education and training for environmental stewardship. Its annual convention/conference attracts thousands of participants from rural Alaska, and is one of the most cost effective outreach events for environmental professionals and businesses.
Anahma Shannon	City of Nome - rural contact	Anahma Shannon is an environmental professional with great respect in the rural communities for her work in solid waste reduction.
Bobbi Anne Barnowsky	Native Village of Old Harbor -	Bobbi Barnowsky is an environmental professional who implemented a waste reduction/recycling program that completely overhauled Old Harbor's waste management practices, including rebuilding the waste transfer location and

Partner Name	Relationship	Description
	rural contact and Green Star member	protecting the local bear population. In addition, Bobbi Barnowsky was the key partner in the Green Star Native Community Award pilot project, whereby the entire community was site assessed and seeking certification. When their packet is complete, this will be the first community anywhere carrying this designation of Green Star Certified.

TASK 04 – LIST ALL ACTIVITIES NOT SELECTED FOR RECOMMENDATION

In this task, Toeroek will examine each SMM activity on the master list (created in Task 1) that was not selected as a "top contender" activity (Task 2) and explain the reason for its exclusion. Toeroek will use the same team members for this task as were used in Task 2 to provide continuity of understanding and fully bring to bare their extensive knowledge of rural Alaskan culture, living conditions and SMM activities. Toeroek will also provide a discussion of the changes required to make each excluded activity a viable option (if applicable). The list will be prepared and delivered within 10.5 months of TO award.

TASK 05 – PREPARE A DETAILED SCOPING DOCUMENT

Toeroek will compile all information accumulated in Tasks 1 through 4 into one document titled *Sustainable Materials Management in Rural Alaska Scoping Document.* Toeroek will include all original lists and pertinent analysis in an addendum to the document. The scoping document will be prepared and delivered within 12 months of TO award. Following completion and submittal of the scoping document, key Toeroek team members will meet with EPA to present and discuss the findings.

TABLE 2. TASK ORDER SCHEDULE OF DELIVERABLES

Tasks	Deliverable	Deliverable Due Date
Task 1	• Master list of all SMM activities with notations (if demonstrated in rural communities) and full citations of sources	• 3 months after award
Task 2	• Report describing existing Alaskan take back activities with full cost breakdown and steps required to extend activities to rural areas	• 5 months after award
Task 3	• List of top SMM activities • Report describing each top activity with full cost breakdown	• 9.5 months after award
Task 4	• List of excluded activities with rationale for exclusion	• 10.5 months after award
Task 5	• Scoping document	• 12 months after award

PROPOSED KEY PERSONNEL AND CAPACITY TO PERFORM

Toeroek will staff this TO using personnel who are immediately available with management and technical capabilities needed for identifying and developing viable, modular SMM pilot projects in rural Alaska. Our staff capacity is suitable to provide the TO's anticipated level of effort and our staff qualifications are appropriate for this TO as reflected in the resumes of proposed key personnel (Attachment B).

Our personnel and management approach for this TO is based on careful merging of logistical and technical talent. As project manager, Toeroek has chosen a veteran environmental manager with over 15 years of experience supporting sustainable materials management and community outreach support for EPA and other government agencies. The project manager has access to pertinent sustainability and tribal subject matter experts (SMEs) within

the Toeroek Team, as well as cost-effective staff for the less-complex work of compiling data and laying out fact sheets.

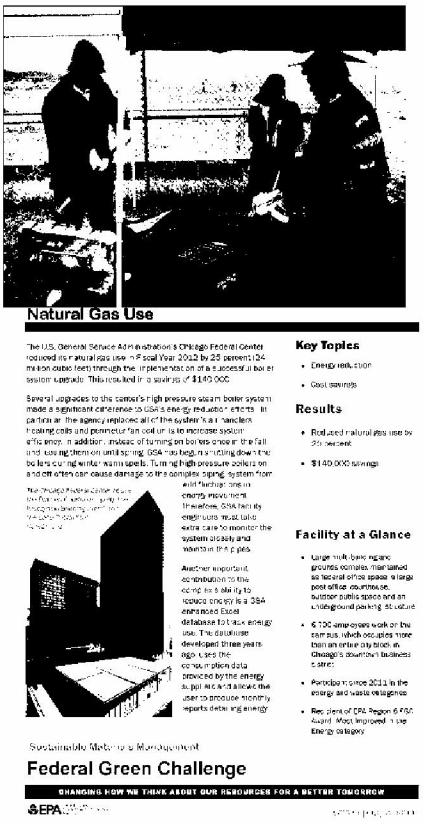
Highlights of our key staff are presented below.

- ✓ **Ms. Tommie Jean Valmassy:** Ms. Valmassy has extensive experience in project management, environmental education, community outreach support, and SMM. She is a Tetra Tech, Inc. certified project manager, and manages several projects for U.S. Navy, EPA, and Postal Service clients, as well as state agency and local city government. Her experience includes organizing and facilitating regular webinars for Region 10, focusing on climate change and green activities, including *Food: Too Good to Waste* and Federal Green Challenge. She is also experienced in managing community meetings and information sessions including meeting facilitation and design; fact sheet preparation, CBSM techniques, and key messages and results.
- ✓ **Kim Kovol:** Kim Kovol is Green Star's Executive Director. She has extensive knowledge in for-profit and non-profit business management. Kim's primary role with businesses and Native organizations has been one of coordination, relationship and stewardship building, and ensuring that Green Star programs are delivered concisely and consistently. Kim accompanies all staff on site assessments (providing technical assistance with the building / physical inspections; examining lighting sources, heating, building envelope, waste streams (recycling, reduction, reuse, green purchasing) and vehicle fleet (air quality)). Her experience working with Native entities includes Nome, Ruby (Yukon River), Old Harbor, Eklutna, Tyonek, and Juneau. In 2012, Kim was the primary staff (Green Star - subcontractor) working with Tetra Tech on EPA's Alaska RCRA Hazardous Waste Compliance Assistance Project (see the project description section for details).
- ✓ **Ms. Anne Stefanich**: Anne Stefanich is Green Star's Technical Assistant coordinator . She works primarily with businesses and Native organizations that are working towards their Green Star Award Certification. Site assessments include providing technical assistance with the building/physical inspections; examining lighting sources, heating, building envelope, waste streams (recycling, reduction, reuse, green purchasing) and vehicle fleet (air quality). In her role as coordinator of the Green Events program, she helped the Eklutna Tribal council set up a recycling program for their PowWow in 2014, which saw 1500 people from ten different First Nations. Anne also coordinates with other events to help with recycling and hauling recyclables from places like Nilnichik, Eagle River, Homer, Eklutna, Palmer and Wasilla. She has also helped with distance technical assistance for Old Harbour, Talkeeta, Healey, and Homer. She is a life-long Alaskan and has worked in many of the villages as a trainer/educator for the American Red Cross-Health Safety Services including of Nome, Copper Center, Valdez, Nikiski, Soldotna, Kenai, Girdwood, Tok, Fairbanks, North Pole, Kodiak, Juneau and Auke Bay. She has worked with native entities such as ASRC, Nana Management Company, Village of Scammon Bay, NACTEC, and Koneig.
- ✓ **Mr. Wilbert Yang:** Wilbert Yang, with our teaming subcontractor Tetra Tech, has addressed many issues in rural areas of Canada that are similar to those in this task order to provide addition insight into recycling and sustainability issues at smaller towns and at remote and native villages. Mr. Yang assessed the Yukon Territory's recycling system, including development of a territory-wide recycling system that is financially and operationally sustainable. Key criteria for this review included financial implications, sustainability, capacity, flexibility, responsiveness, and efficiency. Mr. Yang will augment key staff at Green Star by providing lessons-learned and advice based on similar work in Canada.

Our capacity to exceed EPA's expectations on this project is also based on our team's experience in providing sustainable materials management support to EPA in Region 10 and across the nation. A short list of related projects demonstrating our specific experience executing similar projects is summarized in the following examples.

Federal Green Challenge Support/EPA Region 5

The Federal Green Challenge (FGC) is a program run by EPA's Sustainable Materials Management Program. The FGC has challenged federal facilities to increase their sustainability in two of six focus areas: waste, purchasing, electronics, energy, water and transportation by 5% or more per year. The Toeroek Team conducted the following tasks under the Region 5 FGC program:



Identify and Prepare 11 Participant Case-Studies/Fact Sheets: To prepare the case studies, the Toeroek Team interviewed the partners responsible for each program. A template with a list of questions was prepared before conducting the interviews to help guide the interview to get the information needed to prepare the case studies. We asked each interviewee to provide a snapshot of their program, how the program was implemented, what obstacles were faced and how they were resolved, and the program results. Once the interviews were completed, summaries of each interview was prepared and submitted to EPA for review and comment. The Toeroek Team worked with EPA to finalize the case studies and prepare Publisher documents for each case study as approved by EPA.

Work with Two Participants to Prepare Presentations on Their Case Studies: EPA identified two case studies for further development into presentations. The Toeroek Team worked with the participants to develop the presentations.

Create Draft Summary of the FGC Suitable for Newsletters: The Toeroek Team prepared two summaries (one long and one short) that provided the history and purpose of the FGC, highlights from the case studies, general information on how to join the FGC, and the overall success of the national FGC program.

Conduct FGC Evaluation: The Toeroek Team prepared an evaluation form to gather information from the participants about why they joined the program, results of their programs and suggestions for improvement. Once the evaluation form was finalized and approved by EPA, the Toeroek Team used Survey Monkey to distribute the evaluation electronically to participants as identified by EPA. Once surveys were complete, the Toeroek Team prepared a summary of the evaluations to assist EPA in improving future programs.

Further Refinement of the FGC Excel-Based Calculators on Recycling Collections and Recycled Content Fiber Paper Usage: The Toeroek Team modified and revised Microsoft Excel-based recycling and recycled fiber content calculators to allow easy tracking and calculations for FGC program participates.

Develop a Presentation on "Environment 101 – Environmental Benefits of the Federal Green Challenge": The Toeroek Team developed a presentation including notes for facilities to view and present to coworkers to help them understand why the facility is part of the FGC program. The presentation gave an overview of the FGC program, an explanation of the two Executive Orders the program addresses, requirements of the program, information on each of the six categories, highlights of the FGC program and participant success stories.

Tribal Casino Pollution Prevention California, Nevada, and Arizona/EPA Region 9

Toeroek's teaming subcontractor, Tetra Tech, has worked with Native American Tribes throughout the Western U.S. in bringing operational efficiency, cost savings, and environmental benefits to their properties. They worked with the National Indian Gaming Commission, Region 9 EPA, and EPA Headquarters to identify the best practices across the industry and help tribes with implementation. The project team developed and implemented the following project components:

- Prepared four factsheets on Tribal Casino best management practices (BMPs): Green Ratings, Slot Machine LED Lighting Retrofits, Air Hand Dryers, and Reducing Solid Waste from Kitchens.
- Developed and delivered daylong workshops including units on Tribal Casino BMPs, and leading attendees on conducting walkthrough sustainability assessments to identify P2 opportunities.
- Developed several factsheets on (a) conducting sustainability assessments, (b) resources for Casino P2, and (c) casino operational data (water use, energy use, and solid waste generation).

- Conducted workshops at four tribes in Arizona and California on "Conducting Solid Waste Characterizations" combining classroom discussion and a hands-on waste sorting exercise to determine waste makeup and opportunities for increased diversion through recycling.
- Developed Tribal Casino P2 BMPs for all aspects of casino and resort operations and evaluating 10 casino/hotel properties in California and Arizona. **Identified energy, water, and solid waste projects with a cumulative $500,000 in annual savings and average payback of 18 months.**

Alaska RCRA Hazardous Waste Compliance Assistance Project/EPA Region 10

This project focused on hazardous waste disposal compliance issues in Alaska; specifically the state's unique challenges and the differences between the auto repair and aircraft repair industries in different regions of the state. The tasks included distributing a used oil and hazardous waste management guide, RCRA training, integrating RCRA compliance assistance materials in local programs, identifying potential barriers to RCRA compliance, and providing recommendations for future EPA work.

The U.S. EPA has direct implementation authority over the RCRA hazardous waste program in the State of Alaska. Inadequate Alaska-based EPA personnel and tight travel budgets, complicated by remote geography in the state, limit EPA's perceived regulatory presence among Alaskan hazardous waste generators. Without adequate presence in Alaska, EPA is challenged to influence businesses to comply with RCRA hazardous waste regulations.

This project targeted automotive and aircraft repair shops in Alaska. Inspections at these shops have shown trends of non-compliance, especially related to management and burning of used oil. EPA inspectors have found that non-compliance is due in part to a lack of understanding of the regulations and lack of adequate training for personnel. EPA inspectors have also indicated that there may be other reasons for non-compliance that are out of the automotive or aircraft repair shop owner's control, such as limited availability of hazardous waste disposal sites.

As part of this project, we prepared a summary report describing the methodologies and results of several compliance assistance activities undertaken by Green Star to reach the targeted audiences across Alaska. The activities included researching the aviation and automotive repair communities to validate the current situation, identifying barriers to compliance and training needs, and identifying opportunities for communicating the message to the intended audience.

Food Too Good To Waste CBSM Project/EPA Region 10

This project looks at waste diversion opportunities for reducing the generation of food waste in residences before it has to be managed as a waste. The purpose of this project is to use CBSM techniques to develop background information for testing out consumption reduction strategies for food waste, develop strategies for implementing consumption reduction programs and to test those programs within communities. This work is being conducted in conjunction with the West Coast Climate and Materials Management Forum's Consumption Workgroup (WCF).

As part of this project, we conducted a comprehensive literature and program search to identify information regarding how food is consumed and wasted, where opportunities exist to reduce environmental impacts through consumption, and how other programs are implemented and their effectiveness. Based on this information, we lead a conference call with members of the WCF to narrow the pilot focus to 5 key behaviors that could be changed in the home to reduce food waste.

Using the key behaviors, we conducted research through focus groups and interviews to identify messaging and strategies for getting individuals to change their consumption patterns to reduce food waste. The information gathered included:

- Motivators for consumption
- Motivators to reduce consumption
- Barriers to behavior change
- Differences and similarities in consumption patterns across social, economic and geographic boundaries.
- Key message or actions to reduce consumption in target area
- An evaluation to see if actions are environmentally beneficial

food

TO WASTE

We are currently implementing a creative pilot plan for implementing a food waste reduction program based on the information and research gathered to date. This includes tools, specific instructions

for implementation and a method for collecting data across communities. Tools include visual or print media for web or non-web-based formats. We are working with EPA and the WCF to analyze the results from the pilots. Analysis will include a description of the pilots, quantitative outcomes, lessons learned, and recommendation for the future.

Multi-Unit Recycling Pilot Project/ City of Chicago, Illinois

In order to develop effective recycling programs and policies for high-density residential buildings, the City of Chicago, Departments of Environment (DOE) and Streets and Sanitation (DSS), with partial funding from EPA Region 5, designed and implemented the Chicago Multi-Unit Recycling Study Project. The Project was conducted at twenty multi-unit buildings (defined as five units or greater) in the City of Chicago's 46th Ward. The Project was completed in four stages: baseline assessment (Stage 1), recycling plan and toolkit implementation (Stage 2), final assessment (Stage 3), and ordinance recommendations (Stage 4).

During Stage 1, the Tetra Tech project team provided a baseline of estimated recycling rates at five of the buildings in the City's 46th ward via waste and recycling audits. This assessment used CBSM techniques such as behavior research through interviews and focus groups to identify perceived and real barriers and benefits to developing effective recycling programs and policies in multi-unit buildings. A second audit was conducted to collect additional waste and recycling data from five of the Project buildings. This information was used to further develop the baseline assessment and evaluate and document each building's additional recycling program activities.

From the information gathered to develop this baseline and the behavior research, the project team developed a targeted recycling plan with a Multi-Unit Residential Recycling Toolkit (Recycling Toolkit) and conducted education and outreach to the project buildings during Stage 2. In Stage 3, the project team measured the impact of the outreach and education efforts against the baseline during a final building assessment and residential survey. Finally, during Stage 4, the data and project lessons learned were used by the project team to propose revisions to Chicago's current recycling ordinance: High Density Residential and Commercial Source Reduction and Recycling Ordinance.

The comprehensive waste and recycling audits at the five audit buildings showed that their overall recycling rate increased from 4% to 30% over the course of the Project. The Recycling Toolkit helped several of the buildings increase recycling or to establish a recycling program. The buildings with the highest rates had a recycling champion and/or infrastructure that made recycling as convenient (or close to it) as trash disposal.

MANAGEMENT APPROACH

Toeroek recognizes that efficient and effective use of time is critical to accomplishing the project goals as rapidly as possible while ensuring that data quality and documentation is protected. Thus, Toeroek will work directly with the EPA's TOCOR, Mr. Alan Lee and Co-TOCOR, Ms. Amberet, to maximize responsiveness. Toeroek will also work closely with Green Star to ensure that effective communication is maintained throughout the duration of the project. Ms. Valmassy, the project manager, will ensure that the TO is accomplished as EPA requested. She will oversee all project staff, providing them guidance and oversight on the subtasks.

Project kickoff will begin with a scoping meeting with the EPA TOCORs. Three key Toeroek team members will attend by conference call: our T.O. manager, Ms. Valmassy; our Program Manager, Mr. Kish; and our Green Star technical lead, Ms. Kovol. The scoping meeting will cover EPA expectations, responsibilities, communication and coordination requirements, scheduling consideration for planning and conducting the work, requirements and logistics, document requirements, and other topics as necessary to ensure that the project requirements are understood by all parties.

Toeroek's PMO will track cost and schedule performance. We will provide the performance data to the TO manager and project manager in financial monthly reports generated by the contract's project controller and project manager. Toeroek will also report and provide the project's progress in monthly progress reports delivered electronically to EPA as required by the contract.

ATTACHMENT A
COST PROPOSAL

TOEROEK ASSOCIATES, INC.

Customer: EPA
Prime Contract EP-W-13-002
Task Order Number TO #XXXX
Task Order Title Alaska SMM

POP Start: TBD
POP End: September 30, 2015

LABOR	BASE - Opt Yr 1	BASE - Opt Yr 2	Task 01 Develop a list of viable, modular options for SMM pilot projects in rural Alaska		Task 02 Analyze existing Producer Responsibility and Extended Product Stewardship projects as well as determine the feasibility of future expansions		Task 03 Recommend the SMM projects most likely to succeed	
Labor Category	Rate		Hours	Costs	Hours	Costs	Hours	Costs
Senior Project Manager	$ 139.00	$ 144.00	2.0	$278.00	1.0	$139.00	2.0	$278.00
Project Manager	$ 105.00	$ 108.00	3.0	$315.00	4.0	$420.00	5.0	$525.00
Expert Scientist	$ 140.00	$ 145.00	5.0	$700.00	11.0	$1,540.00	31.0	$4,340.00
Senior Scientist	$ 109.00	$ 113.00	5.0	$545.00	16.0	$1,744.00	56.0	$6,104.00
Junior Scientist	$ 62.00	$ 63.00	24.0	$1,488.00	16.0	$992.00	0.0	$0.00
Mid Level Engineer	$ 98.00	$ 101.00	0.0	$0.00	1.0	$98.00	1.0	$98.00
Clerical	$ 59.00	$ 61.00	2.0	$118.00	2.0	$118.00	2.0	$118.00
TOTAL - LABOR			41.0	$3,444.00	51.0	$5,051.00	97.0	$11,463.00
OTHER DIRECT COSTS	Rate		Units	Costs	Units	Costs	Units	Costs
Travel - Extended Stay (See Travel Detail)	$ -			$0.00		$0.00		$2,194.10
Reproduction - Copies (B&W on-site)	$ 0.08		50.0	$4.00	200.0	$16.00	75.0	$6.00
Other (telephone & other)-conf calls				$18.00		$18.00		$18.00
Tetra Tech Computer Usage				$5.94		$11.88		$29.70
Subtotal - ODCs				$27.94		$45.88		$2,247.80
Subcontracts and Handling (S&H)				$1.12		$1.84		$89.91
TOTAL - ODCs				$29.06		$47.71		$2,337.71
TOTAL PRICE				$3,473.06		$5,098.71		$13,800.71

TOEROEK ASSOCIATES, INC.

Customer: EPA
Prime Contract EP-W-13-002
Task Order Number TO #XXXX
Task Order Title Alaska SMM

POP Start: TBD
POP End: September 30, 2015

LABOR	BASE - Opt Yr 1	BASE - Opt Yr 2	Task 04 List all activities not selected for recommendations		Task 05 Prepare a detailed scoping document		GRAND TOTAL	
Labor Category	Rate		Hours	Costs	Hours	Costs	Hours	Costs
Senior Project Manager	$ 139.00	$ 144.00	1.0	$144.00	3.0	$432.00	9.0	$1,271.00
Project Manager	$ 105.00	$ 108.00	1.0	$108.00	4.0	$432.00	17.0	$1,800.00
Expert Scientist	$ 140.00	$ 145.00	4.0	$580.00	8.0	$1,160.00	59.0	$8,320.00
Senior Scientist	$ 109.00	$ 113.00	5.0	$565.00	13.0	$1,469.00	95.0	$10,427.00
Junior Scientist	$ 62.00	$ 63.00	0.0	$0.00	16.0	$1,008.00	56.0	$3,488.00
Mid Level Engineer	$ 98.00	$ 101.00	1.0	$101.00	1.0	$101.00	4.0	$398.00
Clerical	$ 59.00	$ 61.00	2.0	$122.00	4.0	$244.00	12.0	$720.00
TOTAL - LABOR			14.0	$1,620.00	49.0	$4,846.00	252.0	$26,424.00
OTHER DIRECT COSTS								
	Rate		Units	Costs	Units	Costs	Units	Costs
Travel - Extended Stay (See Travel Detail)	$ -			$0.00		$0.00		$2,194.10
Reproduction - Copies (B&W on-site)	$ 0.08		100.0	$8.00	100.0	$8.00	525.0	$42.00
Other (telephone & other)-conf calls				$0.00		$18.00		$72.00
Tetra Tech Computer Usage				$5.94		$26.73		$80.19
Subtotal - ODCs				$13.94		$52.73		$2,388.29
Subcontracts and Handling (S&H)				$0.56		$1.52		$95.53
TOTAL - ODCs				$14.50		$54.84		$2,483.82
TOTAL PRICE				$1,634.50		$4,900.84		$28,907.82

TOEROEK ASSOCIATES, INC.
EXTENDED TRAVEL DETAILS

TRAVEL DETAILS	Subtask #3	Subtask #3	Subtask #3	TOTAL EXTENDED TRAVEL
Purpose of Trip	**Feedback on Potential SMM Projects**	**Feedback on Potential SMM Projects**	**Feedback on Potential SMM Projects**	
Destination	**Chickaloon, AK**	**King Salmon / Naknek**	**Dutch Harbor, AK**	
Number of Trips	**1**	**1**	**1**	
Number of People/Trip	**1**	**1**	**1**	
Number of Days /Trip	**1**	**1**	**1**	
Airfare	$ -	$ 595	$ 1,000	**$ 1,595**
Lodging	$ -	$ -	$ -	**$ -**
Vehicle Rental	$ 83	$ 83	$ 83	**$ 249**
M&IE	$ 50	$ 41	$ 50	**$ 142**
Misc (Tolls, Gas, Parking, mileage)	$ 129	$ 39	$ 39	**$ 208**
TOTAL SUBTASK	**$ 263**	**$ 759**	**$ 1,173**	**$ 2,194**

COST PROPOSAL ASSUMPTIONS

TASK 1: Develop a list of viable, modular options for SMM pilot projects in rural Alaska

- Toeroek assumes the kickoff and task project meeting will be attended via teleconference.
- Toeroek assumes one draft of the master list will be submitted to EPA electronically for review.

TASK 2: Analyze existing Producer Responsibility and Extended Product Stewardship projects as well as determine the feasibility of future expansions

- Toeroek assumes one draft of the take back activity descriptions will be submitted to EPA electronically for review.
- Toeroek assumes the task project meeting will be attended via teleconference.

Task 3: Recommend the SMM projects most likely to succeed

- Toeroek assumes that somewhere between three and seven activities will be recommended. If the top contenders are complex, Toeroek will recommend fewer activities (such as three or four); otherwise five to seven activities will be recommended.
- Toeroek assumes travel will consist of three one-day trips to rural native villages (one road trip outside of Anchorage; one to the Naknek area, and one to the Dutch Harbor area). It is assumed that the locations and durations of these trips may change based on the recommendations in Task 3.
- Toeroek assumes one draft of the recommended activity descriptions will be submitted to EPA electronically for review.
- Toeroek assumes the task project meeting will be attended via teleconference.

Task 4: List all activities not selected for recommendation

- Toeroek assumes one draft of the not selected activity descriptions will be submitted to EPA electronically for review.

Task 5: Prepare a detailed scoping report

- Toeroek assumes that majority of the content for this report will be generally compiled in the previous tasks.
- Toeroek assumes one draft of the scoping report will be submitted to EPA electronically for review and one final version will be submitted to EPA electronically.
- Toeroek assumes the task project meeting will be attended via teleconference.

ATTACHMENT B
RESUMES OF PROPOSED KEY TECHNICAL STAFF

TOMMIE JEAN VALMASSY (Tetra Tech)

Education

Bachelor of Arts, Radio and Television, San Francisco State University
Associates Art, Liberal Arts, Solano College

QUALIFICATION HIGHLIGHTS

- Over 10 years of professional experience planning community outreach and involvement programs
- Experience in organizing and facilitating regular webinars for a federal client, focusing on climate change and green activities, including Federal Green Challenge webinars, as well as various, one-time webinars for other client
- Experience in conference support that includes venue selection, attendee notification, presentation preparation, and on-site support for conferences of more than 650 attendees
- Experience in managing community meetings and information sessions including meeting facilitation and design; meeting graphics including presentations and poster boards, and key messages and results

Relevant Experience

- ✓ **Community Consumptions (Food Waste) Pilot.** Ms. Valmassy managed this pilot program for EPA Region 10. Tasks included designing and leading focus groups and preparing a summary report; making presentations via webinar to the EPA workgroup, coordinating research with a food economist, working with staff to design a logo and toolkit for the pilot program.
- ✓ **Naval Station Treasure Island.** Ms. Valmassy has supported the Navy's community involvement program at former Naval Station Treasure Island since 2001. This includes preparing and implementing a community relations plan, with a full range of outreach activities, from mailers to posters, fact sheets, meetings, open houses, presentations, and coordinating with resident groups and city of San Francisco staff. Ms. Valmassy was a key member of the Treasure Island community outreach and involvement team for the Engineering Evaluation/Cost Analysis (EE/CA). Ms. Valmassy's responsibilities on the team included organizing internal team meeting logistics, agendas, and action items; organizing venue set-up and design of layout for multiple information sessions; collaborating on the writing of all fact sheets, poster boards, and other written material for the information sessions; working with the graphics department to design all poster boards, handout materials, and advertisements for the information sessions; and writing summaries of the sessions for the outreach team and the client.
- ✓ **EPA Region 4 TVA Kingston Fly Ash Recovery Project.** Ms. Valmassy provided on-site community outreach support for a high profile, high interest EPA emergency response project, handling all day-to-day community involvement issues and planning including: managing communications with the media, handling all details of public meetings, preparing newsletters and fact sheets, coordinating with multiple stakeholders, and web content support. She also helped start a community advisory group.
- ✓ **Meeting Facilitation.** Ms. Valmassy facilitates meetings varying in attendance from 10 to 300 with various goals including reaching consensus, establishing a working relationship, gathering public input, brainstorming and policy development, strategic planning, and project updates. Ms. Valmassy has experience preparing agendas, group exercises, planning and tracking documents, and display materials.

LINDA "KIM" KOVOL (Green Star)

Education

Bachelor of Arts, Liberal Arts & Sciences (Elementary Education), San Diego State University

QUALIFICATION HIGHLIGHTS

- Alaska-specific experience in rural and remote areas with an understanding of regional cultures
- Experience developing strategic partnerships
- Experience recognizing community needs

- ✓ **Executive Director, Green Star (current)**. Oversight of one location and $350K budget. Moved Green Star to near paperless system, reducing costs.
- ✓ **CPO for United Boys & Girls Clubs of Santa Barbara County (UBGC).** Oversight of four clubs, one licensed camp, and $3.5 million budget.
- ✓ **Strategic member of the senior administrative staff for Boys & Girls Clubs of Alaska (BGC-AK).** Actively participates and offers solutions for strategic planning, business development and management, media and public relations, fiscal management, grant opportunities, board development, and operational standards.

Relevant Experience

- ✓ Professional trainer and presenter, both locally and nationally. Professional forums have included: Boys & Girls Clubs of America (Youth Development Conference and Pacific Administrative Conference), Boys & Girls Clubs of Alaska, National AfterSchool Association, Child Care Connection, Anchorage Association for the Education of Young Children, and Anchorage Director's Association.
- ✓ Energetically develops and secures strategic partnerships with local school district(s), government and municipal officials and departments, human and health services agencies, and private donors.
- ✓ Savvy business manager and developer, recognizing the needs of the community and finding solutions that meet the demands, all the while profitable and meeting the mission and vision of organization(s).
- ✓ Contributed and served on conference committees, planning and executing all aspects of operational requirements (BGCA, BGC-AK, and ADA).
- ✓ Consistent presence in local training opportunities and contributes to the following training sessions: New Hire Orientation, New Volunteer Orientation, and Volunteer Technology 101.
- ✓ Active leader, participant and contributor with the Strategic Planning Committee for Boys & Girls Clubs of Alaska.
    - Membership expansion sub-committee
    - Marketing sub-committee
- ✓ Recruits and has established a succession plan, to include training and development of subordinate staff to ensure smooth transitions and reduce open leadership positions.
- ✓ Co-designed long distance technology learning / training. Facilitate local monthly sessions, and thorough knowledge of computer auditing procedures.
- ✓ Co-authored and assisted with grant (writing and research) opportunities, including RFI's, RFP's and MoA's.
- ✓ Maintains positive relationships with board members, and ensures appropriate and timely communication expectations are met and or exceeded through meetings, written reports, cultivation events, newsletters and tours.

- ✓ Policy & Procedures author and contributor, coordinates with fellow staff to ensure safe and clean facilities, crisis/emergency plans and communications (including technology recovery), reports, investigations, audits, incidents and insurance claims.
- ✓ High exposure and experience with public and consumer relations; participating in state and municipal regulation negotiations, and coordinating parent and community events.
- ✓ Nurtures relationships with elected officials, bureaucrats, special interest groups, journalists, volunteers, media representatives, board members and donors.
- ✓ Expanded marketing sector in radio ads, new print campaigns, and televised interviews and interest stories.
- ✓ Excellent verbal and written communication skills
- ✓ Successfully supervised and managed operations of upwards of thirteen Clubhouse facilities and four licensed facilities, including two community centers, a transportation fleet of (8) mini-busses and (10) vans, and oversight of upwards of 100 staff.
    - Projected budget of $4.16 million dollar budget (combined).
    - Four Clubhouses are connected directly with the Division of Juvenile Justice; supervised Coordinator and up to five Delinquency Prevention specialists targeting transitional youth.
    - Supervised and coordinated operations with Directors and Area Managers, and Program Resource Coordinators.
- ✓ Expanded capacity from two licensed sites (150 spaces / capacity) to four sites and eight transportation routes (300 spaces / capacity), including tripling early education classrooms from thirty-three spaces to ninety spaces.
- ✓ Authored policies, procedures, and best practices in operational reports to include an Operational Audit (presented at BGCA conference) to increase staff accountability and higher standards. High profile "trouble shooter;" able to identify performance deficiencies and move personnel / departments to goal-oriented, solution based action plans.
- ✓ Successfully recruited and redirected staff to reestablish center on annual license versus provisional in three months; currently directing building renovation to improve safety and security of children in centralized location; re-marketed center with professional preschool decorum, national curriculum, and culture (from "Licensed Child Care" to "Child Development Center" and corresponding logos, radio ads, etc.); center is on track for NAEYC accreditation in three years and NAA accreditation in two years.
- ✓ Key member of the Risk Management Committee, which seeks to reduce risks and increase safety through proper management of staff, facilities and operational standards.

Professional Affiliations and Accomplishments

ECE Administrator Certified
Professional Trainer and Presenter

- Boys & Girls Clubs of America
    - Pacific Administrative Conference
    - Pacific Northwest Youth Development Conference (Committee Member)
- Boys & Girls Clubs of Alaska (Committee Member)
- Alaska Association for the Education of Young Children (Board Member)
- Anchorage Director's Association (Committee Member)
- Child Care Connection
- National AfterSchool Association
- REAP (Board Member)

ANNE STEFANICH (Green Star)

Education

General Education credits, no degree conferred, University of Alaska Anchorage
Beginning Studies in Biochemistry, no degree conferred, Iowa State University

QUALIFICATION HIGHLIGHTS

- Alaska-specific experience in rural and remote areas with an understanding of regional cultures
- Experience providing technical assessments for recycling, source reduction and reuse, and green purchasing

Relevant Experience

- ✓ Technical Assistance Coordinator, Green Star. Anne Stefanich works primarily with businesses and Native organizations that are working towards their Green Star Award Certification. Site assessments include providing technical assistance with the building / physical inspections; examining lighting sources, heating, building envelope, waste streams (recycling, reduction, reuse, green purchasing) and vehicle fleet (air quality). She also coordinates the Green Events Programs. For example, assisting the Eklutna Tribal council set up a recycling program for their PowWow in 2014, which saw 1,500 people from ten different First Nations. Anne coordinates with other events to help with recycling and hauling recyclables from places like Nilnichik, Eagle River, Homer, Eklutna, Palmer and Wasilla. She has also helped with distance technical assistance for Old Harbour, Talkeeta, Healey, and Homer.
- ✓ Anne is a life-long Alaskan and has worked in many of the villages as a trainer/educator for the American Red Cross- Health Safety Services. For example, Anne has worked with native entities such as ASRC, Nana management company, Village of Scammon Bay, NACTEC, and Koneig. Anne has worked in the communities of Nome, Copper Center, Valdez, Nikiski, Soldotna, Kenai, Girdwood, Tok, Fairbanks, North Pole, Kodiak, Juneau and Auke Bay.
- ✓ First Aid /CPR/AED instructor, The Alaska club. Train club staff in Adult and pediatric First Aid/ CPR/AED. Set up and take down classroom and equipment, clean and sanitize manikins according to protocol. Ensure class paperwork is filled out correctly and turned into the correct manager. Recruit, train and retain Volunteer, part-time and full-time Instructors. Create a community class schedule for all office locations in the state; assign appropriate instructors to the schedule. Evaluate instructors for quality assurance and implement training plans for those ready for advancement or in need of correction. Arrange travel and lodging for instructors going to remote locations. Create, update and maintain electronic and physical records for instructors in Alaska.
- ✓ Sales Representative, The American Red Cross. Maintain current client training records, schedule refresher classes to meet needs. Meet with new, current and returning clients to assess their health and safety needs, show solutions and explore options to meet clients' needs and budgets. Coordinated with other territory sales representative to meet clients' needs across the state. Worked with out of state management to meet divisional and territory sales goals. Coordinated with AED representatives to put together Lunch and Learn product demonstrations.
- ✓ Health And Safety Manager, The American Red Cross of Alaska. Staff and volunteers recruitment and training to help with the smooth running of the Red Cross Health and Safety program in South-central Alaska. Creating and implementing the community class schedule for Anchorage, assigning instructors to the schedule and to private classes that clients requested. Maintain open lines of communication with current clients and begin conversations with prospective clients. Invoice clients for training and reconcile daily register deposits. Work with chapter management to meet regional and budgetary goals while maintaining mission principals.

WILBERT YANG (Tetra Tech)

Education

B.Ap.Sc., Bio-Resource Engineering, Waste Management, University of British Columbia, Vancouver, BC, Canada

QUALIFICATION HIGHLIGHTS

- 24 years of professional experience
- Experience developing, piloting, and implementing waste diversion programs in rural areas of Canada
- Experience developing solid waste management plans and benchmarking solid waste management systems
- Experience conducting public engagement and education programs

Relevant Experience

Mr. Yang is a Senior Waste Management Engineer in Vancouver, BC. He has nearly 25 years of experience in the environmental and waste management field. His experience is complemented by the positions he has held working for the provincial government, local government and private industry. His roles have ranged from primary technical consultant to program facilitator to project manager to senior advisor. He has worked on environmental and solid waste management projects in Yukon, Northwest Territories, British Columbia, Alberta, Saskatchewan, Manitoba and Ontario.

- ✓ **National Solid Waste Benchmarking Initiative.** Benchmarked solid waste management systems for municipalities across Canada. The project examines and compared solid waste management disposal systems, collection methods, facility and collection operations, processing arrangements, financial considerations and system goals, targets and performance measures.
- ✓ **Yukon Solid Waste Management Plan Update.** Currently updating solid waste management plans for 28 facilities in the Yukon Territory. This project involves assessing the disposal systems, evaluating operation practices, forecasting waste disposal demand and developing the facilities' operating plan for the next ten (10) years.
- ✓ **Yukon Recycling Review.** Assessed the Yukon Territory's recycling system. Project involved developing a territory wide recycling system that is financially and operationally sustainable. Key criteria for this review included financial implications, sustainability, capacity, flexibility, responsiveness and efficiency.
- ✓ **Old Crow Waste Management Assessment.** An evaluation of various waste disposal options for Old Crow, Yukon. This project lead to developing a procurement package for a thermal oxidation system, selecting a vendor, establishing permit requirements, conducting emission stack sampling and commissioning of the facility in July 2012 (after a stack sampling exercise was completed).
- ✓ **Haines Junction batch waste combustion conceptual design.** Completed a solid waste management system assessment and three conceptual designs for a transfer station, landfill and batch waste combustion system for the Village of Haines Junction, Yukon. The project also included an assessment of waste diversion options and potential energy recovery opportunities.
- ✓ **Senior Environmental Officer with BC Ministry of Environment.** Conducted several assessments of municipal and industrial landfills. Assessments related to new, existing and closed landfills, to environmental impact assessments, and to auditing environmental monitoring reports, operating plans, closure plans and monitoring programs.

Professional Affiliations and Accomplishments

Member, Association of Professional Engineers and Geoscientist of British Columbia (APEGBC)
Member, Association of Professional Engineers of Yukon (APEY)
Member, Solid Waste Association of North America (SWANA)

MEGAN M. SMITH

PROPOSED PROJECT FUNCTION

Junior Scientist

EDUCATION

Masters of Science (M.S.), Soil and Water Science, University of Florida, 2012
Bachelors of Science (B.S.), Environmental Science, University of Michigan, 2007

QUALIFICATION HIGHLIGHTS

- Studied and worked in the field of Environmental Sciences for 9 years, specializing in sustainable agriculture, landscape and forest ecology, soil microbial ecology, nutrient cycling, and ecosystem processes
- Researched, studied adaptive management, assisted in managing urban planning and conservation projects, conducted field evaluations, and evaluated disaster-recovery projects for federal funding in the context of NEPA, ESA, CWA, NHPA, and floodplain and wetland management perspectives

RELEVANT EXPERIENCE

- ✓ Conduct and compile research on site characteristics, contamination, and potential responsible parties on superfund sites. Produce reports to support EPA settlement and litigation activities. Interpret and analyze site data and documents to create historical timeline and assess environmental impacts of mining and other industrial activities.
- ✓ Reviewed project applications for disaster-relief funding for a variety of construction and repair projects for compliance with environmental and historic preservation policy while at FEMA. Experience with NEPA, CWA, ESA, floodplain and wetland evaluations, regulatory procedures, permitting, and coordination with a variety of participants in the compliance process (FEMA departments, state agencies, applicant liaisons, etc.).
- ✓ Conducted a complex scientific research project evaluating the effects of organic fertilizers on symbiotic fungi on the roots of tomato and cover crop as a graduate research scientist at the University of Florida. Performed project design, sample collection and processing, greenhouse experiment implementation, microscopy, fungal DNA analysis with real-time qPCR, data collection and statistical analysis, and thesis composition.
- ✓ At Environmental Incentives in South Lake Tahoe, prepared reports, communicated with clients, researched related organizations and projects, scheduled meetings, managed and manipulated data, assisted in presentations at meetings, prepared presentation materials, practiced and cultivated a high degree of efficiency and understanding of watershed environmental issues and practices. Created and managed applications for community housing projects, coordinating with land owners, architects, county administration, and environmental regulatory agencies.
- ✓ Fieldwork in forest health assessment, evaluation of management needs, GIS map interpretation, plant identification, noxious weed abatement, data entry and analysis while an intern with AmeriCorps working with USFS.
- ✓ Assisted graduate researchers on climate change studies while completing undergraduate studies at the University of Michigan. Performed sample processing, lab analysis, prepared reports, worked with botanical and soil samples, and performed microscopy on mycorrhizal fungal communities on maple roots.

CONFLICT OF INTEREST CERTIFICATION

EPA Contract No. EP-W-13-002
EPA Task Order: Alaska SMM

The Toeroek team certifies that to the best of its knowledge and belief, it is not aware of any information bearing on the existence of any actual or potential organizational or personal conflict of interest based on the information provided in this Task Order (TO). All Toeroek team personnel performing work under this TO are informed of their obligation to report personal and organizational conflicts of interest. Toeroek and its subcontractors will screen any future work for other clients to ensure that such work will not create an organizational or personal conflict of interest with the work described in this plan. The Toeroek team recognizes its continued obligation to identify and report any actual or potential conflicts of interest and its limitations on future contracting during performance of this TO.

Toeroek and its subcontractors have screened the work described in this plan for organizational and personal conflict of interest.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO. 001

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE SRRPOD

SRRPOD
US Environmental Protection Agency
Superfund/RCRA Regional Procurement
Operations
1200 Pennsylvania Ave, NW
Washington DC 20460

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

TOEROEK ASSOCIATES, INC.
Attn: DONNA TOEROEK
300 UNION BLVD.
SUITE 520
7208984101
LAKEWOOD CO 802281552

CODE 825211824 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-13-002 0025

10B. DATED *(SEE ITEM 13)* 09/30/2014

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

DUNS Number: 825211824
Region 9
Alaska Sustainable Materials Management Scoping Project
Task Order 0025:

TOCOR: Alan Lee
The purpose of this modification is to establish Amberet Green as the Alternate TOCOR.

LIST OF CHANGES:
Total Amount for this Modification: $0.00
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*

16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
Susan Neiheisel

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. ELECTRONIC SIGNATURE

16C. DATE SIGNED 03/25/2015

NAME OF OFFEROR OR CONTRACTOR
TOEROEK ASSOCIATES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	New Total Amount for this Version: $0.00 New Total Amount for this Award: $28,907.82 Buyer changed from Louise Easton to Susan Neiheisel Contracting Officer changed from Louise Easton to Susan Neiheisel Contracting Officer Representative changed from Jinky Callado to Alan Lee Alternate COR/Project Officer changed to : Amberet Green Period of Performance: 09/30/2014 to 12/31/2015				

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 09/22/2014

2. CONTRACT NO. (If any): EP-W-13-002

3. ORDER NO.: 0028

4. REQUISITION/REFERENCE NO.: PR-R9-14-00386

5. ISSUING OFFICE (Address correspondence to):
SRRPOD
US Environmental Protection Agency
Superfund/RCRA Regional Procurement Operations
1200 Pennsylvania Ave, NW
Washington DC 20460

6. SHIP TO:
a. NAME OF CONSIGNEE: Region 9
b. STREET ADDRESS: US Environmental Protection Agency
75 Hawthorne Street
c. CITY: San Francisco
d. STATE: CA
e. ZIP CODE: 94105

7. TO: DONNA TOEROEK
a. NAME OF CONTRACTOR: TOEROEK ASSOCIATES, INC.
b. COMPANY NAME:
c. STREET ADDRESS: 300 UNION BLVD.
SUITE 520
7208984101
d. CITY: LAKEWOOD
e. STATE: CO
f. ZIP CODE: 802281552

f. SHIP VIA:

8. TYPE OF ORDER
[ ] a. PURCHASE
REFERENCE YOUR:
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.
[X] b. DELIVERY
Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: See Schedule

10. REQUISITIONING OFFICE: SRRPOD

11. BUSINESS CLASSIFICATION (Check appropriate box(es))
[X] a. SMALL [ ] b. OTHER THAN SMALL [ ] c. DISADVANTAGED [ ] d. WOMEN-OWNED [ ] e. HUBZone
[ ] f. SERVICE-DISABLED VETERAN-OWNED [ ] g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM [ ] h. EDWOSB

12. F.O.B. POINT: Destination

13. PLACE OF
a. INSPECTION: Destination
b. ACCEPTANCE: Destination

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date): 1 Days After Award

16. DISCOUNT TERMS:

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 825211824 This action hereby issues a Time and materials Task order Number 0028. The contractor's Task Order Proposal dated July 14, 2014 is hereby approved and incorporated by reference in the amount of Continued ...					

18. SHIPPING POINT:
19. GROSS SHIPPING WEIGHT:
20. INVOICE NO.:

17(h) TOTAL (Cont. pages): $30,000.00

21. MAIL INVOICE TO:
a. NAME: RTP Finance Center
b. STREET ADDRESS (or P.O. Box): US Environmental Protection Agency
RTP-Finance Center
Mail Drop D143-02
109 TW Alexander Drive
c. CITY: Durham
d. STATE: NC
e. ZIP CODE: 27711

SEE BILLING INSTRUCTIONS ON REVERSE

17(i) GRAND TOTAL: $30,000.00

22. UNITED STATES OF AMERICA BY (Signature): 09/22/2014
ELECTRONIC SIGNATURE

23. NAME (Typed): Susan Neiheisel
TITLE: CONTRACTING/ORDERING OFFICER

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/22/2014	EP-W-13-002	0028

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	$55,316.74.. The task order funding ceiling for Option Period 1 is $30,000 which the contractor is not authorized to exceed. (Not for RTP: Option Period 1 - 1/1/14 to 12/31/14 Option Period 2 - 1/1/15 to 12/31/15) TOPO: Jinky Callado Admin Office: SRRPOD US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460 Period of Performance: 01/01/2013 to 12/31/2017					
0001	LND-2-3/Katz/EPP Climate Protection. New Task Order under REPA 5 - Environmentally Preferable Purchasing for Climate Protection CO: Susan Neiheisel CS: Louise Easton PO: Jinky Callado COR: John Katz Accounting Info: 14-15-B-09Q2D-302DA1-2505-1409QI0004-0 01 BFY: 14 EFY: 15 Fund: B Budget Org: 09Q2D Program (PRC): 302DA1 Budget (BOC): 2505 DCN - Line ID: 1409QI0004-001 Funding Flag: Complete Funded: $0.00 Accounting Info: 14-15-B-09Q2D-402C95-2505-1409QI0004-0 02 BFY: 14 EFY: 15 Fund: B Budget Org: 09Q2D Program (PRC): 402C95 Budget (BOC): 2505 DCN - Line ID: 1409QI0004-002 Funding Flag: Complete Funded: $30,000.00 The obligated amount of award: $30,000.00. Continued ...				30,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $30,000.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/22/2014	EP-W-13-002	0028

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The total for this award is shown in box 17(i).					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $0.00

CONTRACT NUMBER: EP-W-13-002-TASK ORDER 0028
CONTRACT NAME: REPA V

CONTRACTOR NAME: Toeroek Associates

OPTION PERIOD 3/4

Date: August 27, 2015

I. **Title** Environmentally Preferable Purchasing (EPP) for Climate Protection

Contract Officer Representatives

EPA Regional Task Order Contract Officer Representative (RTOCOR)

Jinky Callado, WST-2
75 Hawthorne Street
San Francisco, CA 94105
Callado.jinky@epa.gov.
415-972-3229 phone
415-947-3530 fax

EPA Task Order Contract Officer Representative (TOCOR)

John Katz
75 Hawthorne Street, WST-7
San Francisco, CA 94105
415-972-3283 phone
415-947-3530 fax
Katz.john@epa.gov

Period of Performance

The period of performance for this Task Order (TO) is from January 1, 2016 to December 31, 2016.

II. **Background**

EPA Region 9's Pollution Prevention Program has established as priorities advancing Environmentally Preferable Purchasing (EPP), and reducing the threat of climate change. As part of this work, in 2009 we helped launch the West Coast Climate and Materials Management Forum (Forum), a partnership of western cities and states that are developing and sharing ways to integrate lifecycle materials management policies and practices into climate actions. For more information on the Forum, see http://westcoastclimateforum.com/

For the past year Forum members have been developing a "Toolkit" of resources and strategies to help public sector purchasers use their purchasing power to reduce climate impacts through their supply chain. Toeroek has supported this work through TO 0028 - EPP for Climate. The Toolkit will include:

- Approaches to identify significant contributors to GHG in an institution's supply chain, using two different methods. The first provides detailed instructions on conducting a Scope 3 (supply chain) GHG inventory, based on Economic Input/Output LCA tools (EIOLCA). The second is a rough benchmarking tool

based on more than 40 similar analyses conducted by public sector institutions. Both approaches can be used to identify top contributors to GHG emissions and "hot spots" or targets for EPP action.

- Strategies for reducing GHGs from goods and services in five purchasing categories: construction (especially concrete and asphalt, and flooring), food, information technology and services, fuels, and professional services.
- Purchasing resources including case studies, procurement language, sample RFPs and RFQs, specifications, etc.

By September 2015 when the Toolkit is published, EPA and the Forum will recruit four (4) institutions to pilot test the Toolkit. The goals of these pilots are to better understand how the toolkit and its resources can be used in practice, identify challenges and other "lessons learned" in both picking GHG priorities and implementing the suggested EPP strategies, and gather feedback on ways to improve the Toolkit in the future. The purpose of this Task Order is to provide technical assistance to the Pilots in applying the various elements of the Toolkit, and gathering information to meet the above goals.

III. Assumptions and Constraints

EPA and the Forum will recruit up to 4 institutions (state or local governments) to serve as pilots. In order to be selected the Pilots must have some infrastructure and experience implementing EPP (e.g. EPP policies, existing programs) but should not have done significant work addressing GHG in procurement. They also will need to demonstrate they have the support of relevant departments such as purchasing, accounting, and environmental affairs, and have access to critical data such as procurement spending.

The Contractor will provide staffing in the disciplines and with the expertise required to accomplish each tasks and subtask. The Contractor shall provide staff with experience and skills in assisting institutions in: conducting data analysis for greenhouse gas inventories and prioritization of EPP and pollution prevention approaches; researching and implementing EPP policies, strategies, and best management practices; measuring and tracking EPP and pollution prevention implementation; and gathering feedback and communicating results. The Contractor should assume no travel for this Task Order.

IV. Scope

Task 1: Develop workplans for each Pilot institution. The goal of this task will be to formulate a targeted workplan with each Pilot to clarify what amount and kind of technical assistance they will need to use the Toolkit effectively. The Forum will recruit 4 Pilots, and will work to ensure they have an adequate foundation in EPP and procurement to be willing and capable partners. The Contractor will then hold 1-2 scoping meetings with each Pilot to understand their goals, capabilities and needs in using the Toolkit. Some may need help analyzing their spending to identify EPP targets, other may need more help in the implementation side, such as gathering vendor data or drafting RFPs/RFQs; others may need help with employee training or other aspects of implementation.

For estimation purposes, the workplans should be in the form of a 2-3 page memo that lays out expected tasks, level of effort, milestones, and timeline.

Deliverables:

1a. Scoping meetings with Pilot institutions, within 4 weeks of contract award

1b. Draft workplans for review by Pilots and EPA, within 2 weeks of completing scoping meetings

1c. Final workplans, within 1 week following receipt of comments and input from Pilots and EPA.

Task 2: Provide Technical Assistance to Pilots as Outlined in Workplans

The Contractor will provide the Pilots with needed technical assistance as specified in the workplans. This could include, but not be limited to, research and analysis of purchasing data, calculation of GHG emissions from purchasing; identification of specific EPP strategies or approaches to meet Pilot goals; research and communications on possible purchasing tools such as vendor or product lists, bid specifications, guidance language, RFPs, market availability, etc.; training of relevant staff on specific topics of interest. For estimation purposes Contractor should expect to provide a maximum of 75 hours of services for each Pilot. EPA will work with Contractor and the Pilots to make sure expectations match available resources and time.

Deliverables:

2a. Regular (monthly) report to Pilots and EPA on workplan progress, including any needed changes or modifications based on any challenges, roadblocks or scope changes.

2b. Final summary of progress on workplans, within 10 months of contract award.

Task 3: Assist in Capturing and Communicating User Experience

The Contractor shall work with each Pilot to gather their experience using the Toolkit and implementing the EPP strategies. This could include but not be limited to tracking specific purchasing actions that resulted from the Pilot; tracking or estimating GHG reductions as a result; conducting exit interviews or short surveys to garner input on the Toolkit, etc. This feedback should be summarized in short memos (no more than 3 pages). EPA and Forum members will work with the Contractor to identify common questions and data elements that should be included. The Contractor should assume it will take no more than 32 hours per Pilot to collect and summarize this information.

Deliverables:

3a. Summary of feedback from pilots in 3 page memos for each Pilot, within 12 months of contract award

V. Performance Measures and Quality Assurance

The contractor shall propose performance measures related to quality and timeliness of deliverables. The contractor shall propose the quality assurance systems and methods for periodic measurement, collection and reporting of its performance data.

VI. Technical Direction

The TOCOR is authorized to provide technical direction, which clarifies the PWS. Technical direction must be within the scope of the contract and the TO. Technical direction is instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or provides similar guidance. It includes evaluation of contractor performance and comments on deliverables.

The TOCOR shall issue technical direction in writing or confirm in writing within five (5) calendar days after verbal issuance. The TOCOR shall forward copies of the technical direction to the Contracting Officer (CO) and RTOCOR.

The CO is the only person authorized to make changes to the TO or contract. Any changes to the TO scope, period of performance or deliverable due dates must be approved by the CO in writing.

VII. Schedule of Deliverables

SUMMARY OF DELIVERABLES

TASK	SUBTASK	DELIVERABLE	DUE
1	a.	Scoping meetings with Pilot institutions	Within 4 weeks of contract award
	b.	Draft workplans for review by Pilots and EPA	Within 2 weeks of completing scoping meetings
	c.	Final workplans	Within 1 week following receipt of comments and input from Pilots and EPA.
2	A	Regular report to Pilots and EPA on workplan progress, including any needed changes or modifications based on any challenges, roadblocks or scope changes.	Monthly while assistance is being provided to Pilots.
	B	Final summary of progress on workplans	within 10 months of contract award
3	a	Summary of feedback from pilots in 3 page memos for each Pilot	within 12 months of contract award

EP-W-13-002 TASK ORDER 0028 MOD SUMMARY

Mod #	Reason For Modification	Award Date	Obligation	Total Amount
P00011	Other Administrative Action	6/1/2018	$0.00	$0.00
P00010	Other Administrative Action	12/6/2017	$1,169.00	$0.00
BASE		9/22/2014	$30,000.00	$30,000.00
009	Funding Only Action	11/21/2016	$0.00	$44,323.00
008	Funding Only Action	6/23/2016	$10,000.00	$10,000.00
007	Funding Only Action	4/12/2016	$0.00	($15,734.90)
006	Funding Only Action	12/14/2015	$15,000.00	$76,336.00
005	Funding Only Action	10/9/2015	$15,000.00	$26,114.70
004		3/27/2015	$0.00	$0.00
003		2/20/2015	$0.00	$0.01
002		2/18/2015	$25,000.00	$24,611.91
001		10/8/2014	$0.00	$25,316.75
				$220,967.47

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 02/10/2015

2. CONTRACT NO. *(If any)*: EP-W-13-002

3. ORDER NO.: 0030

4. REQUISITION/REFERENCE NO.: PR-R9-14-00581

5. ISSUING OFFICE *(Address correspondence to)*:
SRRPOD
US Environmental Protection Agency
Superfund/RCRA Regional Procurement Operations
1200 Pennsylvania Ave, NW
Washington DC 20460

6. SHIP TO:

a. NAME OF CONSIGNEE: Jinky Callado 415-972-3229

b. STREET ADDRESS:
US Environmental Protection Agency
75 Hawthorne Street

c. CITY: San Francisco

d. STATE: CA

e. ZIP CODE: 94105

7. TO: DONNA TOEROEK

a. NAME OF CONTRACTOR: TOEROEK ASSOCIATES, INC.

b. COMPANY NAME:

c. STREET ADDRESS:
300 UNION BLVD.
SUITE 520
7208984101

d. CITY: LAKEWOOD

e. STATE: CO

f. ZIP CODE: 802281552

f. SHIP VIA:

8. TYPE OF ORDER

☐ a. PURCHASE
REFERENCE YOUR:

Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.

☒ b. DELIVERY

Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: See Schedule

10. REQUISITIONING OFFICE: SRRPOD

11. BUSINESS CLASSIFICATION *(Check appropriate box(es))*

☒ a. SMALL ☐ b. OTHER THAN SMALL ☐ c. DISADVANTAGED ☐ d. WOMEN-OWNED ☐ e. HUBZone

☐ f. SERVICE-DISABLED VETERAN-OWNED ☐ g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM ☐ h. EDWOSB

12. F.O.B. POINT:

13. PLACE OF

a. INSPECTION: Destination

b. ACCEPTANCE: Destination

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O.B. POINT ON OR BEFORE *(Date)*: 02/10/2015

16. DISCOUNT TERMS:

17. SCHEDULE ***(See reverse for Rejections)***

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 825211824 Graffiti Management Outreach and Training This action hereby issues a Time & Materials Task Order Number 0030. The contractor's Task Order Proposal dated Continued ...					

18. SHIPPING POINT:

19. GROSS SHIPPING WEIGHT:

20. INVOICE NO.:

17(h) TOTAL *(Cont. pages)*: $25,000.00

21. MAIL INVOICE TO:

a. NAME: RTP Finance Center

b. STREET ADDRESS (or P.O. Box):
US Environmental Protection Agency
RTP-Finance Center
Mail Drop D143-02
109 TW Alexander Drive

c. CITY: Durham

d. STATE: NC

e. ZIP CODE: 27711

17(i) GRAND TOTAL: $43,016.72

SEE BILLING INSTRUCTIONS ON REVERSE

22. UNITED STATES OF AMERICA BY *(Signature)*: 02/10/2015 Louise Easton ELECTRONIC SIGNATURE

23. NAME *(Typed)*: Louise Easton
TITLE: CONTRACTING/ORDERING OFFICER

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
02/10/2015	EP-W-13-002	0030

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	October 14, 2014 is hereby approved and incorporated by reference in the amount of $43,016.72, which is the authorized Task Order Ceiling, which the contractor is not authorized to exceed. Task Order 0030 is incrementally funded for Option Period 2 for the amount of $25,000.00. Jinky Callado is appointed Task Order Contracting Officer Representative (TOCOR). The invoice approving official under Task Order 0030 is Jinky Callado, all other terms and conditions are hereby incorporated by reference from the parent contract EP-W-13-002.					
	NOTE: Not for RTP: Task Order Awarded in Option Period 2 - 1/1/15 to 12/31/15					
	TOCOR: Jessica Counts Admin Office: SRRPOD US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460					
0001	Option Period 2				25,000.00	
	Accounting Info: 14-15-B-09Q2D-402C95-2505-1509QE0001-001 BFY: 14 EFY: 15 Fund: B Budget Org: 09Q2D Program (PRC): 402C95 Budget (BOC): 2505 DCN - Line ID: 1509QE0001-001 Funding Flag: Complete Funded: $25,000.00					
	The obligated amount of award: $25,000.00. The total for this award is shown in box					
	Continued ...					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $25,000.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
02/10/2015	EP-W-13-002	0030

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	17(i).					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $0.00

CONTRACT NUMBER: EP-W-13-002 TO 30
CONTRACT NAME:
CONTRACTOR NAME:

May 9, 2017

I. Title: Safer Graffiti Management Training

EPA Regional Task Order Contract Officer Representative (RTOCOR)

Jinky Callado, WST-2
75 Hawthorne Street
San Francisco, CA 94105
Callado.jinky@epa.gov
415-972-3229 phone
415-947-3530 fax

EPA Task Order Contract Officer Representative (TOCOR)

Jessica Counts-Arnold, counts-arnold.jessica@epa.gov, 415-972-3288

II. Period of Performance

The period of performance for this Task Order (TO-30) is from the date of Contracting Officer issuance to on February 28, 2018.

III. Background

EPA is committed to reduction of toxics and volatile organic compounds (VOCs) emissions through alternative graffiti management methods. Graffiti management and control is a resource intensive and costly problem for public agencies and private companies. Many of the materials used in the management process contain VOCs that contribute to smog and toxic materials that pose a threat to workers and community members. Smog, which is formed from VOCs, has been linked to lung disease. The toxic components in graffiti removers have been associated with reproductive and developmental problems and may aggravate asthma. Some technologies used in graffiti mitigation also may pollute the storm water and land. Taggers use various materials including spray paint, marker, stickers and acid or diamond tipped tools to deface surfaces such as sidewalks, masonry walls, fences, lamp posts, traffic signs, billboards, glass and plexiglass. Alternative methods that are safer for workers and the environment are necessary.

Alternative graffiti abatement methods are the outcome of a $75,000 EPA pollution prevention grant awarded to the Los Angeles, Calif.-based Institute for Research and Technical Assistance (IRTA). Testing and development of the removers was done through partnerships between IRTA and several San Francisco city and Bay Area government agencies.

EPA developed educational materials that include training videos and fact sheets on the various graffiti management methods for workers employed in industries that involve graffiti removal. The fact sheets and training videos address safer alternatives such as blasting systems using dry ice and recycled glass, low VOC graffiti removers, protective films and graffiti resistant coatings based on the findings from IRTA's research.

IV. Objective/Purpose

The objective and purpose of this task order is to obtain the services of a Contractor who will develop and deliver trainings to graffiti abatement workers on alternative graffiti management methods to protect workers' health, and reduce the environmental impacts.

V. Assumptions and Constraints

Contractor shall be familiar with the principles of pollution prevention AND graffiti management, and provide staff who are proficient at delivering training with instructional demonstrations. Additionally, the contractor shall have experience working with graffiti workers' safety issues and understand the challenges of managing graffiti in a less toxic way.

EPA will provide recommendations based on previous work with the Institute of Research and Technical Assistance, state-wide local government, agencies and private companies within Region 9.

All deliverables created within the TO will be products of the EPA. EPA retains the right to publish, distribute, and modify all deliverables.

VI. Scope

To support the development of quality training for workers, EPA would like to provide training to graffiti abatement workers on how to reduce or eliminate exposures to potentially hazardous materials. The objectives are to provide workers with: 1) an understanding of safer graffiti removal techniques to use on a variety of substrates 2) awareness of the health and environmental effects of graffiti removal.

Task 1 - Administration, Invoices, and Progress Reporting

The Contractor shall provide monthly invoices and progress reports detailing activities, corresponding level of effort in hours and dollars expended by task and personnel, status of deliverables, and any barriers that may affect the completion of a task. The Contractor shall also meet with the TOCOR, via conference call as determined by the TOCOR, on a periodic basis to discuss progress achieved in meeting the objectives of the work plan.

At the start of this work, EPA and the Contractor shall have a kick-off meeting (likely via conference call) to discuss the objectives and schedule of the work laid out in this SOW.

NOTE: At the request of the TOCOR or as directed in the statement of work, the Contractor shall submit deliverables by electronic mail (email), or on other digital or non-digital media as requested. All deliverables must be delivered in an editable form. The digital media shall be PC-compatible and labeled to indicate: name of deliverable, contractor name, contract number, date completed, and indication of draft or final version.

Task 2 – Develop training modules "Greener Graffiti Management Techniques"

The Contractor shall develop presentation training modules covering common chemicals in graffiti removers, proper usage of chemical applications, and safer alternatives to hazardous chemicals and use of protective equipment. EPA will provide the contractor with information for the training which includes a series of 4 short videos of 3-4 minutes each, 2 fact sheets, and IRTA's recommendation

report. The training shall also include demonstrations of the recommended techniques and translation services in Spanish for the training modules (separate cost).

The 5 training modules to be developed are as follows:

Deliverables:

Module 1: Overview-Protecting Workers & the Environment
Module 2: Chemicals in Graffiti Removers
Module 3: Protective Films
Module 4: Alternative Blasting Methods
Module 5: Using protective Equipment

The contractor shall provide EPA with electronic drafts of the modules, and in response to EPA comments provide final deliverables.

Task 3 - Deliver Trainings on Safer Graffiti Abatement
The Contractor shall conduct five (5) one-day (2-3 hour) trainings for graffiti abatement workers on how to safely remove graffiti from buildings and public property. Contractor shall provide a hands-on demonstration of alternative pollution prevention techniques. For the purpose of budget estimation, contractor should cost estimate the training locations on these areas: California Fresno, Southern California, and Bay Area (3), Las Vegas, Nevada (1) and Phoenix, Arizona (1). The training locations may potentially change but cost should still be within the agreed budget. The target audience will be graffiti abatement, maintenance, and janitorial workers for state and local governments, and agencies within Region 9.

With guidance from EPA, the Contractor shall develop an outreach plan for soliciting participants that include tailored messaging. Contractor shall look for existing conferences or meetings where the trainings can be delivered. EPA will solicit graffiti abatement worker participation in the safer graffiti trainings through announcements and posting to key stakeholders. EPA will solicit and secure hosts with facilities to conduct the graffiti abatement trainings. The Contractor shall coordinate with the EPA-identified participating facilities and for budgeting purposes, assume having about 2 pre-training planning conference calls with each host. The Contractor shall work with EPA staff and stakeholders to identify and complete pre-training tasks, such securing speakers, and gathering needed supplies and equipment. EPA has materials including videos, fact sheets, and recommendation report that the Contractor can work from to develop training modules. The Contractor and EPA will ensure that the host's facilities have adequate space, for the hands-on demonstration on pollution prevention strategies.

At least 4 weeks prior to the first on-site training, the Contractor shall send for EPA's review and comment on agenda, the presentation, and all training materials. The presentations should walk participants through an overview of graffiti abatement methods and demonstrate best practices. The Contractor shall conduct (3-5) half-day (2-3 hour) trainings for graffiti and janitorial staff on how to identify and implement the appropriate methods for graffiti removal.

EPA will ask all participants to commit to using what they learn in the training to incorporate practices into their routine work assignments. Following the trainings, EPA intends to host a workgroup webinar in which training participants can share their experience, lessons learned, and opportunities they've identified as they implemented pollution prevention strategies. The Contractor shall continue to be a

resource to the training participants by having one follow-up call with the participants, to help answer questions and provide advice as training participants troubleshoot challenges they may be facing as they work to incorporate pollution prevention strategies.

Deliverables:

- Outreach Plan
- Agenda and Training Logistics
- Presentations
- Follow-up calls to managers

Task 4 - Reporting Results

Two weeks after each on-site training session, the Contractor shall provide EPA with an evaluation report (no more than 3 pages) from the training attendees. Report shall include feedback from training participants on what information they found most useful. EPA will provide the Contractor with a draft template for the evaluation two weeks prior to the first training session.

Deliverable:

- Post Training Evaluation Reports (3 pages or less)

Task 5 - Recap Report

The Contract shall provide a recap report that assess the success of the all trainings and opportunities for improvements. The recap report should be 10 or more and include: a list of the training sessions (dates and locations); total number of participants (and local, state government, and organizations); evaluation forms, and recommendations for improvements if EPA were to offer a similar training again in the future.

Deliverable:

- Recap Report (10 pages or more)

VII. Performance Measures and Quality Assurance

The contractor shall propose performance measures related to quality and timeliness of deliverables. The contractor shall propose the quality assurance systems and methods for periodic measurement, collection and reporting of its performance data.

VIII. Technical Direction

The TOCOR is authorized to provide technical direction, which clarifies the PWS. Technical direction must be within the scope of the contract and the TO. Technical direction is instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or provides similar guidance. It includes evaluation of contractor performance and comments on deliverables.

The TOCOR shall issue technical direction in writing or confirm in writing within five (5) calendar days after verbal issuance. The TOCOR shall forward copies of the technical direction to the Contracting Officer (CO) and RTOCOR.

The CO is the only person authorized to make changes to the TO or contract. Any changes to the TO scope, period of performance or deliverable due dates must be approved by the CO in writing.

IX. Schedule of Deliverables

SUMMARY OF DELIVERABLES

TASKS	DELIVERABLES	DUE DATE
1	Progress Reports and Invoices	Monthly
1	Kick-Off Meeting- EPA will provide the Contractor with graffiti toolkit that includes 4 videos, 2 fact sheets, IRTA's recommendation report and a listing of recommended stakeholders.	Two weeks from date of award
2	Email EPA draft presentation of training modules "Greener Graffiti Management Techniques" for EPA review and comment. • **Module 1:** Protecting Workers & the Environment - Overview • **Module 2:** Chemicals in Graffiti Removers • **Module 3:** Protective Films • **Module 4:** Alternative Blasting Methods • **Module 5:** Using protective equipment	10 weeks after Kick-off Meeting
	Finalize training module presentation that reflects EPA comments.	Within 15 days from receipt of EPA comments.
3a	Email EPA with list of potential training hosts and attendees	30 days from date of award
3b	With EPA, develop an outreach plan for soliciting participants that include tailored messaging for announcement of training.	45 days from date of award
3c	With EPA develop a list of recommended speakers	30 days from date of award
3d	Secure speakers approved by EPA	Within 4 weeks of each training
3e	Provide speakers with training logistics and draft agenda	Within 2 weeks of each training
3f	Hold 2 pre-training planning and prep calls with EPA, hosting facility, and speakers.	2 weeks prior to each training session
3g	Draft post-training evaluation form with input from EPA	2 weeks prior to training being held
3h	Hold (5) 2-3-hour trainings in CA, NV, & AZ	Hold first training within 10 weeks from final approval of training modules.
4	Email EPA participant evaluation after training session	2 weeks after training
4a	Revised training materials based on participant feedback from the first two on-site training sessions	2 weeks after training
5	Email EPA Recap report summarizing trainings	2 weeks after each training

EP-W-13-002 TASK ORDER 0030 MOD SUMMARY

Mod #	Reason For Modification	Award Date	Obligation	Total Amount
P00004	Funding Only Action	5/23/2018	($48.51)	$0.00
BASE		2/10/2015	$25,000.00	$43,016.72
003	Other Administrative Action	2/3/2016	$0.00	$0.00
002	Exercise an Option	1/29/2016	$5,000.00	$31,336.63
001	Funding Only Action	6/26/2015	$18,016.72	$0.00
				$74,353.35

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 07/08/2015

2. CONTRACT NO. (If any): EP-W-13-002

3. ORDER NO.: 0031

4. REQUISITION/REFERENCE NO.: PR-R7-15-00215

5. ISSUING OFFICE (Address correspondence to):
SRRPOD
US Environmental Protection Agency
Superfund/RCRA Regional Procurement Operations
1200 Pennsylvania Ave, NW
Washington DC 20460

6. SHIP TO:
a. NAME OF CONSIGNEE: SRRPOD
b. STREET ADDRESS: US Environmental Protection Agency
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3805R
c. CITY: Washington
d. STATE: DC
e. ZIP CODE: 20460

7. TO: DONNA TOEROEK
a. NAME OF CONTRACTOR: TOEROEK ASSOCIATES, INC.
b. COMPANY NAME:
c. STREET ADDRESS: 300 UNION BLVD.
SUITE 520
7208984101
d. CITY: LAKEWOOD
e. STATE: CO
f. ZIP CODE: 802281552

f. SHIP VIA:

8. TYPE OF ORDER
[ ] a. PURCHASE
REFERENCE YOUR:
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.
[X] b. DELIVERY
Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: See Schedule

10. REQUISITIONING OFFICE: SRRPOD

11. BUSINESS CLASSIFICATION (Check appropriate box(es))
[ ] a. SMALL [ ] b. OTHER THAN SMALL [X] c. DISADVANTAGED [X] d. WOMEN-OWNED [ ] e. HUBZone
[ ] f. SERVICE-DISABLED VETERAN-OWNED [ ] g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM [ ] h. EDWOSB

12. F.O.B. POINT: Destination

13. PLACE OF
a. INSPECTION
b. ACCEPTANCE

14. GOVERNMENT B/L NO.

15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)

16. DISCOUNT TERMS

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 825211824 Human Health Risk Assessment Technical Support for the Amoco Oil Refinery, Sugar Creek, MO This action initiates Task Order #31 under Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE

18. SHIPPING POINT

19. GROSS SHIPPING WEIGHT

20. INVOICE NO.

21. MAIL INVOICE TO:
a. NAME: RTP Finance Center
b. STREET ADDRESS (or P.O. Box): US Environmental Protection Agency
RTP-Finance Center
Mail Drop D143-02
109 TW Alexander Drive
c. CITY: Durham
d. STATE: NC
e. ZIP CODE: 27711

17(h) TOTAL (Cont. pages): $44,320.53

17(i) GRAND TOTAL: $44,320.53

22. UNITED STATES OF AMERICA BY (Signature): 07/08/2015
ELECTRONIC SIGNATURE

23. NAME (Typed): Margie Weathers
TITLE: CONTRACTING/ORDERING OFFICER

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
07/08/2015	EP-W-13-002	0031

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	contract EP-W-13-002. The contractor's proposal dated May 28, 2015 is approved and incorporated by reference. The task order ceiling is $44,320.53, which the contractor shall not exceed. The period of performance for this task order is July 8, 2015 - December 31, 2015. TOCOR: Robert Aston Max Expire Date: 06/30/2018 Admin Office: SRRPOD US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460 Period of Performance: 01/01/2013 to 12/31/2017					
0003	Option Period 2 Accounting Info: 15-16-B-07LJ-303D99-2505-1507L95002-00 1 BFY: 15 EFY: 16 Fund: B Budget Org: 07LJ Program (PRC): 303D99 Budget (BOC): 2505 DCN - Line ID: 1507L95002-001 Funding Flag: Partial Funded: $44,320.53 The obligated amount of award: $44,320.53. The total for this award is shown in box 17(i).				44,320.53	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $44,320.53

Title
Human Health Risk Assessment Technical Support
Amoco Refinery Sugar Creek, Missouri

Contract Officer Representatives

EPA Regional Task Order Officer Representative (RTOCOR)

Jeannette Kerr
EPA Region 7
AWMD
11201 Renner Blvd
Lenexa, KS 66219
kerr.jeannette@epa.gov
Work: (913) 551-7245

EPA Task Order Contract Officer Representative (TOCOR)

Robert Aston
EPA Region 7
AWMD/WRAP/KNRP
11201 Renner Blvd
Lenexa, KS 66219 (office)
Aston.Robert@epa.gov
(913) 551-7392

Authorization

This Performance Work Statement (PWS) is in accordance with 1.1(Technical Reviews) of the REPA 5 Zone III Contract Scope of Work

Period of Performance

The period of performance for this Task Order (TO) is from the date of Contracting Officer issuance through December 31, 2015.

Background

The U. S. Environmental Protection Agency (EPA) requests human health risk assessment technical support for the Amoco Oil Refinery in Sugar Creek, Missouri. Technical document review and comment is requested to be provided by personnel with expertise in human health risk assessment. In additional, technical support in the form of meeting attendance regarding

risk assessment review is also requested. Under an agreement between the US EPA and the Missouri Department of Natural Resources (MDNR), the MDNR is assuming the role of technical lead for the site and is responsible for the review, comment and approval of documents associated with completing the RFI and CMS at the site. EPA's primary technical role will be to provide support to MDNR in areas associated with human and ecological risk assessment, and other areas as identified.

Objective and Purpose

The purpose of this Task Order is to provide technical assistance to the EPA Region 7 RCRA Program by providing risk assessment support.

Site Background

The Amoco Oil company operated an oil refinery from 1904 until 1982 in Sugar Creek, Missouri. The Former Refinery is located at 1000 North Sterling Road in the City of Sugar Creek, Missouri adjacent to the confluence of Sugar Creek and the Missouri River. Geographically the Former Refinery occupies approximately 450 acres on both sides of Sugar Creek and the southern floodplain and bluff of the Missouri River.

The former refinery was owned by Amoco and contained refinery and production process equipment; tanks for storage of crude oil and refined, intermediate, and finished products; and a wastewater treatment system. Originally put into service in 1904, the former refinery underwent a series of expansions and modifications until it ceased operation in June 1982. Since that time. Amoco has continued to use portions of the Former Refinery as a light oil petroleum product marketing terminal, pipeline facility and asphalt receiving and processing center. In addition, custodial activities such as oil recovery, operation of wastewater gathering and conveyance systems, and site security have continued at the site. Dismantling of process equipment, piping, and tankage commenced in late 1986 and was completed in 1991.

On June 30, 1989, EPA and Amoco Oil company entered into an Administrative Order on Consent under Section3008 (h) of RCRA. In accordance with the Consent Order Amoco is required to conduct a RCRA Facility Investigation a Corrective Measures Study and implement Interim Measures.

As requested, the contractor will be responsible for review of risk assessment submittals from the facility for consistency with the Consent Order, EPA-approved work plans and EPA guidance documents.

Task 1 - Project Management and Administrative Support

The Contractor shall initiate a conference call (Conference Call #1) with the TOCOR within 14 calendar days of receiving the PWS, to discuss the project objectives, strategy for achieving those objectives and alternate paths of action that might arise during the project.

The Contractor shall conduct all project management and administrative support activities necessary to ensure the efficient accomplishment of Tasks **2** through **5** of this Statement of Work. Project management activities shall include project planning and scoping, generation of the monthly voucher and progress report, review of the voucher and progress report to verify its accuracy, periodic project monitoring of project schedule and budget, quality assurance reviews, and project closeout activities.

Task 2 - Work Plan Development

Based on the conference call the Contractor shall submit a work plan to define the Scope of Work and estimated project cost for each task, including general project management and administrative costs. The work plan shall also provide the names of individual staff members assigned to the work assignment and their qualifications. The anticipated complexity level for the task is expected to be highly to moderately complex.

Task 3 -Human Health Risk Assessment Review and Meeting

The Contractor shall provide technical assistance to EPA in reviewing and providing comments on the human health risk assessments which are being conducted for specific sub areas of the site. The Contractor shall review the risk assessments to ensure that they were done in a manner consistent with the most recent EPA guidance.

For labor and cost estimation purposes the Contractor should assume the costs associated with reviewing draft risk assessments for two separate sub areas of the Amoco facility. The Contractor shall review the risk assessments and provide EPA with written comments. The contractor shall provide EPA with two hard copies and one electronic copy of its review in Microsoft Word within 30 days of its receipt of each individual risk assessment.

In addition, the Contractor should include the costs associated with reviewing two revised risk assessment which are based upon the original comments prepared by the Contractor. The Contractor shall review the revised risk assessments to determine if the facility response addresses the original comment and provide EPA with a written response. The contractor shall provide EPA with two hard copies and one electronic copy of its review in Microsoft Word within 21 days of its receipt of each revised risk assessment.

For the purposes of cost estimation the Contractor shall assume two meetings with the EPA TOCOR for each risk assessment review. One meeting shall be by phone and one will be held at the regional office in Olathe, KS. The length of time for each meeting should not exceed 3 hours

The contractor shall submit written technical comments regarding deficiencies noted in the review and evaluation of the draft and revised risk assessments and make recommendations for correcting such deficiencies. Technical comments should be prepared to specifically cite the section, page number, paragraph, sentence, etc. to which the comment applies. Comments shall be written in a

manner that directs the facility to perform a certain task to address the deficiency, rather than simply stating that a deficiency exists. Comments shall be clear and concise. Editorial comments should be limited to errors that significantly affect the intent of the report, or if the report contains such a number of grammatical errors so as to detract from the document as a whole. If the report contains excessive errors, a general comment would be appropriate.

The Contractor will provide the EPA with both hard and electronic copies of the technical review comments and recommendations. The electronic copy of the technical review comments shall be submitted to EPA either on hard disk or by email at aston.robert@epamail.epa.gov in a version of software compatible with WordPerfect 8.0.

Task 4 - Meeting Attendance

The Contractor is requested to provide risk assessment technical support to EPA during meetings and/or conference calls with MDNR and Amoco representatives. Meetings are commonly held at the Amoco Refinery office. It is anticipated that the Contractor will need to attend technical meetings to discuss risk assessment technical comments. For the purposes of estimating labor and cost, it should be assumed that the Contractor will need to attend four meetings in Sugar Creek, and two conference calls at EPA's offices in Kansas City, Kansas. The Contractor will be given as much advance notice as possible on the finalization of the plans for the meeting. After conclusion of the meeting the Contractor should provide an email summary of the meeting to the EPA TOCOR. The meeting support discussed does not include meeting support for any planned public meetings. Public meeting support will be addressed under Task 5.

Task 5 - Public Meeting Support

Due to the local communities high level of sensitivity to the site the EPA requests the Contractor provides human health risk assessment technical assistance prior to and during public informational sessions. The support would involve the development of short (less than 2 page) risk assessment summaries written in plain language for the general public. Support would also include supporting EPA with regards to answering questions from the general public. For the purpose of estimating labor and costs the Contractor should assume support activites for two informational sessions (two 2 page summaries). Informational sessions will be held in meeting facilities located in Sugar Creek, Missouri. Informational sessions are commonly held during time periods convenient for local residents. For this reason these sessions will likely be held in the late afternoon and early evening. For general public inquiries the Contractor should assume 10 LOE hours for each risk assessment.

ADDITIONAL CLAUSES FOR REPA WORK ASSIGNMENTS

GENERAL

Upon issuance of written technical direction, the contractor shall submit for inspection copies of all work in progress at any time under this work assignment.

The contractor shall develop and maintain files supporting each work assignment.

PRINTING RESTRICTIONS

The contractor is prohibited from performing any printing under the Government Printing and Binding Regulations. Duplication is allowed to the extent it does not exceed 5,000 impressions of a single-page document or 25,000 impressions of a multiple-page document and the work cannot be performed under the job or time constraints at the EPA Print Shop. If the total number of photocopies for this work assignment exceeds 5,000 copies, the contractor shall identify the photocopying costs by task and deliverable.

WORK ASSIGNMENT CONFLICT OF INTEREST CERTIFICATION

The Contractor shall provide a conflict of interest certification in the work plan. In the certification, the Contractor must certify that, to the best of the Contractor's knowledge and belief, all actual or potential organizational conflicts of interest have been reported to the Contracting Officer or that, to the best of the Contractor's knowledge and belief, no actual or potential organizational conflicts of interest exist. In addition, the Contractor must certify that its personnel who perform work under this work assignment or relating to this work assignment have been informed of their obligation to report personal and organizational conflicts of interest to the Contractor. The certification shall also include a statement that the Contractor recognizes its continuing obligation to identify and report any actual or potential conflicts of interest arising during performance of this work assignment or other work related to this work assignment.

PERIOD OF PERFORMANCE

The period of performance for this work assignment is from date of Contracting Officer approval through the date in Block 22 of the REPA Work Assignment Form.

TRAVEL

The site is located within the greater Kansas City area and site meetings will not incur any travel costs other than travel to the site or the EPA Regional office.

LEVEL OF EFFORT

The contractor shall not exceed the estimated Level of Effort or dollar amount in the final approved work plan. Any increases must be initiated through a formal work assignment amendment.

In addition to the notification requirements of the contract, the contractor shall notify the WAM and Project Officer when 75% of the LOE and/or funding for this work assignment has been

expended.

PREFERRED CONTRACT SELECTION

TOEROEK is the preferred contract selection for this work assignment. Tetra Tech, a subcontractor to TOEROEK has historically provided risk assessment technical support to EPA Region 7 under prior REPA contracts on this facility. The previous technical support along with a staff familiar with the facility should result in an overall reduction in cost to the U.S. Federal Government.

TECHNICAL DIRECTION

The TOCOR is authorized to provide technical direction, which clarifies the PWS. Technical direction must be within the scope of the contract and the TO. Technical direction is instruction to the Contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or provides similar guidance. It includes evaluation of Contractor performance and comments on deliverables.

The TOCOR shall issue technical direction in writing or confirm in writing within 5 calendar days after verbal issuance. The TOCOR shall forward copies of the technical direction to the Contracting Officer (CO) and RTOCOR.

CONFIDENTIAL BUSINESS INFORMATION

If this work assignment requires use of RCRA Confidential Business Information (CBI), the contractor shall abide by all RCRA CBI requirements, the stipulations found in the RCRA CBI Security Manual and the CBI clauses in the contract.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

Deliverables

The deliverables anticipated for this project, with the number of copies required, are as follows:

DELIVERABLES	TASK NO.	NO. OF COPIES	DUE DATE

Work Plan	Task 2	2	As specified in contract
Technical Comments – Draft Risk Assessment	Task 3	2	30 Calendar Days from Receipt
Technical Comments - Revised Risk Assessment	Task 3	2	21 Calendar Days from Receipt
Meeting Summary Notes	Task 4	2	7 Calendar Days after meeting
Public Meeting Summaries	Task 5	2	7 Calendar Days after meeting

In addition to the number of hard copies listed above, the Contractor is requested to provide electronic copies of all deliverables via the internet to the following address: aston.robert@epa.gov

EP-W-13-002 TASK ORDER 0031 MOD SUMMARY

Mod #	Reason For Modification	Award Date	Obligation	Total Amount
BASE		7/8/2015	$44,320.53	$44,320.53
002	Funding Only Action	8/17/2016	($41,914.34)	($41,914.34)
001	Other Administrative Action	2/3/2016	$0.00	$0.00
				$2,406.19

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 12/22/2015

2. CONTRACT NO. *(If any)*: EP-W-13-002

3. ORDER NO.: 0032

4. REQUISITION/REFERENCE NO.: PR-R9-15-00632

5. ISSUING OFFICE *(Address correspondence to)*
SRRPOD
US Environmental Protection Agency
Superfund/RCRA Regional Procurement Operations
1200 Pennsylvania Ave, NW
Washington DC 20460

6. SHIP TO:
a. NAME OF CONSIGNEE: Region 9
b. STREET ADDRESS: US Environmental Protection Agency
75 Hawthorne Street
c. CITY: San Francisco
d. STATE: CA
e. ZIP CODE: 94105
f. SHIP VIA

7. TO: DONNA TOEROEK
a. NAME OF CONTRACTOR: TOEROEK ASSOCIATES, INC.
b. COMPANY NAME
c. STREET ADDRESS: 300 UNION BLVD.
SUITE 520
7208984101
d. CITY: LAKEWOOD
e. STATE: CO
f. ZIP CODE: 802281552

8. TYPE OF ORDER
☐ a. PURCHASE
REFERENCE YOUR:
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.
☒ b. DELIVERY
Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: See Schedule

10. REQUISITIONING OFFICE: SRRPOD

11. BUSINESS CLASSIFICATION *(Check appropriate box(es))*
☐ a. SMALL ☐ b. OTHER THAN SMALL ☒ c. DISADVANTAGED ☒ d. WOMEN-OWNED ☐ e. HUBZone
☐ f. SERVICE-DISABLED VETERAN-OWNED ☐ g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM ☐ h. EDWOSB

12. F.O.B. POINT: Destination

13. PLACE OF
a. INSPECTION
b. ACCEPTANCE

14. GOVERNMENT B/L NO.

15. DELIVER TO F.O.B. POINT ON OR BEFORE *(Date)*

16. DISCOUNT TERMS

17. SCHEDULE ***(See reverse for Rejections)***

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 825211824 TRI Compliance & Public Workshop(s) & Outreach This Time-and-Materials task order is hereby initiated approving the contractor's Continued ...					

18. SHIPPING POINT
19. GROSS SHIPPING WEIGHT
20. INVOICE NO.

17(h) TOTAL *(Cont. pages)*: $29,000.00

21. MAIL INVOICE TO:
a. NAME: RTP Finance Center
b. STREET ADDRESS (or P.O. Box): US Environmental Protection Agency
RTP-Finance Center
Mail Drop D143-02
109 TW Alexander Drive
c. CITY: Durham
d. STATE: NC
e. ZIP CODE: 27711

SEE BILLING INSTRUCTIONS ON REVERSE

17(i) GRAND TOTAL: $36,265.45

22. UNITED STATES OF AMERICA BY *(Signature)*: 12/22/2015 ELECTRONIC SIGNATURE

23. NAME *(Typed)*: Margie Weathers
TITLE: CONTRACTING/ORDERING OFFICER

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
12/22/2015	EP-W-13-002	0032

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	proposal dated November 2, 2015, in the amount of $36,265.45. Funding in the amount of $29,000.00 is being provided, which the contractor is not authorized to exceed. TOCOR: JJORDAN Max Expire Date: 09/30/2016 Admin Office: SRRPOD US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460 Period of Performance: 01/01/2016 to 09/30/2016					
0001	TRI Compliance & Public Workshop(s) & Outreach - Option Period 3 Accounting Info: 15-16-B-09O-401HD8-2505-1509E1C514-001 BFY: 15 EFY: 16 Fund: B Budget Org: 09O Program (PRC): 401HD8 Budget (BOC): 2505 DCN - Line ID: 1509E1C514-001 Funding Flag: Complete Funded: $29,000.00				29,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $29,000.00

CONTRACT NUMBER: EP-W-13-002 TASK ORDER 32
CONTRACT NAME: REPA 5
CONTRACTOR NAME: TOEROEK

Date: March 22, 2018

I. Title TRI Public Workshops & Outreach

Contract Officer Representatives

EPA Regional Task Order Contract Officer Representative (RTOCOR)

Jinky Callado, WST-2
75 Hawthorne Street
San Francisco, CA 94105
Callado.jinky@epa.gov.
415-972-3229 phone
415-947-3530 fax

EPA Task Order Contract Officer Representative (TOCOR)

Julie Jordan, ENF-4
75 Hawthorne Street
San Francisco, CA, 94105
Jordan.Julie@epa.gov
(415) 947-4207

Period of Performance

The period of performance for this Task Order (TO) is from July 1, 2018 – November 15, 2018

II. Background

The Emergency Planning and Community Right-to-Know Act (EPCRA) is a law enacted to encourage and support emergency planning efforts at the state and local level, and to provide the public with information concerning potential chemical hazards present in their communities. Under EPCRA, citizens have the right to information about the amounts, location and potential effects of hazardous and toxic chemicals present in their communities. To accomplish this, EPCRA created the Hazardous Chemical Inventory and the Toxics Release Inventory. The Toxics Release Inventory (TRI) is a publicly available USEPA database that contains information on toxic chemical releases and other waste management activities reported on an annual basis by certain covered industry groups as well as federal facilities. Building community capacity and awareness of the TRI database, information and uses is a high priority for EPA.

III. Objective/Purpose

The contractor will support the Region 9 TRI Program Coordinator in developing EPCRA 313 TRI outreach materials and in conducting public community workshops in order to build public capacity and awareness of TRI information and its uses; and to provide support to the TRI Coordinator in delivery of compliance assistance to regulated facilities, including demonstrating EPA's TRI data tools; and in conducting data quality reviews and follow-up on the TRI Form Rs submitted by the regulated facilities. Due to an increased need and demand, as well as new regional TRI program priorities, the contractor will conduct additional public community workshops in the newly identified Tribal and Environmental Justice priority communities within the region, and will develop and conduct additional industry-specific compliance assistance and training webinars for regulated facilities, including federal facilities, in Region 9 and other EPA regions.

IV. Assumptions and Constraints

Assume that at least one contract staff will meet with the TRI Program Coordinator at the Region 9 San Francisco office for at least one full working day, 9 am – 5 pm, at the commencement of this contract to discuss planning and implementation. Assume that at least 8 one-hour conference calls will be held to discuss project details and status. Assume that at least one contract staff will attend each TRI public and/or facility compliance workshop. Assume that at least one public workshop will occur in California, Hawaii, Nevada and Arizona. Given that the specific location(s) in each state is (are) not known in advance, for bidding purposes, calculate expenses for one meeting in the largest city with an airport in each.

V. Scope

1. Planning & Project Management Activities: Meet with EPA Region 9 TRI Program Coordinator (TRI Coordinator) at commencement of contract to discuss project details, including project timeline, identification of key milestones and interim tasks; schedule regular EPA-Contractor meetings and/or calls to discuss overall project progress and status of component activities. Provide TRI Coordinator with a Final Report of the project, including participant statistics for the Public Community Workshop(s) and the Facility Compliance Assistance Workshop(s) and Customer Satisfaction survey results.

2. Public Outreach & Workshop Activities: Using TRI, EJSCREEN other demographic data, identify and rank communities in the Region 9 priority communities and Tribal lands according to Environmental Justice criteria, highest number of TRI-reporting facilities and/or the greatest TRI releases to the environment in the past 5 years. Provide report of results, including ranked list of communities and supporting information, to TRI Coordinator to prioritize and select target community/communities for outreach and public workshop(s). For each selected community, scope potential accommodations for the public workshop(s). Based on required accommodations and venue availability, as well as community attributes and events, recommend best date, time and venue for each community workshop. Work with TRI Coordinator to finalize workshop accommodations and venue, and to develop workshop agenda. Draft marketing outreach materials to advertise and promote the public workshop(s) and the TRI tools for communities. Materials may include flyers, handouts, post-cards, web postings and videos, and other materials appropriate for reaching target communities effectively. Identify and recommend best approaches and community organizations for outreach distribution. Conduct outreach to communities as directed by TRI Coordinator for the community workshop(s) and the TRI tools for communities. Provide ongoing updates to TRI Coordinator between scheduled calls and meetings. Attend workshop(s), public relations during workshop(s). Attend each community workshop; assist with workshop(s) set-up and wrap-up activities, and provide community-relations and facilitation during the workshop(s). Develop Customer Satisfaction survey for workshop participants. Provide TRI Coordinator with a summary report of Public Outreach and Workshop projects, including workshop participation statistics and Customer Satisfaction survey results.

3. Facility Compliance and Technical Assistance Activities: Conduct outreach to Region 9 facilities subject to the TRI reporting requirement. Use TRI database and facility data quality spreadsheets to provide compliance assistance follow up with target facilities. Develop or identify available TRI Compliance Assistance outreach materials; provide draft materials to TRI Coordinator for review. Conduct outreach to targeted facilities through emails and phone calls. Provide ongoing updates to and seek input from TRI Coordinator on status of facility data quality compliance assistance calls. Attend each compliance workshop; assist with workshop set-up and wrap-up activities, and provide public-relations and facilitation during the workshop. Provide TRI Coordinator with a summary report of Compliance Assistance Workshops results, including workshop participation statistics and Customer Satisfaction survey results.

VI. Performance Measures and Quality Assurance

The contractor shall propose performance measures related to quality and timeliness of deliverables. The contractor shall propose the quality assurance systems and methods for periodic measurement, collection and reporting of its performance data.

VII. Technical Direction

The TOCOR is authorized to provide technical direction, which clarifies the PWS. Technical direction must be within the scope of the contract and the TO. Technical direction is instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or provides similar guidance. It includes evaluation of contractor performance and comments on deliverables.
The TOCOR shall issue technical direction in writing or confirm in writing within five (5) calendar days after verbal issuance. The TOCOR shall forward copies of the technical direction to the Contracting Officer (CO) and RTOCOR.

The CO is the only person authorized to make changes to the TO or contract. Any changes to the TO scope, period of performance or deliverable due dates must be approved by the CO in writing.

VIII. Schedule of Deliverables

SUMMARY OF DELIVERABLES

TASK	SUBTASK	DELIVERABLE	DUE
Section V.1.		Draft Project Schedule	One-week following initial meeting with EPA Region 9 TRI Program Coordinator
Section V.2.	Use TRI data to rank communities	Report: Rank List of Region 9 and Tribal Communities	30 business days after initial meeting.
	Identify community-appropriate schedule & venue	Proposed schedule and venue for public workshop(s)	60 days after initial meeting
	Draft outreach materials for workshop	Draft Public Workshop outreach materials (marketing of workshop)	75 days after initial meeting
		Finalize Public Workshop outreach materials (marketing)	120 days
		Proposed Outreach Approaches	120 days
	Draft Customer Satisfaction Survey	Draft Customer Satisfaction Survey	30-15 days prior to first Public Workshop
		Finalize Customer Satisfaction Survey	5 days prior to first Public Workshop
	Conduct Workshop outreach (marketing)	Public Outreach -	Commencing 30-45 days prior to each Public Workshop until date of workshop
	Draft TRI Community Tools outreach	Draft Public TRI Community Tools outreach materials (customer reminder materials)	75 days after initial meeting, or No later than 30 days prior to first public workshop.
		Final version of Public TRI Community Tools outreach materials (customer reminder materials)	No later than 10 days prior to first public workshop.
		Public TRI Community Tools for distribution (inventory)	5 days prior to first public workshop

.		Draft Project Report, including Customer Satisfaction Survey results	30 days after final workshop
		Final Project Report	30 days after EPA approval of draft
Section V.3	Conduct outreach to Region 9 facilities subject to TRI reporting	Facility Technical Assistance Contact & Status Report	Monthly July 31-December 31
	Develop or identify compliance assistance materials	Draft and Final compliance assistance material	Draft – March 31 Final – April 30
	Develop Customer Satisfaction Survey	Draft Customer Satisfaction Survey	30-15 days prior to first Compliance Assistance Workshop
		Finalize Customer Satisfaction Survey	5 days prior to first Compliance Assistance Workshop
	Develop Final Project Report	Draft Project Report, including Customer Satisfaction Survey results	30 days after final workshop
		Final Project Report	30 days after EPA approval of draft

EP-W-13-002 TASK ORDER 0032

Mod #	Reason For Modification	Award Date	Obligation	Total Amount
P00010	Funding Only Action	6/4/2018	$17,200.00	$34,583.00
P00009	Other Administrative Action	4/30/2018	$0.00	$0.00
P00008	Funding Only Action	4/30/2018	$27,700.00	$0.00
P00007	Funding Only Action	12/5/2017	$11,100.00	$48,414.45
P00006	Funding Only Action	12/5/2017	$0.00	$0.00
P00005	Funding Only Action	12/5/2017	$0.00	$0.00
BASE		12/22/2015	$29,000.00	$36,265.45
004	scope	5/5/2017	$24,859.55	$24,859.55
003	Funding Only Action	3/23/2017	$7,440.45	$7,440.45
002	Exercise an Option	11/29/2016	$32,734.55	$32,734.55
001	Funding Only Action	7/28/2016	$7,265.45	$7,265.45
				$191,562.90

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 07/06/2017

2. CONTRACT NO. (If any): EP-W-13-002

3. ORDER NO.: 0037

4. REQUISITION/REFERENCE NO.: PR-R9-17-00296

5. ISSUING OFFICE (Address correspondence to):
SRRPOD
US Environmental Protection Agency
Superfund/RCRA Regional Procurement Operations
1200 Pennsylvania Ave, NW
Washington DC 20460

6. SHIP TO:
a. NAME OF CONSIGNEE: Region 9
b. STREET ADDRESS: US Environmental Protection Agency
75 Hawthorne Street
c. CITY: San Francisco
d. STATE: CA
e. ZIP CODE: 94105

7. TO: DONNA TOEROEK
a. NAME OF CONTRACTOR: TOEROEK ASSOCIATES, INC.
b. COMPANY NAME:
c. STREET ADDRESS: 300 UNION BLVD.
SUITE 520
7208984101
d. CITY: LAKEWOOD
e. STATE: CO
f. ZIP CODE: 802281552

f. SHIP VIA:

8. TYPE OF ORDER
☐ a. PURCHASE
REFERENCE YOUR:
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.
☒ b. DELIVERY
Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: See Schedule

10. REQUISITIONING OFFICE: SRRPOD

11. BUSINESS CLASSIFICATION (Check appropriate box(es))
☒ a. SMALL ☐ b. OTHER THAN SMALL ☐ c. DISADVANTAGED ☐ d. WOMEN-OWNED ☐ e. HUBZone
☐ f. SERVICE-DISABLED VETERAN-OWNED ☐ g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM ☐ h. EDWOSB

12. F.O.B. POINT: Destination

13. PLACE OF
a. INSPECTION: Destination
b. ACCEPTANCE: Destination

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date): 1 Days After Award

16. DISCOUNT TERMS:

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 825211824 This action hereby issues a Time & Materials Task Order number 0037. The Contractor's Task Order Proposal dated May 25, 2017 is hereby approved and incorporated by reference in the amount of Continued ...					

18. SHIPPING POINT:
19. GROSS SHIPPING WEIGHT:
20. INVOICE NO.:

17(h) TOTAL (Cont. pages): $10,000.00

21. MAIL INVOICE TO:
a. NAME: RTP Finance Center
b. STREET ADDRESS (or P.O. Box): US Environmental Protection Agency
RTP-Finance Center
Mail Drop D143-02
109 TW Alexander Drive
c. CITY: Durham
d. STATE: NC
e. ZIP CODE: 27711

SEE BILLING INSTRUCTIONS ON REVERSE

17(i) GRAND TOTAL: $36,762.00

22. UNITED STATES OF AMERICA BY (Signature): 07/06/2017 ELECTRONIC SIGNATURE

23. NAME (Typed): Susan B. Kelley
TITLE: CONTRACTING/ORDERING OFFICER

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
07/06/2017	EP-W-13-002	0037

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	$36,762.00 which is the authorized Task Order Ceiling. This action is incrementally funded in the amount of $10,000.00 which is the obligated Task Order ceiling. The contractor is not authorized to exceed these ceilings. Option Period 4 - 1/1/17 - 02/28/2018 Proposal Ceiling $36,762.00 Funding Ceiling $10,000.00 All other terms and conditions are hereby incorporated by reference from the parent Contract EP-W-13-002. *Note to RTP: Any reference to Option Periods pertains to the contract Option Periods and not the Periods in Compass Data Warehouse (CDW). TOCOR: Jinky Callado Max Expire Date: 02/28/2017 Admin Office: SRRPOD US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460 Period of Performance: 01/01/2013 to 02/28/2018					
0001	New Task for REPA V from Region 9 - Scoping Pollution Prevention (P2) Opportunities for Fruit and Vegetable Processing and Manufacturing Subsector Region 9 in the amount of $10,000.00 CO: Susan Neiheisel PO: Jinky Callado COR: Wendi Shafir Accounting Info: 17-18-B-09Q2D-402C95-2505-1709QI0013-0 01 BFY: 17 EFY: 18 Fund: B Budget Continued ...				10,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $10,000.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
07/06/2017	EP-W-13-002	0037

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Org: 09Q2D Program (PRC): 402C95 Budget (BOC): 2505 DCN - Line ID: 1709QI0013-001 Funding Flag: Complete Funded: $10,000.00					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $0.00

CONTRACT NUMBER: EP-W-13-002 TASK ORDER 32
CONTRACT NAME: REPA 5
CONTRACTOR NAME: TOEROEK

Date: March 22, 2018

I. Title TRI Public Workshops & Outreach

Contract Officer Representatives

EPA Regional Task Order Contract Officer Representative (RTOCOR)

Jinky Callado, WST-2
75 Hawthorne Street
San Francisco, CA 94105
Callado.jinky@epa.gov.
415-972-3229 phone
415-947-3530 fax

EPA Task Order Contract Officer Representative (TOCOR)

Julie Jordan, ENF-4
75 Hawthorne Street
San Francisco, CA, 94105
Jordan.Julie@epa.gov
(415) 947-4207

Period of Performance

The period of performance for this Task Order (TO) is from July 1, 2018 – November 15, 2018

II. Background

The Emergency Planning and Community Right-to-Know Act (EPCRA) is a law enacted to encourage and support emergency planning efforts at the state and local level, and to provide the public with information concerning potential chemical hazards present in their communities. Under EPCRA, citizens have the right to information about the amounts, location and potential effects of hazardous and toxic chemicals present in their communities. To accomplish this, EPCRA created the Hazardous Chemical Inventory and the Toxics Release Inventory. The Toxics Release Inventory (TRI) is a publicly available USEPA database that contains information on toxic chemical releases and other waste management activities reported on an annual basis by certain covered industry groups as well as federal facilities. Building community capacity and awareness of the TRI database, information and uses is a high priority for EPA.

III. Objective/Purpose

The contractor will support the Region 9 TRI Program Coordinator in developing EPCRA 313 TRI outreach materials and in conducting public community workshops in order to build public capacity and awareness of TRI information and its uses; and to provide support to the TRI Coordinator in delivery of compliance assistance to regulated facilities, including demonstrating EPA's TRI data tools; and in conducting data quality reviews and follow-up on the TRI Form Rs submitted by the regulated facilities. Due to an increased need and demand, as well as new regional TRI program priorities, the contractor will conduct additional public community workshops in the newly identified Tribal and Environmental Justice priority communities within the region, and will develop and conduct additional industry-specific compliance assistance and training webinars for regulated facilities, including federal facilities, in Region 9 and other EPA regions.

IV. Assumptions and Constraints

Assume that at least one contract staff will meet with the TRI Program Coordinator at the Region 9 San Francisco office for at least one full working day, 9 am – 5 pm, at the commencement of this contract to discuss planning and implementation. Assume that at least 8 one-hour conference calls will be held to discuss project details and status. Assume that at least one contract staff will attend each TRI public and/or facility compliance workshop. Assume that at least one public workshop will occur in California, Hawaii, Nevada and Arizona. Given that the specific location(s) in each state is (are) not known in advance, for bidding purposes, calculate expenses for one meeting in the largest city with an airport in each.

V. Scope

1. Planning & Project Management Activities: Meet with EPA Region 9 TRI Program Coordinator (TRI Coordinator) at commencement of contract to discuss project details, including project timeline, identification of key milestones and interim tasks; schedule regular EPA-Contractor meetings and/or calls to discuss overall project progress and status of component activities. Provide TRI Coordinator with a Final Report of the project, including participant statistics for the Public Community Workshop(s) and the Facility Compliance Assistance Workshop(s) and Customer Satisfaction survey results.

2. Public Outreach & Workshop Activities: Using TRI, EJSCREEN other demographic data, identify and rank communities in the Region 9 priority communities and Tribal lands according to Environmental Justice criteria, highest number of TRI-reporting facilities and/or the greatest TRI releases to the environment in the past 5 years. Provide report of results, including ranked list of communities and supporting information, to TRI Coordinator to prioritize and select target community/communities for outreach and public workshop(s). For each selected community, scope potential accommodations for the public workshop(s). Based on required accommodations and venue availability, as well as community attributes and events, recommend best date, time and venue for each community workshop. Work with TRI Coordinator to finalize workshop accommodations and venue, and to develop workshop agenda. Draft marketing outreach materials to advertise and promote the public workshop(s) and the TRI tools for communities. Materials may include flyers, handouts, post-cards, web postings and videos, and other materials appropriate for reaching target communities effectively. Identify and recommend best approaches and community organizations for outreach distribution. Conduct outreach to communities as directed by TRI Coordinator for the community workshop(s) and the TRI tools for communities. Provide ongoing updates to TRI Coordinator between scheduled calls and meetings. Attend workshop(s), public relations during workshop(s). Attend each community workshop; assist with workshop(s) set-up and wrap-up activities, and provide community-relations and facilitation during the workshop(s). Develop Customer Satisfaction survey for workshop participants. Provide TRI Coordinator with a summary report of Public Outreach and Workshop projects, including workshop participation statistics and Customer Satisfaction survey results.

3. Facility Compliance and Technical Assistance Activities: Conduct outreach to Region 9 facilities subject to the TRI reporting requirement. Use TRI database and facility data quality spreadsheets to provide compliance assistance follow up with target facilities. Develop or identify available TRI Compliance Assistance outreach materials; provide draft materials to TRI Coordinator for review. Conduct outreach to targeted facilities through emails and phone calls. Provide ongoing updates to and seek input from TRI Coordinator on status of facility data quality compliance assistance calls. Attend each compliance workshop; assist with workshop set-up and wrap-up activities, and provide public-relations and facilitation during the workshop. Provide TRI Coordinator with a summary report of Compliance Assistance Workshops results, including workshop participation statistics and Customer Satisfaction survey results.

VI. Performance Measures and Quality Assurance

The contractor shall propose performance measures related to quality and timeliness of deliverables. The contractor shall propose the quality assurance systems and methods for periodic measurement, collection and reporting of its performance data.

VII. Technical Direction

The TOCOR is authorized to provide technical direction, which clarifies the PWS. Technical direction must be within the scope of the contract and the TO. Technical direction is instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or provides similar guidance. It includes evaluation of contractor performance and comments on deliverables.
The TOCOR shall issue technical direction in writing or confirm in writing within five (5) calendar days after verbal issuance. The TOCOR shall forward copies of the technical direction to the Contracting Officer (CO) and RTOCOR.

The CO is the only person authorized to make changes to the TO or contract. Any changes to the TO scope, period of performance or deliverable due dates must be approved by the CO in writing.

VIII. Schedule of Deliverables

SUMMARY OF DELIVERABLES

TASK	SUBTASK	DELIVERABLE	DUE
Section V.1.		Draft Project Schedule	One-week following initial meeting with EPA Region 9 TRI Program Coordinator
Section V.2.	Use TRI data to rank communities	Report: Rank List of Region 9 and Tribal Communities	30 business days after initial meeting.
	Identify community-appropriate schedule & venue	Proposed schedule and venue for public workshop(s)	60 days after initial meeting
	Draft outreach materials for workshop	Draft Public Workshop outreach materials (marketing of workshop)	75 days after initial meeting
		Finalize Public Workshop outreach materials (marketing)	120 days
		Proposed Outreach Approaches	120 days
	Draft Customer Satisfaction Survey	Draft Customer Satisfaction Survey	30-15 days prior to first Public Workshop
		Finalize Customer Satisfaction Survey	5 days prior to first Public Workshop
	Conduct Workshop outreach (marketing)	Public Outreach -	Commencing 30-45 days prior to each Public Workshop until date of workshop
	Draft TRI Community Tools outreach	Draft Public TRI Community Tools outreach materials (customer reminder materials)	75 days after initial meeting, or No later than 30 days prior to first public workshop.
		Final version of Public TRI Community Tools outreach materials (customer reminder materials)	No later than 10 days prior to first public workshop.
		Public TRI Community Tools for distribution (inventory)	5 days prior to first public workshop

.		Draft Project Report, including Customer Satisfaction Survey results	30 days after final workshop
		Final Project Report	30 days after EPA approval of draft
Section V.3	Conduct outreach to Region 9 facilities subject to TRI reporting	Facility Technical Assistance Contact & Status Report	Monthly July 31-December 31
	Develop or identify compliance assistance materials	Draft and Final compliance assistance material	Draft – March 31 Final – April 30
	Develop Customer Satisfaction Survey	Draft Customer Satisfaction Survey	30-15 days prior to first Compliance Assistance Workshop
		Finalize Customer Satisfaction Survey	5 days prior to first Compliance Assistance Workshop
	Develop Final Project Report	Draft Project Report, including Customer Satisfaction Survey results	30 days after final workshop
		Final Project Report	30 days after EPA approval of draft

EP-W-13-002 TASK ORDER 0037 MOD SUMMARY

Mod #	Reason For Modification	Award Date	Obligation	Total Amount
P00002	Supplemental Agreement for work within scope		$0.00	$0.00
P00001	Supplemental Agreement for work within scope	11/7/2017	$0.00	$0.00
BASE		7/6/2017	$10,000.00	$36,762.00
001	Funding Only Action	8/25/2017	$26,762.00	$0.00
				$36,762.00

AWARD/CONTRACT	1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) ▶	RATING	PAGE OF PAGES 1 | 17

2. CONTRACT (Proc. Inst. Ident.) NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQUEST/PROJECT NO.
EP-W-13-002/0038	See Block 20C	PR-R0-17-00174

5. ISSUED BY CODE SRRPOD

SRRPOD
US Environmental Protection Agency
Superfund/RCRA Regional Procurement
Operations
1200 Pennsylvania Ave, NW
Washington DC 20460

6. ADMINISTERED BY (If other than Item 5) CODE

7. NAME AND ADDRESS OF CONTRACTOR (No., street, country, State and ZIP Code)

TOEROEK ASSOCIATES, INC.
Attn: DONNA TOEROEK
300 UNION BLVD.
SUITE 520
7208984101
LAKEWOOD CO 802281552

CODE 825211824 FACILITY CODE

8. DELIVERY
☐ FOB ORIGIN ☒ OTHER (See below)

9. DISCOUNT FOR PROMPT PAYMENT

10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN ▶ ITEM

11. SHIP TO/MARK FOR CODE R10

Region 10
US Environmental Protection Agency
1200 Sixth Avenue, Suite 900
Seattle WA 98101

12. PAYMENT WILL BE MADE BY CODE RTP FMC

RTP Finance Center
US Environmental Protection Agency
RTP-Finance Center (AA216-01)
109 TW Alexander Drive
www2.epa.gov/financial/contracts
Durham NC 27711

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:
☐ 10 U.S.C. 2304 (c) ( ) ☒ 41 U.S.C. 3304 (a) (0)

14. ACCOUNTING AND APPROPRIATION DATA
See Schedule

15A. ITEM NO	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	Continued				

15G. TOTAL AMOUNT OF CONTRACT ▶ $60,235.00

16. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
		PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES	
	A	SOLICITATION/CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS				PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING				PART IV - REPRESENTATIONS AND INSTRUCTIONS	
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE					
	G	CONTRACT ADMINISTRATION DATA			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	H	SPECIAL CONTRACT REQUIREMENTS			M	EVALUATION FACTORS FOR AWARD	

CONTRACTING OFFICER WILL COMPLETE ITEM 17 (SEALED-BID OR NEGOTIATED PROCUREMENT) OR 18 (SEALED-BID PROCUREMENT) AS APPLICABLE

17. ☒ CONTRACTOR' S NEGOTIATED AGREEMENT (*Contractor is required to sign this document and return* _____ *copies to issuing office.)* Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. *(Attachments are listed herein.)*

18. ☐ SEALED-BID AWARD (*Contractor is not required to sign this document.)* Your bid on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your bid, and (b) this award/contract. No further contractual document is necessary. (Block 18 should be checked only when awarding a sealed-bid contract.)

19A. NAME AND TITLE OF SIGNER (Type or print)

20A. NAME OF CONTRACTING OFFICER
Susan B. Kelley

19B. NAME OF CONTRACTOR

BY _____
(Signature of person authorized to sign)

19C. DATE SIGNED

20B. UNITED STATES OF AMERICA

BY [illegible] ELECTRONIC SIGNATURE
(Signature of the Contracting Officer)

20C. DATE SIGNED
07/27/2017

NAME OF OFFEROR OR CONTRACTOR
TOEROEK ASSOCIATES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	DUNS Number: 825211824 NEW TO - Resource Conservation & Waste Prevention Support This Action hereby issues a Time and Materials Task Order number 0038. The Contractor's Task Order Proposal dated May 26, 2017 is hereby approved and incorporated by reference in the amount of $60,235 which is the authorized Task Order Ceiling. This action is incrementally funded in the amount of $19,610.00 which is the obligated Task Order ceiling. The Contractor is not authorized to exceed these ceilings. Option Period 4: 1/1/2017 - 02/28/2018 Proposal Ceiling: S60,235.00 Funding Ceiling: 19,610.00 All other terms and conditions are hereby incorporated by reference from the parent contract EP-W-13-002. Note to RTP: Any reference to Option Periods pertains to the contract Option Periods and not the Periods in Compass Data Warehouse (CDW). TOCOR: Amberet Green Max Expire Date: 02/28/2018 Delivery: 02/28/2018 FOB: Destination Period of Performance: 07/27/2017 to 02/28/2018				
0001	Purpose: Request the CO to obligate $19,610 on the NEW TO titled "Research Conservation and Waste Prevention Support. REPA Contract 5 Performance period: Awarding period to 2/28/2017 TCOR: Theresa Blaine Accounting Info: 17-18-B-10B-302DA2-2505-1710BDR514-001 BFY: 17 EFY: 18 Fund: B Budget Org: 10B Program (PRC): 302DA2 Budget (BOC): 2505 DCN - Line ID: 1710BDR514-001 Funding Flag: Complete Funded: $10,000.00 Accounting Info: 17-18-B-10B-302DA1-2505-1710BDR514-002 BFY: 17 EFY: 18 Fund: B Budget Org: 10B Program (PRC): 302DA1 Budget (BOC): 2505 DCN - Line ID: 1710BDR514-002 Funding Flag: Complete Continued ...				

NAME OF OFFEROR OR CONTRACTOR
TOEROEK ASSOCIATES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Funded: $9,610.00				

PERFORMANCE WORK STATEMENT

Date Revised June 2018

CONTRACT NUMBER: EPW13002, REPA 5
CONTRACT NAME: Region 10 Resource Conservation and Waste Prevention Support
CONTRACTOR NAME: Toeroek Associates, Inc.
TASK ORDER NUMBER: 25

I. Title

Region 10 Resource Conservation and Waste Prevention Support Task Order

II. Contract Officer Information

Vicky Renshaw
EPA Regional Task Order Contract Officer Representative (RTOCOR)
RCRA Program, Materials, and Pollution Prevention Unit
1200 - 6th Avenue, OAW-150
Seattle, WA 98101
renshaw.vicky@epa.gov
Work: 206-553-6102
Fax: 206-553-8509

Theresa Blaine
EPA Task Order Contract Officer Representative (TOCOR)
RCRA Program, Materials, and Pollution Prevention Unit
1200 - 6th Avenue, OAW-150
Seattle, WA 98101
Blaine.theresa@epa.gov
Work: 206-553-0257
Fax: 206-553-8509

III. Authorization

This Performance Work Statement (PWS) is in accordance with Tasks 1 and 2 and 4 through 6 of the REPA 5 contract work statement.

IV. Period of Performance

This period of performance for this Task Order (TO) is from the date of Contracting Officer issuance through November 15, 2018.

V. Purpose

To provide both process management and technical support to the regional Sustainable Materials Management (SMM) program team. This SMM support may include webinar support, stakeholder engagement, and database development and support.

VI. Scope

Task 1: Webinar Support for 508 compliance

Webinars produced by the Materials Management and Stewardship (MMAS) Team are to be 508 compliant. EPA has support capabilities internally to manage and facilitate regional SMM webinars, however, we request contractor support to ensure webinars are 508 compliant for future viewing. In order to support this Task, we will require:

Deliverables	Timeframe
1.1 - Webinar Technology: Annual renewal of the existing GoToWebinar account software that includes conference lines and web access for up to 1000 individuals for the entire period of performance. Please note this renewal should cost no more than $950, as per pre-negotiated rate. Contact Theresa Blaine for renewal.	NLT October 1, 2017 and October 1, 2018
1.2 - Live Webinar Closed Captioning: On request, provide live Closed Captioning services for up to 4 live webinars. EPA would give lead time (at least 24 hours) to coordinate this.	On request, as needed.
1.3 - Webinar Transcription support for 508 compliance:** We are in the process of making existing MMAS team webinars 508 compliant through an in-house process. However, some of our existing webinars are not in a format where we can complete the webinar transcription.	On request, as needed. Transcription services must be applied to the webinar within 5 business days of the contractor's receipt of the webinar and sent to EPA.

**Additional details regarding Webinar Transcription for 508 compliance:

- On existing webinars where the formatting is not compatible with in-house webinar transcription process, we will require support to translate those webinar files into a format that is compatible with our process such as a .mp4 file.
- Webinar transcription may be required for up to 10 existing webinars. We have an existing process and will provide the procedure for webinar transcription.
- The webinar format should be viewable in an internet browser using Windows or Mac software and in a format of either .mp4, YouTube, or Vimeo.
- Each webinar will approximately be 60-90 minutes each. If webinar transcription is required, the webinar recording file will be provided by EPA staff upon completion of the webinar.

Task 2: Assistance in the Expansion of the Disaster Debris Recovery Tool (DDRT)

Background:

EPA Region 5 has created a database of waste disposal and material recovery facilities that can be utilized by response personnel in disaster response and recovery. The current Region 5 database includes over 6000 facility records for locations within Region 5 and their adjoining US states. There are over twelve types of recovery facilities and three types of active disposal facilities. The purpose of the database is to provide concise, accurate and necessary information for responders and planners that is easily accessible. The contractual tasks include using the source lists and format provided by Region 10 to compile the facility information (address, phone number, facility type, facility name, latitude & longitude and source) for all of the facility categories currently in use for the four Region 10 states and states bordering Region 10 which include:

Region 10 states: Alaska, Idaho, Oregon, Washington
Adjoining Region 10 states include: Montana, Wyoming, Utah, Nevada, California
Additional states: Nebraska, Kansas, Arkansas, Louisiana, Oklahoma, Texas and up to 4 additional states

General Needs:

The contractor is expected to collect and compile all of the data for each data field for each of the listed 9 states using web-based sources already identified by Region 10. In addition, the contractor shall compile the data from all States into an existing spreadsheet, which will be provided by Region 10. All information will be gathered following established procedures and entered in established format to be provided by Region 10. We expect there may be an estimated 500-800 records per state.

Specific Tasks:

Deliverables	Timeframe
2.1 Attend Initial Kickoff Meeting with EPA Technical Staff. Contractor should plan on attending initial meeting with EPA to discuss the scope of the project, project deliverables and schedule. Region 10 will demonstrate the existing database and walk through the established procedure, sources and spreadsheet for gathering the necessary information. This meeting is expected to last about 2 hours and will be held via webinar.	Within 2 weeks of issuance of task order.
2.2 Attend up to 3 Meetings. Contractor should plan on attending approximately 3 additional meetings with EPA to discuss the progress of the project or interim deliverables.	First meeting to be held 7 days after submittal of first spreadsheet. Remaining 2 meetings TBD by EPA staff.
2.3 - Explore database platform, if needed. We're currently exploring if we may use the current database (Cold Fusion) or migrate to a new database platform. Should the current Region 5 platform not be the right database platform, we	If needed, within 3 weeks of the issuance of task order.

request the contractor to provide 2 options of database platforms that would fit the needs of this database. However, if the current platform is acceptable for use at a national scale in the future, we request that the contractor provide estimates of support for the current Region 5 database.	
2.4 Compile Data from R10 states, states adjoining R10 and additional states below. Using the established procedure, sources, and spreadsheet provided by Region 10, the contractor will gather facility-specific information for the 4 Region 10 states and 5 border-states in the following order: Washington, Oregon, Alaska, Idaho, California, Nevada, Montana, Wyoming, Utah. Additional states are also listed below with the order to be determined. EPA may request interim draft compilations after data from 1 or 3 states are compiled. Data will be compiled into one spreadsheet for each state. Each spreadsheet will contain all facility categories. The spreadsheet will be in the format of the example provided. The data will be gathered from provided sources only.	
First draft spreadsheet of Washington state data	As directed by EPA.
Finalized first spreadsheet of Washington state data	As directed by EPA.
Draft spreadsheets for Oregon, Alaska, and Idaho	As directed by EPA.
Finalized spreadsheets for Oregon, Alaska, and Idaho	As directed by EPA.
Draft spreadsheets for California and Nevada.	As directed by EPA.
Finalized spreadsheets for California and Nevada.	As directed by EPA.
Draft spreadsheets for Montana, Wyoming, and Utah.	As directed by EPA.
Finalized spreadsheets for Montana, Wyoming, and Utah	As directed by EPA.
Draft spreadsheets for Nebraska & Kansas.	As directed by EPA.
Finalized spreadsheets for Nebraska & Kansas	As directed by EPA.
Review and update Missouri and Iowa's existing DDRT data	As directed by EPA.
Draft spreadsheets for Arkansas & Louisiana.	As directed by EPA.
Finalized spreadsheets for Arkansas & Louisiana	As directed by EPA.
Draft spreadsheets for Oklahoma & Texas.	As directed by EPA.
Finalized spreadsheets for Oklahoma & Texas	As directed by EPA.
Draft spreadsheets for up to 4 additional states not currently covered by tool expansion.	As directed by EPA.
Finalized spreadsheets for up to 4 additional states not currently covered by tool expansion.	As directed by EPA.
Final compilation of all spreadsheets	Due one week after receipt of feedback from EPA per the review of work.
2.5 Verify data quality. Once data collection is complete, verify that the data collected is current and correct. Prioritize sources/records to verify based on lack of quality (eg. outdated information, incorrect information), beginning with the lowest quality source first. Document alternative source(s) used to 'correct and update' data**.**	Completed and submitted to EPA by one month prior to end of contract.

2.6 Identify stakeholders and partners with contact information to disseminate the database. Stakeholders and partners will include federal, state, and local governments involved with disaster resilience, emergency response, emergency management planning, and waste prevention and management. This may require a meeting with EPA to discuss initial audience. Develop a list of stakeholders and partners with contact information to submit to EPA.	This task to start as directed by EPA.
2.7 Develop a communications plan to disseminate the database. Once this tool is developed, we want to make sure it is used by various stakeholders identified in the previous subtask. This plan is to assist in providing outreach of potential users.	Draft communications plan due 6 months into issuance of task order. Final communications plan due 1 month prior to completion of task order.

Task 3: Sustainable Materials Management Regional Stakeholder Engagement

The national 2017-22 SMM Strategic Plan includes three focus areas which include Sustainable Management of Food, Sustainable Packaging, and the Built Environment. Under these pillars, the EPA R10 SMM program is to gather regional stakeholder input under these three focus areas to better define what projects and support may be required to further these focus areas. Stakeholders and potential partners may include state, local government, tribes, non-profits, and the private sector. Stakeholder input may be gathered through a number of ways where the team may require support such as the following:

Deliverables	**Timeframe**
3.1 **Development and management of a regional stakeholder workgroup.** Kick off meeting with contractor to determine a more detailed timeframe and identify potential stakeholders	Meeting should be scheduled within 1 month of issuance of task order or as directed.
3.2 **A regional stakeholder forum meeting or webinar**. The purpose would be to gather information or input on existing work that could help identify where EPA could engage, collaborate and influence partners to incorporate life cycle assessment considerations. Support needed for this task may include:	
Agenda preparation	1 week in advance of meeting
Stakeholder/invitation management	As needed
Meeting facilitation	Dependent on meeting/webinar scheduling
Notes preparation, identifying next steps	To be completed no later than 5 business days in follow-up to the meeting.

EPA Roles and Contacts:
Theresa Blaine, EPA Technical Contact, Built Environment & Disaster Debris Recovery Tool
Domenic Calabro, EPA Technical Contact, Sustainable Packaging
Kendra Tyler, EPA Technical Contact, Sustainable Management of Food
Lucy Stanfield, EPA Technical Contact, GIS Specialist & DDRT
Camille Lukey, EPA Technical Contact, DDRT
Gayle Hubert, EPA Technical Contact, Region 7 DDRT

EP-W-13-002 TASK ORDER 0038 MOD SUMMARY

Mod #	Reason For Modification	Award Date	Obligation	Total Amount
P00003	Supplemental Agreement for work within scope	6/12/2018	$0.00	$0.00
P00002	Other Administrative Action	12/5/2017	$0.00	$0.00
BASE		7/27/2017	$19,610.00	$60,235.00
001	Funding Only Action	8/14/2017	$17,500.00	$0.00
				$60,235.00

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 08/04/2017

2. CONTRACT NO. *(If any)*: EP-W-13-002

3. ORDER NO.: 0039

4. REQUISITION/REFERENCE NO.: PR-R9-17-00384

5. ISSUING OFFICE *(Address correspondence to)*:
SRRPOD
US Environmental Protection Agency
Superfund/RCRA Regional Procurement Operations
1200 Pennsylvania Ave, NW
Washington DC 20460

6. SHIP TO:
a. NAME OF CONSIGNEE: Region 9
b. STREET ADDRESS: US Environmental Protection Agency
75 Hawthorne Street
c. CITY: San Francisco
d. STATE: CA
e. ZIP CODE: 94105

7. TO: DONNA TOEROEK
a. NAME OF CONTRACTOR: TOEROEK ASSOCIATES, INC.
b. COMPANY NAME:
c. STREET ADDRESS: 300 UNION BLVD.
SUITE 520
7208984101
d. CITY: LAKEWOOD
e. STATE: CO
f. ZIP CODE: 802281552

f. SHIP VIA:

8. TYPE OF ORDER
☐ a. PURCHASE
REFERENCE YOUR:
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.
☒ b. DELIVERY
Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: See Schedule

10. REQUISITIONING OFFICE: SRRPOD

11. BUSINESS CLASSIFICATION *(Check appropriate box(es))*
☒ a. SMALL ☐ b. OTHER THAN SMALL ☐ c. DISADVANTAGED ☐ d. WOMEN-OWNED ☐ e. HUBZone
☐ f. SERVICE-DISABLED VETERAN-OWNED ☐ g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM ☐ h. EDWOSB

12. F.O.B. POINT: Destination

13. PLACE OF
a. INSPECTION: Destination
b. ACCEPTANCE: Destination

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O.B. POINT ON OR BEFORE *(Date)*: 1 Days After Award

16. DISCOUNT TERMS:

17. SCHEDULE ***(See reverse for Rejections)***

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 825211824 TOCOR: Jinky Callado Continued ...					

18. SHIPPING POINT:
19. GROSS SHIPPING WEIGHT:
20. INVOICE NO.:

17(h) TOTAL *(Cont. pages)*: $31,538.00

21. MAIL INVOICE TO:
a. NAME: RTP Finance Center
b. STREET ADDRESS (or P.O. Box): US Environmental Protection Agency
RTP-Finance Center
Mail Drop D143-02
109 TW Alexander Drive
c. CITY: Durham
d. STATE: NC
e. ZIP CODE: 27711

SEE BILLING INSTRUCTIONS ON REVERSE

17(i) GRAND TOTAL: $31,538.00

22. UNITED STATES OF AMERICA BY *(Signature)*: 08/04/2017 ELECTRONIC SIGNATURE

23. NAME *(Typed)*: Susan B. Kelley
TITLE: CONTRACTING/ORDERING OFFICER

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
08/04/2017	EP-W-13-002	0039

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: SRRPOD US Environmental Protection Agency Superfund/RCRA Regional Procurement Operations 1200 Pennsylvania Ave, NW Washington DC 20460 Period of Performance: 01/01/2013 to 02/28/2018 This action hereby issues a Time & Material task order number 0039. the contractor's task order proposal dated July 7, 2017 is hereby approved and incorporated by reference in the amount of 31,538.00 which is the authorized task order ceiling. This action is fully funded in the amount of $31,538.00. The contractor is not authorized to exceed these ceilings. All other terms and conditions are hereby incorporated by reference from the parent Contract EP-W-13-002. Note to RTP: Any reference to Option Periods pertains to the contract Option Periods and not the Periods in CDW. Option Period 4 1/1/17 - 2/28/17 Proposal Ceiling $31,538.00 Funding Ceiling $31,538.00					
0001	New REPA task order - Tribal waste characterization trainings and technical assistance to be incrementally funded with $35,000. COR: Jenny Stephenson PO: Jinky Callado CO: Susan Kelley Accounting Info: 17-18-B-09Q2D-302DA1-2585-1709QI0019-0 01 BFY: 17 EFY: 18 Fund: B Budget Continued ...				31,538.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $31,538.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
08/04/2017	EP-W-13-002	0039

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Org: 09Q2D Program (PRC): 302DA1 Budget (BOC): 2585 DCN - Line ID: 1709QI0019-001 Funding Flag: Partial Funded: $31,538.00					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $0.00

SECTION A - Solicitation/Contract Form 5
A-1 Clauses 5
SECTION B - Supplies or Services/Prices 6
B-1 Clauses 6
SECTION C - Description/Specifications 7
C-1 Clauses 7
SECTION D - Packaging and Marking 8
D-1 Clauses 8
SECTION E - Inspection and Acceptance 9
E-1 Clauses 9
SECTION F - Deliveries or Performance 10
F-1 Clauses 10
SECTION G - Contract Administration Data 11
G-1 Clauses 11
SECTION H - Special Contract Requirements 12
H-1 Clauses 12
SECTION I - Contract Clauses 13
I-1 Clauses 13
SECTION J - List of Documents, Exhibits and Other Attachments 14
J-1 List of Documents, Exhibits, and Other Attachments 14
J-2 Clauses 14
SECTION K - Representations, Certifications, and Other Statements of Bidders 15
K-1 Clauses 15
SECTION L - Instructions,Conditions, and Notices to Bidders 16
L-1 Clauses 16
SECTION M - Evaluation Factors for Award 17
M-1 Clauses 17

SECTION A - Solicitation/Contract Form

A-1 Clauses

SECTION B - Supplies or Services/Prices

B-1 Clauses

SECTION C - Description/Specifications

C-1 Clauses

SECTION D - Packaging and Marking

D-1 Clauses

SECTION E - Inspection and Acceptance

E-1 Clauses

SECTION F - Deliveries or Performance

F-1 Clauses

SECTION G - Contract Administration Data

G-1 Clauses

SECTION H - Special Contract Requirements

H-1 Clauses

SECTION I - Contract Clauses

I-1 Clauses

SECTION J - List of Documents, Exhibits and Other Attachments

J-1 List of Documents, Exhibits, and Other Attachments

Attachment Number	Title	Date	Number of Pages	Cross-Reference Material	Document Version

J-2 Clauses

SECTION K - Representations, Certifications, and Other Statements of Bidders

K-1 Clauses

SECTION L - Instructions,Conditions, and Notices to Bidders

L-1 Clauses

SECTION M - Evaluation Factors for Award

M-1 Clauses

CONTRACT NAME: REPA V
CONTRACTOR NAME:
Date: May 22, 2017

Performance Work Statement TASK ORDER 39

Waste Characterizations and Solid Waste Technical Assistance for Tribes

Contract Officer Representatives

EPA Regional Task Order Contract Officer Representative (RTOCOR)

Jinky Callado, LND-2
75 Hawthorne Street
San Francisco, CA 94105
Callado.jinky@epa.gov
415-972-3229 phone
415-947-3530 fax

EPA Task Order Contract Officer Representative (TOCOR)

Jenny Stephenson, LND 2-3
75 Hawthorne Street
San Francisco, CA 94105
stephenson.jenny@epa.gov
415-972-3429 phone
415-947-3530 fax

Period of Performance

The period of performance for this Task Order (TO) is from date of award to February 28, 2018.

I. Background

The Environmental Protection Agency has been working with federally-recognized Indian tribes (tribes) for many years to establish waste management programs that are protective of human health and the environment. EPA's main tribal solid waste priority, intended to address the most pressing waste-related environmental issues on tribal lands, is the promotion of sustainable tribal waste management programs through the development and implementation of Integrated Waste Management Plans (IWMPs).

At the backbone of the whole planning process is characterizing the solid waste that needs to be managed in the tribal community. By knowing the composition and quantity of the materials/wastes they are generating, tribes can better evaluate waste management options and estimation of costs, leading to more accurate, quality IWMPs.

Tribal waste programs need to address all types of waste typically found in any community, including structures that are no longer useful. Mobile homes have been a consistent feature of

many American communities since the 1940s, and can be an important housing option due to their affordability and mobility. These structures are often used not only for housing but also for office and program space on tribal lands. Historically, these homes have lacked the durability of site-built housing and as a result, they tended to have a shorter life span. At the end of their useful life they are often abandoned rather than properly disposed because of the high costs of transport and disposal. When abandoned they fall into disrepair and can have negative impacts on the local community. These can include becoming an attractive location for illegal dumping, attracting illegal scavenging of component items, becoming attractive locations for individuals who might use the structures for illegal purposes such as methamphetamine laboratories, and attracting children to an unsafe play area.

These structures can present health concerns for individuals entering the structures or living nearby because they are often in a state of disrepair, with hidden dangers including structural flaws, water and mold damage, disease-carrying rodents, as well as hazardous materials including, but not limited to, lead, asbestos, and mercury.

EPA has been working with tribes to address these issues by providing resources and tools to aid Tribes in determining the best methods for dealing with abandoned mobile homes and making use of recovered materials.

II. Objective/Purpose

The purpose of this task order is to train tribes on how to assess the composition and quantity of the wastes being generating within their communities by conducting waste characterization studies and audits, provide tools and case studies to assist tribes with developing successful approaches to managing abandoned mobile homes.

III. Assumptions and Constraints

The contractor will provide staff with the expertise and ability required to accomplish each task and subtask. The contractor shall provide expertise in conducting waste characterization audits and training. Additionally, the contractor shall have some experience working with tribes and have an understanding of tribal operations.

IV. Scope

To support the development of quality IWMPs and further knowledge on managing abandoned mobile homes, EPA would like to provide training to tribes on how to assess the composition and quantity of the wastes being generated within their communities through waste characterization audits, create a budget tool that enables Tribes to estimate the costs of mobile home demolition and deconstruction, and highlight successful tribal programs for managing mobile homes. The objectives are to equip tribes with: 1) an understanding of how to answer the question of what and how much waste is generated in their community; 2) the knowledge and ability to plan and conduct waste audits and utilize the waste characterization information to inform their IWMPs; 3) knowledge and techniques for identifies opportunities for waste minimization; and 4) examples and tools to support Tribes in developing programs that address the demolition and deconstruction of mobile homes on tribal lands.

V. Tasks

TASK 1. Administration, Invoices, and Progress Reporting

The Contractor shall provide monthly invoices and progress reports detailing activities, corresponding level of effort in hours and dollars expended by task and personnel, status of deliverables, and any barriers that may affect the completion of a task. The Contractor shall also meet with the TOCOR, via conference call as determined by the TOCOR, on a periodic basis (anticipate approximately 7 conference calls) to discuss progress achieved in meeting the objectives of the work plan.

At the start of this work, EPA and the Contractor shall have a kick-off meeting (likely via conference call) to discuss the objectives and schedule of the work laid out in this SOW.

TASK 2. Deliver Trainings on Conducting Waste Characterization Studies and Audits

The Contractor shall conduct two one-day (6-8 hour) trainings for tribal staff on how to assess the composition and quantity of wastes being generated within a community with a hands-on demonstration of conducting an actual waste audit at a tribal facility (i.e. transfer station, government building, or other facility), and presenting an analysis of the findings. After completing the training, participants should know how to assess and quantify all the wastes being generated within their communities, how to safely conduct a waste audit, demonstrate best practices, and how to collect and analyze the data.

EPA will solicit tribes' participation in the waste characterization trainings through announcements and posting to tribal listservs. EPA will solicit and secure the tribal hosts with facilities to conduct the waste characterization trainings. The Contractor shall coordinate with the EPA-identified participating tribal facilities and for budgeting purposes, assume having about four pre-training planning conference calls with each tribal host. The Contractor shall work with EPA staff and tribal host to identify and complete pre-training tasks, such as safety training, gathering needed supplies and equipment, coordinating with the waste hauler, etc. EPA has materials including a standard operating procedure for conducting a waste characterization, an example health and safety plan, and a checklist for safety readiness review that the Contractor can work from and tailor to tribes. The Contractor and EPA will ensure that the host's facilities have adequate space, and an identified waste stream that can be used for the hands-on demonstration on how to conduct a waste audit, while also providing meaningful data to the tribal host. The Contractor shall send for EPA's review and comment an agenda. EPA and the Contractor shall jointly talk through the existing training content and will update and revise as necessary. The Contractor should plan to meet with Tribe and do a final walk through with the host Tribe the afternoon before the training.

For budgeting purposes, the Contractor should assume needing to purchase $500 worth of supplies and travel to southern California and outside of Phoenix, AZ.

Three weeks after each on-site training, the Contractor shall write up a waste audit report for the tribe that hosted the training, based on the information gathered while on site and the sort conducted through the hands-on demonstration at the tribal facility. EPA will provide the Contractor with a draft

template for reporting the results. Additionally, if it's not captured within the audit data, the Contractor shall incorporate additional information from the tribe and/or identify gaps to complete the picture of the types and quantities of wastes being generated in the tribal community.

TASK 3. Recycling and Reuse Map

The Contractor shall conduct an analysis of where recyclables and salvaged materials from buildings and mobile home deconstruction could go in California, Arizona, and Nevada. The analysis should include information on the market's processing demands such as acceptable material condition and form, such as whether it is baled or loose, and minimum volume requirements to be accepted by a processor. Additionally, address and contact information for each site should be included. The Contractor shall then incorporate the analysis into a map that can live on EPA's website. The map should incorporate feeds from other maps on recycling/reuse drop-off and processor locations.

TASK 4. Budgeting Tool for Mobile Home Demolition & Deconstruction

Contractor shall develop a spreadsheet tool to help tribes develop a budget estimate for mobile home demolition and deconstruction, accounting for labor, equipment, budgeting for safety, using contractors, revenues from material recovery, etc. The tool will compare costs of demolition to deconstruction. The tool should identify typical costs relevant to California, Arizona, and Nevada. EPA will arrange a few calls with Tribes to get their estimates of how much mobile home demolition and deconstruction activities cost them.

TASK 5. Tribal Case Studies

The Contractor shall develop 6 attractive, easy-to-read case studies on Tribes successes with managing solid waste. The case studies will vary between 2-4 pages. EPA will identify the Tribes, overview of the story, and introduction. The contractor will interview each Tribe to get all the information they need to tell a compelling story that highlights the success and helps to further the knowledge transfer to other tribes. The topics of the case studies may include tribal programs that manage abandoned mobile homes and how tribes have used the results of waste characterizations to improve their recycling programs. The final case studies should be delivered in both an editable form and as 508-compliant pdfs.

DELIVERABLES

All deliverables created within the TO will be products of the EPA. EPA retains the right to publish, distribute, and modify all deliverables.

At the request of the TOCOR or as directed in the statement of work, the Contractor shall submit deliverables on compact disc (CD), by electronic mail (email), or on other digital or non-digital media as requested. All deliverables must be delivered in an editable form. The digital media shall be PC-compatible and labeled to indicate: name of deliverable, contractor name, contract number, date completed, and indication of draft or final version.

TASK	***DELIVERABLE***	***DUE***
1	1. Invoices and progress reports	Monthly (when there has been billable activity)
1	2. Task Order initiation meeting with EPA (conference call)	2 weeks after TO is issued
2	3. Up to 4 pre-training planning and prep calls with the hosting tribe. Develop agenda and update training content.	Prior to each on-site training session
2	4. 2 training sessions (each 6-8 hrs) held at different tribal facilities	TBD
2	5. DRAFT for EPA's review and comment: Waste audit report for the hosting tribe, based on the sort conducted and data gathered through the hands-on demonstration at the tribal facility. Additionally, if it's not captured within the audit data, the Contractor shall identify within the report what more needs to be done for the tribe to gain a complete picture of the types and quantities of wastes being generated in their community.	3 weeks after each on-site training session
2	6. FINAL that reflects EPA's comments: Waste audit report for the hosting tribe. A total of 2 reports – one for each hosting tribe/training site	2 weeks after receiving EPA comments on each of the drafts
3	7. Analysis of recycling and salvaged material drop-off and processing sites in California, Arizona, and Nevada	TBD
3	8. Draft and final versions of online map of recycling and processing facilities	TBD
4	9. Draft spreadsheet budget tool on mobile home demolition and deconstruction	TBD
4	10. Final spreadsheet budget tool on mobile home demolition and deconstruction	3 weeks after receiving EPA's feedback on the draft version
5	11. Draft of each of the case studies for a total of six.	TBD
5	12. Final version of each of the case studies, in both an editable form and a 508-compliant pdf.	3 weeks after receiving EPA's feedback on the draft version

VI. Performance Measures and Quality Assurance

The contractor shall propose performance measures related to quality and timeliness of deliverables. The contractor shall propose the quality assurance systems and methods for measurement, collection and reporting of its performance data.

VII. Technical Direction

The TOCOR is authorized to provide technical direction, which clarifies the PWS. Technical direction must be within the scope of the contract and the TO. Technical direction is instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or provides similar guidance. It includes evaluation of contractor performance and comments on deliverables.

The TOCOR shall issue technical direction in writing or confirm in writing within five (5) calendar days after verbal issuance. The TOCOR shall forward copies of the technical direction to the Contracting Officer (CO) and RTOCOR.

The CO is the only person authorized to make changes to the TO or contract. Any changes to the TO scope, period of performance or deliverable due dates must be approved by the CO in writing.

EP-W-13-003 TASK ORDER 0039 MOD SUMMARY

Mod #	Reason For Modification	Award Date	Obligation	Total Amount
P00003	Supplemental Agreement for work within scope	6/12/2018	$0.00	$0.00
P00001	Funding Only Action	12/7/2017	$1,206.00	$1,206.00
BASE		8/4/2017	$31,538.00	$31,538.00
002	Funding Only Action	3/16/2018	$0.00	$0.00
001	Other Administrative Action	2/26/2018	$0.00	$0.00
				$32,744.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF PAGES
	1	3

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00002	See Block 16C	PR-R9-18-00697	

6. ISSUED BY CODE SRRPOD

SRRPOD
US Environmental Protection Agency
Superfund/RCRA Regional Procurement
Operations
1200 Pennsylvania Ave, NW
Washington DC 20460

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

TOEROEK ASSOCIATES, INC.
Attn: DONNA TOEROEK
300 UNION BLVD.
SUITE 520
7208984101
LAKEWOOD CO 802281552

CODE 825211824 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-13-002 0040

10B. DATED *(SEE ITEM 13)* 08/28/2017

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of Parties (4) U.S.C.253(c)(1) and FAR 6.302-1
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

DUNS Number: 825211824
The purpose of this modification is to extend the period of performance,Option Period 4,to 11/15/18.

Option Period 4 1/1/17 - 11/15/18
Proposal Ceiling $40,324.00
Funding Ceiling $25,000.00
TOCOR: Jinky Callado Max Expire Date: 11/15/2018
LIST OF CHANGES:
Reason for Modification: Supplemental Agreement for work within scope
Period Of Performance End Date changed from 30-JUN-18 to 15-NOV-18
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
		Susan Kelley	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA ELECTRONIC SIGNATURE *(Signature of Contracting Officer)*	16C. DATE SIGNED 06/27/2018

NAME OF OFFEROR OR CONTRACTOR
TOEROEK ASSOCIATES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Total Amount for this Modification: $0.00 New Total Amount for this Version: $40,324.00 New Total Amount for this Award: $40,324.00 Maximum Potential Expiration Date changed to : 11/15/2018 Type of Bridge Vehicle* (See Help Text for more info) changed to : N Purchase card use considered (See Help Text for more info) changed to : YES: NOT SUFFICIENT Contract Office FITARA: Enter estimated dollar value of ANY IT to be purchased under this award, enter $0 for no IT; upload IT approval in contract file per EPAAG 39.1.1 (See help text for more info) changed to : 0 CHANGES FOR LINE ITEM NUMBER: 1 Description changed from New task order, Safer Graffiti Management Training, under REPA 5 contract to be incrementally funded with $25,000. COR: Jessica Counts-Arnold PO: Jinky Callado CO: Susan Neiheisel to Option Period 4 End Date changed from 28-FEB-18 to 15-NOV-18 FOB changed from Destination to NEW ACCOUNTING CODE ADDED: Account code: Beginning FiscalYear 00 Ending Fiscal Year Fund (Appropriation) ZERO Budget Organization DOLLAR Program (PRC) ADMIN Budget (BOC) REQ Job # (Site/Project) Cost Organization DCN-LineID Quantity: 0 Amount: $0.00 Percent: 0 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Continued ...				

NAME OF OFFEROR OR CONTRACTOR
TOEROEK ASSOCIATES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 1 Days After Award Delivery Location Code: R9 Region 9 US Environmental Protection Agency 75 Hawthorne Street San Francisco CA 94105 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 01/01/2013 to 11/15/2018				

CONTRACT NUMBER:
CONTRACT NAME:
CONTRACTOR NAME:
May 9, 2017

I. Title: Safer Graffiti Management Training

EPA Regional Task Order Contract Officer Representative (RTOCOR)

Jinky Callado, WST-2
75 Hawthorne Street
San Francisco, CA 94105
Callado.jinky@epa.gov
415-972-3229 phone
415-947-3530 fax

EPA Task Order Contract Officer Representative (TOCOR)

Jessica Counts-Arnold, counts-arnold.jessica@epa.gov, 415-972-3288

II. Period of Performance

The period of performance for this Task Order (TO) is from the date of Contracting Officer issuance to February 28, 2018.

III. Background

EPA is committed to reduction of toxics and volatile organic compounds (VOCs) emissions through alternative graffiti management methods. Graffiti management and control is a resource intensive and costly problem for public agencies and private companies. Many of the materials used in the management process contain VOCs that contribute to smog and toxic materials that pose a threat to workers and community members. Smog, which is formed from VOCs, has been linked to lung disease. The toxic components in graffiti removers have been associated with reproductive and developmental problems and may aggravate asthma. Some technologies used in graffiti mitigation also may pollute the storm water and land. Taggers use various materials including spray paint, marker, stickers and acid or diamond tipped tools to deface surfaces such as sidewalks, masonry walls, fences, lamp posts, traffic signs, billboards, glass and plexiglass. Alternative methods that are safer for workers and the environment are necessary.

Alternative graffiti abatement methods are the outcome of a $75,000 EPA pollution prevention grant awarded to the Los Angeles, Calif.-based Institute for Research and Technical Assistance (IRTA). Testing and development of the removers was done through partnerships between IRTA and several San Francisco city and Bay Area government agencies.

EPA developed educational materials that include training videos and fact sheets on the various graffiti management methods for workers employed in industries that involve graffiti removal. The fact sheets and training videos address safer alternatives such as blasting systems using dry ice and recycled glass, low VOC graffiti removers, protective films and graffiti resistant coatings based on the findings from IRTA's research.

IV. Objective/Purpose

The objective and purpose of this task order is to obtain the services of a Contractor who will develop and deliver trainings to graffiti abatement workers on alternative graffiti management methods to protect workers' health, and reduce the environmental impacts.

V. Assumptions and Constraints

Contractor shall be familiar with the principles of pollution prevention AND graffiti management, and provide staff who are proficient at delivering training with instructional demonstrations. Additionally, the contractor shall have experience working with graffiti workers' safety issues and understand the challenges of managing graffiti in a less toxic way.

EPA will provide recommendations based on previous work with the Institute of Research and Technical Assistance, state-wide local government, agencies and private companies within Region 9.

All deliverables created within the TO will be products of the EPA. EPA retains the right to publish, distribute, and modify all deliverables.

VI. Scope

To support the development of quality training for workers, EPA would like to provide training to graffiti abatement workers on how to reduce or eliminate exposures to potentially hazardous materials. The objectives are to provide workers with: 1) an understanding of safer graffiti removal techniques to use on a variety of substrates 2) awareness of the health and environmental effects of graffiti removal.

Task 1 - Administration, Invoices, and Progress Reporting

The Contractor shall provide monthly invoices and progress reports detailing activities, corresponding level of effort in hours and dollars expended by task and personnel, status of deliverables, and any barriers that may affect the completion of a task. The Contractor shall also meet with the TOCOR, via conference call as determined by the TOCOR, on a periodic basis to discuss progress achieved in meeting the objectives of the work plan.

At the start of this work, EPA and the Contractor shall have a kick-off meeting (likely via conference call) to discuss the objectives and schedule of the work laid out in this SOW.

NOTE: At the request of the TOCOR or as directed in the statement of work, the Contractor shall submit deliverables by electronic mail (email), or on other digital or non-digital media as requested. All deliverables must be delivered in an editable form. The digital media shall be PC-compatible and labeled to indicate: name of deliverable, contractor name, contract number, date completed, and indication of draft or final version.

Task 2 – Develop training modules "Greener Graffiti Management Techniques"

The Contractor shall develop presentation training modules covering common chemicals in graffiti removers, proper usage of chemical applications, and safer alternatives to hazardous chemicals and use of protective equipment. EPA will provide the contractor with information for the training which includes a series of 4 short videos of 3-4 minutes each, 2 fact sheets, and IRTA's recommendation

report. The training shall also include demonstrations of the recommended techniques. The 5 training modules to be developed are as follows:

Deliverables:

Module 1: Overview-Protecting Workers & the Environment
Module 2: Chemicals in Graffiti Removers
Module 3: Protective Films
Module 4: Alternative Blasting Methods
Module 5: Using protective Equipment

The contractor shall provide EPA with electronic drafts of the modules, and in response to EPA comments provide final deliverables.

Task 3 - Deliver Trainings on Safer Graffiti Abatement
The Contractor shall conduct five (5) one-day (2-3 hour) trainings for graffiti abatement workers on how to safely remove graffiti from buildings and public property. Contractor shall provide a hands-on demonstration of alternative pollution prevention techniques. Trainings shall be held in California (3), Nevada (1) and Arizona (1). The target audience will be graffiti abatement, maintenance, and janitorial workers for state and local governments, and agencies within Region 9.

With guidance from EPA, the Contractor shall develop an outreach plan for soliciting participants that include tailored messaging. Contractor shall look for existing conferences or meetings where the trainings can be delivered. EPA will solicit graffiti abatement worker participation in the safer graffiti trainings through announcements and posting to key stakeholders. EPA will solicit and secure hosts with facilities to conduct the graffiti abatement trainings. The Contractor shall coordinate with the EPA-identified participating facilities and for budgeting purposes, assume having about 2 pre-training planning conference calls with each host. The Contractor shall work with EPA staff and stakeholders to identify and complete pre-training tasks, such securing speakers, and gathering needed supplies and equipment. EPA has materials including videos, fact sheets, and recommendation report that the Contractor can work from to develop training modules. The Contractor and EPA will ensure that the host's facilities have adequate space, for the hands-on demonstration on pollution prevention strategies.

At least 4 weeks prior to the first on-site training, the Contractor shall send for EPA's review and comment on agenda, the presentation, and all training materials. The presentations should walk participants through an overview of graffiti abatement methods and demonstrate best practices. The Contractor shall conduct (3-5) half-day (2-3 hour) trainings for graffiti and janitorial staff on how to identify and implement the appropriate methods for graffiti removal.

EPA will ask all participants to commit to using what they learn in the training to incorporate practices into their routine work assignments. Following the trainings, EPA intends to host a workgroup webinar in which training participants can share their experience, lessons learned, and opportunities they've identified as they implemented pollution prevention strategies. The Contractor shall continue to be a resource to the training participants by having one follow-up call with the participants, to help answer questions and provide advice as training participants troubleshoot challenges they may be facing as they work to incorporate pollution prevention strategies.

Deliverables:

- Outreach Plan
- Agenda and Training Logistics
- Presentations
- Follow-up calls to managers

Task 4 - Reporting Results

Two weeks after each on-site training session, the Contractor shall provide EPA with an evaluation report (no more than 3 pages) from the training attendees. Report shall include feedback from training participants on what information they found most useful. EPA will provide the Contractor with a draft template for the evaluation two weeks prior to the first training session.

Deliverable:

- Post Training Evaluation Reports (3 pages or less)

Task 5 - Recap Report

The Contract shall provide a recap report that assess the success of the all trainings and opportunities for improvements. The recap report should be 10 or more and include: a list of the training sessions (dates and locations); total number of participants (and local, state government, and organizations); evaluation forms, and recommendations for improvements if EPA were to offer a similar training again in the future.

Deliverable:

- Recap Report (10 pages or more)

VII. Performance Measures and Quality Assurance

The contractor shall propose performance measures related to quality and timeliness of deliverables. The contractor shall propose the quality assurance systems and methods for periodic measurement, collection and reporting of its performance data.

VIII. Technical Direction

The TOCOR is authorized to provide technical direction, which clarifies the PWS. Technical direction must be within the scope of the contract and the TO. Technical direction is instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or provides similar guidance. It includes evaluation of contractor performance and comments on deliverables.

The TOCOR shall issue technical direction in writing or confirm in writing within five (5) calendar days after verbal issuance. The TOCOR shall forward copies of the technical direction to the Contracting Officer (CO) and RTOCOR.

The CO is the only person authorized to make changes to the TO or contract. Any changes to the TO scope, period of performance or deliverable due dates must be approved by the CO in writing.

IX. Schedule of Deliverables

SUMMARY OF DELIVERABLES

TASKS	DELIVERABLES	DUE DATE
1	Progress Reports and Invoices	Monthly
1	Kick-Off Meeting- EPA will provide the Contractor with graffiti toolkit that includes 4 videos, 2 fact sheets, IRTA's recommendation report and a listing of recommended stakeholders.	Two weeks from date of award
2	Email EPA draft presentation of training modules "Greener Graffiti Management Techniques" for EPA review and comment. • **Module 1:** Protecting Workers & the Environment - Overview • **Module 2:** Chemicals in Graffiti Removers • **Module 3:** Protective Films • **Module 4:** Alternative Blasting Methods • **Module 5:** Using protective equipment	10 weeks after Kick-off Meeting
	Finalize training module presentation that reflects EPA comments.	Within 15 days from receipt of EPA comments.
3a	Email EPA with list of potential training hosts and attendees	30 days from date of award
3b	With EPA, develop an outreach plan for soliciting participants that include tailored messaging for announcement of training.	45 days from date of award
3c	With EPA develop a list of recommended speakers	30 days from date of award
3d	Secure speakers approved by EPA	Within 4 weeks of each training
3e	Provide speakers with training logistics and draft agenda	Within 2 weeks of each training
3f	Hold 2 pre-training planning and prep calls with EPA, hosting facility, and speakers.	2 weeks prior to each training session
3g	Draft post-training evaluation form with input from EPA	2 weeks prior to training being held
3h	Hold (5) 2-3-hour trainings in CA, NV, & AZ	Hold first training within 10 weeks from date of award
4	Email EPA participant evaluation after training session	2 weeks after training
4a	Revised training materials based on participant feedback from the first two on-site training sessions	2 weeks after training
5	Email EPA Recap report summarizing trainings	2 weeks after each training

EP-W-13-002 TASK ORDER 0040 MOD SUMMARY

Mod #	Reason For Modification	Award Date	Obligation	Total Amount
P00002	Supplemental Agreement for work within scope	6/27/2018	$0.00	$0.00
P00001	Supplemental Agreement for work within scope	11/7/2017	$0.00	$0.00
BASE		8/28/2017	$25,000.00	$40,324.00
				$40,324.00