UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, DC 20460

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

RFQ Originally Posted: March 6, 2015

***Amendment – 4, April 1, 2015**

April 1, 2015

The U.S. Environmental Protection Agency's Office of Environmental Information, Office of Information Analysis and Access (OIAA), and the Information Resource Management Procurement Service Center (IRMPSC) have a requirement to support the Drupal Web Content Management System, which entails providing operations and maintenance, developments/enhancements, and training. This requirement is listed under **eBuy RFQ ID RFQ963811.**

Please submit a Time and Material (T&M) technical and price quote in accordance with your company's respective GSA schedule pricing—discounts are strongly encouraged. The response to this Request for Quote (RFQ) shall consist of two volumes: Technical and Price; and shall demonstrate the contractor's understanding and ability to perform the technical requirements listed in the Performance Work Statement (PWS), as well as supplying the most efficient labor skill mix.

This announcement in no way obligates the Government to award a task order. **This procurement is competed under General Services Administration's (GSA) Federal Supply Schedule (FSS) 70, Special Item Number (SIN) Category 132-51 and only quotes from qualified GSA's FSS Schedule 70 contract holders will be accepted.** This procurement is set-aside for small business. The Vendor shall be certified as a small business by the Small Business Administration (SBA). This RFQ is made up of the following:

- Performance Work Statement (PWS)
- Section 1 (Evaluation Criteria)
- Section 2 (Quote Instructions)
- Section 3 (Terms and Conditions)
- Attachment 1 – Past Performance Questionnaire to be submitted by references
- Attachment 2 – Functional and Technical Architecture of the Drupal WebCMS
- Attachment 3 – Drupal System Architecture Description
- Attachment 4 – Sample Client Authorization Letter
- Attachment 5 – Minimum Standards for Conflict of Interest Plans
- Attachment A – A sample set of sample tasks as a representative sample of typical work items

In addition to the above mentioned RFQ contents and attachments, Vendors are also provided EPA's Drupal WebCMS Codebase at http://www.epa.gov/webmast1/drupalrfq/v1.5.0.tgz to help Vendors submit more competitive quotes. To obtain access to the Codebase, Vendors must request by 5:00 PM EST on Wednesday, March 11, 2015, the necessary user name and password by sending an email to Corey Wilson at wilson.corey@epa.gov and Brent Maravilla at maravilla.brent@epa.gov. The Vendor's email

shall reference the RFQ ID **RFQ963811** and the Title (Drupal Web Content Management System Support) in the subject line. Vendors must include their GSA Schedule 70 contract number in the body of the email. The Government will respond to the email within 2 business days and provide the necessary user name and password. Vendors that do not request by email the EPA's Drupal WebCMS Codbase by 5:00 PM EST on Wednesday, March 11, 2015, may not be provided the necessary user name and password. Vendors shall not share EPA's Drupal WebCMS Codebase information outside their firm, unless that that firm is a potential subcontractor for this requirement.

This RFQ is issued in accordance with Federal Acquisition Regulation (FAR) Part 8.4 – Federal Supply Schedules. The Technical Review Panel (TRP) will evaluate the Vendor's technical and price quote and the Contracting Officer (CO) intends to award a task order that is placed under the successful Vendor's General Services Administration (GSA) Schedule 70 contract. The Government will award a task order to the responsible Vendor whose submission conforms to the Request for Quote (RFQ) and represents the overall best-value to the Government based upon the Technical Evaluation Criteria in Section 1 and the Vendor's price submission. For this RFQ, all of the non-price evaluation factors, when combined, are significantly more important than price.

The Government intends to evaluate quotes and award a task order without discussions with Vendors. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary or in the best interest of the Government. The Government reserves the right not to make award if the quality of responses received is less than that desired by the Government, available funding is insufficient or becomes unavailable, or for any other reason that the Government determines is not in its best interest. The Vendor is solely responsible for all quote costs associated with this request.

The EPA Contracting Officer (CO) has added specific EPA clauses, terms and conditions required by EPA's Acquisition Regulation (EPAAR) and the Office of Acquisition Management (OAM) policy. If the EPA CO could not determine whether or not a clause was included in GSA's Schedule 70 contract, the CO has included those clauses either by reference or in full text.

NOTE: The full text of an EPAAR clause may be accessed electronically at this address:
http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div6&view=text&node=48:6.0.1.8.35.1&idno=48

All of the clauses in the Vendor's existing GSA Schedule 70 contract that are in effect at the time the EPA CO issues the task order, as well as any and all modifications that GSA issues to the Schedule 70 contract holders during the EPA's effective task order period of performance, are incorporated by reference and shall be in full force and effect. The EPA task order shall only be in effect for the period of time that the successful Vendor's GSA contract is in effect.

Questions regarding this RFQ are to be submitted before 11:59 PM EST March 13, 2015 via email to Corey Wilson at wilson.corey@epa.gov and Brent Maravilla at maravilla.brent@epa.gov. Questions submitted later than this date may not be entertained. Your email shall reference the RFQ ID **RFQ963811** and the Title (Drupal Web Content Management System Support) in the subject line to be reviewed. Quotes are due via e-BUY on or before 12:00 PM EST April 2, 2015. Late submissions will not be accepted.

Regards,
Corey Wilson
Wilson.Corey@epa.gov
(202) 564-0924
US Environmental Protection Agency, Contracting Officer

Drupal Web Content Management System (WebCMS) Support

Performance Work Statement

March 2015

United States Environmental Protection Agency (EPA)
Office of Environmental Information (OEI)
Office of Information Analysis and Access Information (OIAA)

PERFORMANCE WORK STATEMENT

Background

In 2012 EPA developed a custom Drupal 7 Web Content Management System (Drupal WebCMS) with support from Forum One Communications. This system runs on a LAMP stack in our National Computer Center. Our Drupal WebCMS is technically sound and is used by hundreds of EPA content editors and our website serves several million visitors per month.

SCOPE/SCALE FACTOR	PRESENT	2016 EXPECTED GROWTH
NODE "PAGES"	26,000/13,500 total/published	150,000
MANAGED PDF DOCUMENTS	16,000	100,000
CONTENT CONTRIBUTORS	2,000 / 450 active	2,500 / 800 active
DAILY PAGE VIEWS	180,000	1,800,000 (10x growth)

The Drupal WebCMS currently uses around 120 contributed and custom modules to support the technical architecture, including content types, page regions, workflows, group administration, media and file management, views, authentication, features, metadata, and user roles.
EPA uses Akamai as both its Content Delivery Network (CDN) and failover for the Drupal WebCMS. Although Akamai is **not** part of this solicitation, its presence must be accounted for in Drupal WebCMS functions and operations, and therefore

Purpose and Scope of work

The objective of this solicitation is to obtain support for maintaining the Drupal WebCMS and to enhance and support the system and to obtain user support and training for staff working in the Drupal WebCMS. EPA anticipates a need for application integration of data and content from other EPA databases currently in Lotus Notes, Oracle, and other systems. The vendor will provide system support, such as bug fixes, security patches, module reviews and updates, feature enhancements, technical architecture analysis, regression testing, and operations consulting. The vendor also will conduct user training, answer user questions, and help customers resolve problems with their content, including page content, incorrect mark up, and metadata.

The requirements of this performance work statement are considered performance-based, with a focus on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means for fulfilling these requirements. To fulfill the requirements, the contractor shall design innovative processes that can deliver the required services in a cost effective manner that will best meet the Agency's performance objectives. Typical areas that are measured include cost control, timeliness, and completeness of deliverables, problem resolution, business relations, quality of work performed, and whether or not the deliverables assist the Agency in meeting its objectives and goals as identified in this statement of work. Optional tasks are included, which may or may not be ordered.

Performance Objective 1 – Project Management

The contractor shall provide project management including financial reports and general project management and participate in technical meetings with the EPA team. These meetings shall be scheduled by the EPA Project Officer and normally occur every week. In these meetings, EPA and the contractor shall review the status of the resources allocated to the project and any project concerns and issues. The contractor shall submit a monthly project report which includes the tasks completed during the month. Technical issue discussions will be scheduled by the EPA Project Officer or Technical Lead or the contractor. These technical reviews shall normally occur every two weeks. The contractor will summarize key decisions which have been made and will forecast the key decisions required in the coming months.

The contractor shall submit a Project Plan for support for maintaining the Drupal WebCMS and to enhance and support the system and its users. The Project Plan shall include the hours, labor categories and timeline to complete the project plan, and shall follow the format presented in the Technical Proposal Instructions. The plan shall address all of the performance objectives in this performance work statement.

Deliverable 1.1	Monthly Financial Reports	by the 10th working day of the month
Deliverable 1.2	Monthly project report of tasks completed	by the 10th working day of the month
Deliverable 1.3	Project Status Meeting	As-needed, in coordination with the COR; no less frequently than quarterly
Deliverable 1.4	Monthly Project Status Reports on customer service issues and outstanding user support tickets	by the 10th working day of the month

Criteria for acceptance:

1.1 Completeness, accuracy, organization, presentation and adherence to schedule.
1.2 Completeness, accuracy, organization, presentation and adherence to schedule.
1.3 Completeness, accuracy, organization, presentation and adherence to schedule.
1.4 Completeness, accuracy, organization, presentation and adherence to schedule.

Performance Objective 2 – Vendor training on EPA System

As soon as the period of performance of the anticipated award begins, the transition period will begin. During this transition period, any new contractor will complete a series of objectives, including training on using the EPA Drupal WebCMS and completing a set of tasks to demonstrate their understanding of the system. EPA will provide system training, a set of work items, our Technical Architecture document, and a snapshot of our codebase at Github. The contractor shall update the codebase to complete the

assigned tasks and shall follow Drupal coding standards for all code and shall not exceed an appropriate level of effort.

Phase 1: Training. Upon vendor selection, the EPA staff will conduct a series of training classes on the Drupal WebCMS for the new vendor. The classes will begin with training on the functional characteristics of the system, including content creation, WYISWYG, system technical architecture and conclude with an overview and discussion of the codebase. The vendor shall have all of the key personnel attend these sessions. The vendor will be paid for these hours by EPA, if the trainer certifies attendance and hours.

Phase 2: After completing training, the contractor will work with the EPA codebase and complete their system analysis and understanding. EPA will be available for question and answer sessions and written response to issues raised. During this period the customer support team will begin to respond to customer questions with the response to be reviewed and corrected by the EPA Project Team. The length of this learning period and analysis shall be proposed by the contractor, not to exceed 30 days.

Phase 3: Testing of the contractor's knowledge. EPA will give the contractor a set of tasks to complete during a two week period. The first assignment shall use a two week sprint period beginning with a sprint preparation session and concluding with a sprint review session. The contractor shall then deliver the code update produced by the sprint for the full testing by EPA and application security scan. Upon testing and review, if acceptable, the contractor's work will be certified as fully functional and the task will be complete. The vendor will be paid for these hours by EPA if the codebase passes all tests.
The customer services support team shall assume full responsibility by the beginning of Phase 3.
Any codebase delivered that does not meet the criteria of acceptance will require the contractor to resubmit at their own expense and may result in another practice sprint cycle, to demonstrate the contractor's level of competency. The contractor will bear all contractor costs associated with additional sprint cycles, and the government may seek reasonable consideration for any delays to the project that may result.

Deliverable 2.1	Complete System Training	Within 30 days of award
Deliverable 2.2	System analysis document	As agreed upon
Deliverable 2.3	Updated codebase	As agreed upon

Criteria for acceptance:
2.1 Completeness, accuracy, knowledge, and adherence to schedule.
2.2 Completeness, accuracy, knowledge, demonstration of understanding, and adherence to schedule.
2.3 Configuration testing, demonstration of functional capabilities according to specifications and use case scenarios, performance tests, system reliability, regression testing, and good codebase management.

Performance Objective 3 – EPA System Maintenance and Minor Enhancements

The contractor shall maintain the Drupal WebCMS system for the contract period of performance. EPA requires a comprehensive and consistent process for incorporating new features, security updates, bug fixes, module updates, and all other changes into the codebase. The contractor shall perform quality assurance on each piece of new functionality they provide to EPA. The contractor shall establish a task tracking system for all work items to be performed by the contractor and for discussion of each task by

each team member including EPA. Each task shall include acceptance criteria of the final task to be performed.

EPA currently uses a two-week sprint schedule in which the contractor completes feature enhancements and bug fixes within two weeks. After the review meeting with EPA, the contractor merges new code, creates and identifies the tag in the git repository with the work completed in the sprint. EPA may then deploy the tag to the staging and production environments, after testing and code scan. The technical lead is responsible to merge the approved and tested items into a tag for EPA.

The contractor shall update the Drupal WebCMS with security patches, perform appropriate module updates, and fix bugs. Security patches are important and will be given appropriate emphasis and priority. Bugs are defined as deviations from intended functionality and are entered in the tracking system. Critical bugs shall receive high priority and require immediate response, while other bugs are worked within the regular Sprint cycles. The contractor shall review any new modules suggested for EPA use and follow best practices in module deployment. The contractor shall follow Drupal coding standards for all code and generally follow the Drupal best practices listed on Drupal.org.

The contractor shall support EPA's effort to enhance and extend the system with new functionality to meet content managers' requirements and to address changes to our themes, styles, and web standards, while addressing EPA's design goal to minimize custom code and to never hack Drupal core. The contractor shall support the planning and definition of any future potential enhancements with their Drupal expertise and an understanding of the EPA business objectives and mission. We must also ensure compliance with the Rehabilitation Act, Section 508, when considering new functionality.

Other contractor tasks shall include resolving minor issues with any core, contributed, or custom module; with installation and configuration tasks; with modules or themes not interacting as expected within our custom application; and with the site not operating as expected within its environment.

Deliverable 3.1	EPA System Maintenance and Minor Enhancements	As directed by the COR.

Criteria for acceptance:
3.1 Adherence to schedule and budget, demonstration of functional capabilities according to specifications and use scenarios, satisfactory completion of regression testing, and documented impact on system configuration and reliability. Documented load testing and stress testing, and impact on system performance.

Performance Objective 4 – Resource Consulting Services

The contractor shall provide consulting services to the EPA Project Manager and team on the systems and operational environment which support the Drupal WebCMS and other items as requested. The objectives of each requested analysis shall be provided by the EPA Project Manager, and the contractor shall provide an oral report, written report, as directed, within the appropriate time frame for the task.

EPA will post questions and issues to the contractor via a tracking system with sufficient detail for the contractor to engage in the issue via email and the comments portion of the system. These items will be part of a regular Sprint cycle, and the contractor shall estimate in advance the hours required to complete the objectives. EPA and the contractor will agree on the parameters of the consulting task for each

request, and the limit of the scope and effort expected. The contractor shall bill these services as hourly rates from the labor categories and rates in the contract awarded.

The subject matter for these consultations shall include, but not be limited to, the following:

1. Linux, Apache, MySQL, and PHP and their relationship with the Drupal WebCMS, including analysis, tuning, performance management, and capacity management.
2. Drupal WebCMS including analysis, tuning, performance management and capacity management.
3. System and Application monitoring tools, including Science Logic's EM 7 tool.
4. Analysis of content management options based on new EPA content management requirements. Analysis could include an upgrade to future versions of Drupal, outlining the potential costs and benefits of the approach, or it could be a recommendation to move to another web content management system to meet our new requirements better.

Deliverable 4.1	EPA System Analysis	As directed by the COR.
Deliverable 4.2	EPA System tuning recommendations	Ongoing.
Deliverable 4.3	Written Assessment of options for content management based on new requirements from EPA	As directed by the COR.

Criteria for acceptance:
4.1 Completeness, accuracy, organization, presentation and adherence to schedule.
4.2 Adherence to schedule and budget, demonstration of functional capabilities according to specifications and use scenarios, satisfactory completion of regression testing, and documented impact on system configuration and reliability. Documented load testing and stress testing, and impact on system performance.
4.3 Completeness, accuracy, organization, presentation, use case analysis, and adherence to schedule.

Performance Objective 5 – Quality Assurance and Regression Testing

EPA requires a series of manual and automated QA tests to be done on new code releases. Some tests are conducted by EPA and some by the contractor. The contractor shall provide automated and manual testing of all code and each new feature. For each Sprint cycle, the contractor shall document each test item, the test steps, and the intended outcome expected to test the new functionality or bug fix. Each test shall be listed as an item in the tracking system, with the testing results detailed in the story.
The automated tests shall include setting up the mock objects necessary (content and users) to run the test and the tests shall be run with multiple user roles, including only author privileges. The tests shall be written as plain language and shall outline the expected behavior of the activity, such as "given this action," "when the user takes this step," and "then the following outcome is expected."

The contractor shall use and update EPA's existing automated tests, as requested by EPA, along with contractor's own tests.

Deliverable 5.1	EPA System tests and documentation	As directed by the COR.

Criteria for acceptance:
5.1 Completeness, accuracy, organization, demonstration of functional capabilities according to specifications and use case scenarios, performance tests, presentation, scenario testing, and adherence to schedule.

Performance Objective 6 – Drupal WebCMS User Support & Training

The contractor shall provide customer support to EPA staff and others who are managing content within the EPA Drupal WebCMS. User support staff shall be accessible via email (group mail box as appropriate) and phone as well as other communication options (e.g.; screen sharing). The contractor shall be available during the hours of business established by the EPA Project Manager, 8am to 8pm ET as needed. To ensure equality of submissions, each vendor should assume providing 160 hours per month of user support for the first 2 years of the contract, and 240 hours per month of user support for the last 3 years of the contract.
The support shall include, but not be limited to:

- Via email, phone, Webinars and remote desktop sharing, train new customers in the use of the WebCMS, with materials the contractor develop or materials and curricula provided by EPA;
- Help customers resolve problems with their content including page content and metadata;
- Resolve and document problems with WebCMS use;
- Create web areas, unlock passwords, delete nodes, add users and perform other system management tasks in the Drupal WebCMS.
- Escalate unresolved problems to appropriate federal staff and system and application administrators;
- As a part of other support functions, monitor WebCMS operations and notify the COR and appropriate system administrators of issues and problems;
- Maintain a customer web-accessible database of issues and their resolution (as a part of the customer-service function); and
- Track all support requests from receipt to resolution. This log shall contain the set of items requested by the COR but the minimum shall include the customer name, organization, web area, brief statement of the problem, and action taken.
- Make recommendations to improve user support ;
- Test EPA's code prior to releasing to users, document all test fails, and send directions to the testing team;
- Service level expected: acknowledgement within 4 hours with answer or estimate of when a response will be available.
- Create closed captioned training videos which includes but is not limited to scripting, recording and posting.
- Training Drupal WebCMS users on using the system including leading webinars for customers on EPA specific topics.
- Assist with EPA testing of new functionality in new code from contractor. This testing shall be done by a separate person than the one who does the original contractor testing.

Deliverable 6.1	Biweekly Support Summary Report	Bi-weekly on alternate Wednesdays via Email, covering the previous two-week period

Criteria for acceptance:
6.1 Completeness, accuracy, organization, presentation and adherence to schedule.

Performance Objective 7 – Task Order Transition

In accordance with this task order, the Contractor shall provide a plan for 60 days of outgoing transition for transitioning work from an active task order to a follow-on contract/order or EPA entity. This transition may be to an EPA entity, another contractor or to the incumbent contractor under a new contract/order. In accordance with the EPA approved plan, the Contractor shall assist the EPA in planning and implementing a complete transition from this order to a successor provider. This shall include formal coordination with EPA staff and successor staff and management. It shall also include delivery of copies of existing policies and procedures, and delivery of required metrics and statistics. This transition plan shall include, but is not limited to:

- Coordination with EPA representatives.
- Review, evaluation and transition of current support services.
- Transition of historic data to new contractor systems.
- Applicable Federal government and EPA approved training and certification processes.
- Transfer of hardware warranties and software licenses (if applicable).
- Transfer of all necessary business and/or technical documentation.
- Transfer of compiled and un-compiled source code, to include all versions, maintenance updates and patches (if applicable).
- Orientation phase and program to introduce EPA personnel, programs, and users to the Contractor's team, tools, methodologies, and business processes.
- Disposition of Contractor purchased federal government owned assets, including facilities, equipment, furniture, phone lines, computer equipment, etc.
- Transfer of Government Furnished Equipment (GFE) and Government Furnished Information (GFI), and GFE inventory management assistance; if applicable.
- Applicable EPA debriefing and personnel out-processing procedures.
- Turn-in of all federal government keys, ID/access cards, and security code

Deliverable 7.1	Weekly Support Summary Report	Weekly on Wednesdays via Email, covering the previous week period

Criteria for acceptance:
7.1 Completeness, accuracy, organization, presentation and adherence to schedule.

Optional Performance Objective 8 – Application Integration

The contractor shall develop and install enhancements to the EPA System to integrate content or data from existing EPA applications, such as Lotus Notes or Oracle database content, as directed by the project officer and up to the limit of the enhancement dollar ceiling, $200,000 per year for bidding purposes.

Deliverable 8.1	EPA System Enhancements – Application Integration Method	As directed by the COR.

Criteria for acceptance:
8.1 Adherence to schedule and budget, performance tests, system reliability, scalability, resource usage, load testing, stress testing, regression testing, scenario testing, analyze results, tune, and retest, configuration testing.

Desired Requirements:

1. The Vendor shall have five or more years' experience in developing Drupal systems.
2. The Vendor shall have three or more years' code development experience in developing Drupal applications.
3. The Vendor shall have developed four or more applications in Drupal 7, and two of those applications shall be similar in size and scope to the EPA Drupal WebCMS.
4. The Vendor shall have been actively involved in the code development of two or more applications in Drupal 7, and one of those applications shall be similar in size and scope to the EPA Drupal WebCMS.
5. The Technical Project Lead shall have 3 or more years' experience managing Drupal and other large-scale applications. Agile development, scrum planning, and task story development are key characteristics for the Project Lead.
6. The Technical Project Lead shall have 3 or more years' experience developing in Drupal 7. The Technical Project Lead shall have been responsible as the lead of development of two or more applications In Drupal 7, and one of those systems shall have been similar in size and scope to the EPA Drupal WebCMS.
7. Each technical code developer who serves as a programmer or analyst for the contractor team shall have 2 or more years' experience with Drupal 7. Each technical member shall also have a minimum of one year of webcms experience on a project similar in scope and size to the EPA Drupal WebCMS.
8. Each technical code developer who serves as a programmer or analyst for the contractor team shall provide their drupal.org and/or Github username.
9. The Lead Customer support person shall have 2 or more years' experience in providing customer support for Web Content Management Systems in Drupal 7, which are similar to the EPA Drupal WebCMS.

   Desired skills of vendor support staff:

   - Experience and expertise with a Drupal WebCMS built using Drupal 7 of similar size and scope to the EPA Drupal WebCMS
   - Proficient and comfortable with a broad range of computer applications
   - Proficient HTML coder
   - Proficiency with JavaScript (JS) and Cascading Style Sheets (CSS)
   - Excellent verbal communications skills with the ability to communicate technical topics to non-technical staff without frustration

Section 1 – Technical Evaluation Criteria

This procurement is being conducting using in Federal Acquisition Regulation (FAR) Part 8.4 – Federal Supply Schedules. The Technical Review Panel (TRP) will evaluate the Vendor's technical and price

quote and the Contracting Officer (CO) intends to award a task order that is placed under the successful Vendor's General Services Administration (GSA) Schedule 70 contract. Quotes will be evaluated on the extent to which they demonstrate full understanding of technical approach to perform the Performance Work Statement requirements and demonstrate that the Contractor understands the requirements. The Government will award a task order to the responsible Vendor whose submission conforms to the Request for Quote (RFQ) and represents the overall best-value to the Government based upon the Technical Evaluation Criteria in Section 1 and the Vendor's price submission. For this procurement, all of the non-price evaluation factors, when combined, are significantly more important than price. Please note that unsubstantiated costs that are considered unrealistic, unsupported, or both and may affect the overall evaluation for the subject requirement.

Technical Evaluation Criteria
The 'Technical Quote: (Volume 1)' instructions under RFQ Section 2 are hereby incorporated into these technical evaluation criteria. The following technical evaluation criteria are in descending order of importance:

1. **Technical Approach**

   The Vendor will be evaluated on its Technical Approach for performing and accomplishing the objectives, requirements, tasks (or subtasks) of the Performance Work Statement (PWS) and schedule, including all proposed deliverables. The Vendor will be evaluated on its approach for addressing potential problem areas, and creativity and feasibility of solutions to problems; and its approach for integrating future new processes and technology enhancements.

   The Vendor will be evaluated on their exercise related to Attachment A (regarding Performance Objective 3). More specifically, the Vendor will be evaluated accordingly:

   - Understanding of coding best practices
   - Understanding of the EPA codebase
   - Realism of the level of effort required to accomplish the sample work, in terms of the estimate of hours and labor categories

2. **Past Performance**

   Each Vendor will be evaluated on performance under existing and prior contracts in projects of similar size, scope, complexity, and dollar value, within the last thirty-six months.

   The evaluation will be based on information obtained from all or at least three references provided by the Vendor, the past performance questionnaires received, and other relevant past performance information obtained from other sources known to the Government, such as the Past Performance Information Retrieval System (PPIRS).

   Relevant past performance with particular emphasis on Drupal 7, timeliness, responsiveness, professionalism and cost control. The contractor will submit three references from the past three years. The contractor will be evaluated on its demonstrated experience with Drupal projects of similar size, scope, complexity and results within the past three years. Tell us about at least three Drupal development projects (sites or modules), completed using Drupal version 6 or newer, and work on at least two sites similar in size and scope to www.epa.gov. Include a description of the project and scope of the effort with dollar value. Please clearly identify the projects which meet the mandatory

requirement. Also cite any experience under a similar performance-based contracting environment for the contractor and all major subcontractors proposed for this contract.
Relevant past performance with particular emphasis on user support and training. The contractor shall identify any relevant projects which support the PWS objectives. Include a description of the project and scope of the effort with dollar value of the support provided.

3. Staffing Approach

Each Vendor will be evaluated on their technical skills, qualifications, and experience of their proposed personnel (both key personnel and team members), their intended role in the effort, as well as their proposed staffing labor mix.

Please relate each staff person to the mandatory requirement for staffing and describe how each person meets this requirement. In addition, for each technical person, provide their drupal.org or github.com username. If no publicly-available Drupal code is available at drupal.org or github.com, please provide a sample of Drupal-specific code along with a description of the objective of the code and which project it supported. Please also provide URLs of sites for which technical staff supported the development and describe this support.

Proposed personnel will be evaluated on their qualifications to meet the recommended desired requirements and to provide the requested services and demonstrated experience in projects of similar size, scope, complexity and results. Drupal experience is required.

Desired Experience:

1. The Project Lead shall have 3 or more years' experience managing Drupal and other large-scale applications. Agile development, scrum planning, and task story development are key characteristics for the Project Lead.
2. The Technical Project Lead shall have 3 years' experience developing in Drupal 7.
3. The Technical Project Lead shall have been responsible as the lead of development of at least two applications In Drupal 7, and one of those systems shall have been similar in size and scope to the EPA Drupal WebCMS.
4. Each technical code developer who serves as a programmer or analyst for the contractor team shall have 2 or more years' experience with Drupal 7.
5. Each technical member shall also have one or more years of webcms experience on a project similar in scope and size to the EPA Drupal WebCMS.
6. The Front End Engineer shall have 3 or more years' experience in user experience, creating accessible web content, and Drupal theming expertise.

EVALUATION OF COI PLAN (RESPONSIBILITY)

The Contractor's Organizational Conflict of Interest (COI) Plan will be evaluated on whether it meets all of the requirements of the "Minimum Standards for EPA Contractors' Conflict of Interest Plans" (refer to RFQ Attachment #5). COI Plans that meet all requirements will be rated as 'PASS.' COI Plans that do not meet all requirements will be rated as 'FAIL.' A Vendor whose COI Plan is rated as 'FAIL' at the time of award will be ineligible for award.

Price

The price quotes will be evaluated to determine if the estimates are realistic for the work to be performed, reflect a clear understanding of the requirements, and are consistent with the unique methods of

performance. The Government will conduct an appropriate cost/price analysis to determine whether prices are fair and reasonable. *Note: the price evaluation is inclusive of all options and subtasks.*

TECHNICAL ADJECTIVAL RATING SYSTEM

US Environmental Protection Agency ratings focus on the ability of the Vendor to accomplish the goals outlined in the PWS, as well as strengths and weaknesses demonstrated in the Vendor's technical plan. Ratings will be assigned to each technical quote by the reviewer(s) based on the criteria above. In the case of more than one reviewer, the ratings will be assigned by consensus.

Adjectival Rating	Description
Exceptional	Greatly exceeds all minimum requirements of the criteria; has a high probability of success; contains no weaknesses or deficiencies.
Good	Exceeds all the minimum requirements of the criteria; has an above average probability of success; contains no significant weaknesses and only minor, correctable weaknesses exist.
Acceptable	Meets all the minimum requirements of the criteria; has an average probability of success; no significant weaknesses and any deficiencies can be readily corrected.
Marginal	Fails to meet one or more of the minimum requirements of the criteria; low probability of success; major weaknesses and/or significant number of deficiencies exist.
Unacceptable	Fails to meet any of the minimum requirements of the criteria; quote needs major revisions; very low probability of success.

Section 2 – Quote Instructions

All questions for this RFQ must be submitted by e-mail to the U.S. EPA Contract Specialist, Corey Wilson at wilson.corey@epa.gov and to the U.S. EPA Contracting Officer, Brent Maravilla at maravilla.brent@epa.gov no later than 11:59 p.m. Wednesday, March 13, 2015. All questions should reference the RFQ# and title in the subject line. Questions submitted later than this date may not be entertained.

Quotes shall be submitted via the GSA e-Buy system no later than 12:00 PM EST April 2, 2015. Late submissions will not be accepted.

Vendor submissions shall include general business information such as name of company, street address, Tax Identification Number (TIN), Dun's Number, certification for the NAICS code, telephone and fax numbers; contact person(s) including title, email address and phone number. Vendor shall also include the name and signature of the person who can bind the company, certifying the submission is accurate and complete. The Vendor shall include their GSA Schedule 70 contract number, the number of award terms remaining, and the expiration date of the contract.

Single line spacing is acceptable; however, quotes shall be submitted using 8 ½" x 11" electronic letter size format, using no less than 1" page margins, no smaller than ten (10) point character font size and Times New Roman or Arial font style, including ALL charts/tables, figures and footnotes, and must be clear and readable. Past Performance Questionnaires are the only exclusion from this character and font size restriction. Failure to follow font size and style limitations will be construed as an inability of the Vendor to follow instructions and will result in the Vendor's quote not being considered.

Page Limitations

1. Volume I shall be limited to a maximum of thirty (30) single-sided pages, inclusive of ALL charts/tables and resumes. Past Performance Questionnaires are excluded from this page limitation. All pages that exceed the page limitation shall be excluded from the evaluation of the Vendor's submission.
2. Volume II has no page limitations.
3. Page limitations exclude any Conflict of Interest Plan, cover letter/pages, tables of contents, blank pages and index pages if the Vendor uses them. The Contractor shall use a different numbering system for these types of pages. The first page of the technical submission and the price quote shall each indicate the task order title and RFQ number.
4. The Vendor shall omit all pricing details/information from Volume I of its submission.
5. The Vendor shall identify any and all constraints on its products such as proprietary data rights.

In addition to the Technical Quote (Volume I) and the Price Quote (Volume II), the Vendor shall submit a Conflict of Interest (COI) Plan which shall meet all the requirements of the "Minimum Standards for EPA Contractors' Conflict of Interest Plans" (refer to RFQ Attachment #5).

Technical Quote: (Volume 1)

1. Technical Approach:

Provide a clear, concise and complete explanation of how the vendor proposes to accomplish and manage the required services specified in the Performance Work Statement (PWS). Do not simply reiterate or rephrase the PWS. Stating that the vendor understands and will comply with the PWS, or using such phrases as, "standard procedures will be employed" and "well-known techniques will be used" will be deemed insufficient. The technical response must explicitly express how the vendor proposes to comply with the requirements of the PWS and provide a full explanation of the techniques and procedures proposed. The technical submission shall address each task/subtask in sufficient detail to demonstrate a clear understanding.

In addition to providing an approach to accomplishing the objectives, requirements, and tasks (or subtasks) of the SOW, with regard to Performance Objective 3 the Vendors shall complete an exercise related to Attachment A so that the EPA can assess the Vendor's understanding of Drupal coding best practices and the Vendor's understanding of the EPA codebase. For the exercise, Vendors shall submit their technical approach to achieve each of the seven epic items included in Attachment A – A sample set of sample tasks representing some typical work items. The seven sample epic story collections (with a total of 34 sub stories) is representative of some typical maintenance requests. The Vendor shall submit a concise and complete explanation of the overall method and/or module(s) the Vendor would use to achieve the goals of the seven epic story collections. The Vendor shall also provide an estimate of the hours and labor categories required to complete each of the seven story collections identified in Attachment A.

The purpose of the above-mentioned exercise is for EPA to assess the contractor's understanding of Drupal coding best practices, contractor's understanding of the EPA codebase, and for EPA to learn the level of effort required by all bidders to accomplish the sample work.

Below is a list of the seven epic sample story collections found in Attachment A:

- Facility Site Description (FSD)
- Web Records (RM)
- Oracle Connectivity (Oracle)
- Creating Content (CC)
- Frequent Questions (FQ)
- Event Registration Functionality (Reg)
- Operational Story (OPS)

With regard to Performance Objective 3, the Vendor shall also clearly describe any processes used in developing and managing code changes and transfers between multiple environments. The vendor shall clearly state which processes in the development shall use the vendor's equipment and which processes will use EPA-provided services.

2. Past Performance:

a) Vendors shall submit the Past Performance information requested below as part of their submission for both the Vendor and any proposed subcontractors.
b) Vendors shall submit a list of a minimum of three (3), or all if less than 3, contracts, task orders, delivery orders and/or subcontracts that the Vendor has completed or that they have been performing, between the date of the Vendor's submission and 36 months prior, that shall be similar in nature and relevant to this SOW requirement. The past performance references listed shall be included in the Vendor's technical submission.
c) The contracts and subcontracts listed may include those entered into with Federal, State and local Governments, and commercial businesses, which are of similar scope, magnitude, relevance, and complexity to the requirement which is described in the SOW.
d) If a Vendor has no relevant past performance history, a Vendor must affirmatively state that it possesses no relevant past performance history.
e) Vendors with no relevant past performance history, or for which no past performance is available, will be evaluated neither favorably nor unfavorably on the past performance factor and will be given a neutral rating.
f) The Vendor shall transmit the Past Performance Questionnaire (PPQ) [refer to RFQ Attachment #1] to all of the named references in the Vendor's submission to this RFQ and include a cover letter identifying the RFQ number, the CO and CS name(s) and e-mail address(es), and the response due date and time.
g) The PPQ that is an attachment to this RFQ will be used to collect information on an Vendor's performance under existing and prior contracts/ task orders/ subcontracts for services similar in scope, magnitude, relevance, and complexity to this requirement in order to evaluate Vendors consistent with the past performance evaluation factor set forth in section 1. References other than those identified by the Vendor may be contacted by the Government and used in the evaluation of the Vendor's past performance.
h) The Vendor shall be responsible for following up with its past performance references to ensure that their references have submitted their PPQ via email (preferred) to: Corey Wilson at wilson.corey@epa.gov and Brent Maravilla at maravilla.brent@epa.gov. PPQs shall be submitted by the Vendors' references and are due the same date and time as quote submissions – by 12:00 PM EST April 2, 2015. Any PPQ not received by the due date and time will not be considered.
i) A Client Authorization Letter shall be distributed by the Vendor to each of their individual references along with the PPQ for the reference to complete. [Refer to RFQ Attachment #4 – Sample Client Authorization Letter].
j) The Vendor shall include the following information for each contract and subcontract listed:
    1. Name of contracting activity
    2. Contract/task order/delivery order/subcontract number
    3. Contract/task order/delivery order/subcontract title
    4. Contract/task order/delivery order/subcontract type
    5. Total contract/task order/subcontract value
    6. Period of performance
    7. Contracting Officer, telephone number and e-mail address. For federal contracts, also provide the name, telephone number and email address of the COR Program Manager, and an alternate technical point of contact.
    8. Program Manager/Project Officer, telephone number and e-mail address
    9. Brief description of contract/task order/delivery order/subcontract.

10. Describe how the contract/task order/delivery order/subcontract is relevant in terms of similarity in size, scope, and complexity to this SOW; and demonstrates the Contractor's overall capability and capacity to effectively meet the SOW requirements. Descriptions should be as specific and detailed as possible, and provide actual examples to support all claims. In addition, the Contractor shall describe the measurable impact on the project, program, client, or contract from the Contractor's involvement.

k) Vendors may provide information on problems encountered and corrective actions taken on the identified contracts/task orders and subcontracts.

l) The Government may, but is not obligated to, contact the past performance references in the Vendor's submission.

m) The Government shall consider the information provided by the references, and may also consider information obtained from other sources, when evaluating a Vendor's past performance.

n) If negative feedback is received from a Vendor's reference, the Government will compare the negative response to the responses from the Vendor's other references to note differences. A score will be assigned appropriately to the Vendor's submission based upon the information.

o) Each Vendor may describe any quality awards or certifications that indicate the Vendor possesses a high-quality process for developing and producing the product or service required. Such awards or certifications include, for example, the Malcolm Baldrige Quality Award, other Government quality awards, and private sector awards or certifications.
    (1) Identify the segment of the company (one division or the entire company) which received the award or certification.
    (2) Describe when the award or certification was bestowed. If the award or certification is over three (3) years old, present evidence that the qualifications still apply.

p) Past performance information will be used for both responsibility determination as well as an evaluation factor for task order award.

q) Any information collected concerning a Vendor's past performance will be maintained in the official task order file.

3. Staffing Approach:

Vendors shall provide documented evidence that its company has potential candidates and/or the ability to find and employ individuals with requisite experience and qualifications. Vendors shall provide a Key Personnel Resume & Letter of Commitment for proposed key personnel. The resume must include the following information: Key position title, availability of the person, education, professional certifications (if applicable), total years of experience related to the position for which the person is proposed, additional specialized experience and training, and employment experience.

The Vendor shall describe their staffing approach including resumes for no more than four key personnel highlighting any specialized expertise. The following are personnel identified by the government as Key for the impending requirement. However, while the U.S EPA is aware that firms may have varying titles, the core competencies and their ability to address and meet the needs of the PWS will be evaluated. Recommended Key Personnel include: Technical Project Lead for technical expertise on the Drupal system; Project Manager for overall management of the task objectives; Front-end Engineer for user experience, accessibility and Drupal theming expertise, and the Lead Customer Service Support Manager for overall management of the user support efforts.

Price Quote: (Volume 2)

Vendors shall provide a Time and Material price quote for determined task order period: Base Period, Option Period 1, Option Period 2, Option Period 3, and Option Period 4. The vendor shall include a detailed breakdown of proposed costs (number of hours, labor categories, fixed labor rates) and any other direct costs used constructing the Time and Materials price quote for each respective subtask; as outlined in the PWS. Two sample charts have been enclosed for your guidance and/or usage.

Pricing must be provided for Base period and all four option periods.

Include a separate attachment for pricing breakdown that lists the GSA Federal Supply Schedule labor category, hours, GSA fixed labor rates, the applicable GSA discount, and the resulting discounted labor rates for each task/subtask. See the sample formats below,

Labor Category	Hours	GSA Rate	Discounted Rate	Cost
Subtotal				

Total Labor Costs _____

Other Direct Costs (ODCs)

Subtotal ODCs _____ (List specific ODCs on separate page)

G&A on ODCs % _____

Total ODCs _____

Total (Labor & ODCs)

LABOR HOUR DISTRIBUTION BY PWS TASK AREA

The contractor shall estimate the proposed labor hours and distribution and cross reference to the PWS to ensure each PWS task is represented. Please see the sample chart below:

Performance Work Statement Subtask Areas	Labor Hours	Percentage%
Task 1 – Management of Task Order	_____	_____
Task 2 – Vendor Training on EPA system	_____	_____
Task 3 – EPA System Maintenance & Minor Enhancements	_____	_____
Task 4 – Resource Consulting Services	_____	_____
Task 5 – Quality Assurance and Regression Testing	_____	_____
Task 6 – Drupal WebCMS User Support & Training	_____	_____
Task 7 – Task Order Transition	_____	_____
Task 8 – Optional: Application Integration	_____	_____

Reference Materials:
The following attachments are included in this RFQ:

Attachment 1 – Past Performance Questionnaire to be submitted by references
Attachment 2 – Functional and Technical Architecture of the Drupal WebCMS
Attachment 3 – Drupal System Architecture Description
Attachment 4 – Sample Client Authorization Letter
Attachment 5 – Minimum Standards for Conflict of Interest Plans
Attachment A – A sample set of sample tasks as a representative sample of typical work items

Section 3 – Terms and Conditions

The Vendor shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise specified), to perform the work outlined in the Performance Work Statement (PWS). All clauses in the vendor's existing GSA Multiple Award Schedule that are in effect at the time the EPA CO issues the task order, as well as any and all modification that GSA issues to the base contract during the ordering period are incorporated by reference and shall be in full force and effect.

1. EPA-SPECIFIC TERMS AND CONDITIONS
In addition to the terms and conditions of the offeror's GSA IT-70 Schedule, the following additional terms and conditions apply to this EPA RFQ and resultant delivery order, in accordance with FAR 8.404(b), some by reference, some in full text. Full text of EPAAR clauses and provisions may be found as Chapter 15 at:
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title48/48cfrv6_02.tpl
2. TYPE OF CONTRACT
The Government contemplates award of a time and material task order under GSA's Schedule 70 for IT services.
3. INCORPORATION OF VENDOR'S QUOTE (CUSTOM)

The Vendor's submission in response to the request for quote dated TBD is incorporated by reference and is made a part of this task order. In the event of any inconsistency between the clauses of this task order and the Vendor's submission, the clauses of this task order will take precedence.

4. LIMITATION OF THE GOVERNMENT'S OBLIGATION (CUSTOM)

(a) The Government reserves the right to incrementally fund this task order.

(b) The vendor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted to the task order. The allotment schedule is established as follows:

Base Period

Base Amount This Action Total Funding

$ TBD $_____TBD____ $___TBD_____

The vendor will not be obligated to continue work beyond that point. Subject to the clause entitled "Termination for Convenience of the Government," the Government will not be obligated in any event to reimburse the vendor in excess of the amount allotted to the task order. As used in this clause, the total amount payable by the Government in the event of termination are costs incurred as of the date of termination plus reasonable estimated termination costs.

(c) Notwithstanding the date specified in the allotment schedule in this clause, the Vendor will notify the Contracting Officer, in writing, at least 30 days prior to the date when, in the vendor's best judgment, the work will reach the point at which the total amount payable by the government including any cost for termination for convenience, will approximate 85% of the total amount then allotted to the task order for the vendor's performance. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance. If after such notification, additional funds are not allotted by the date identified in the vendor's notification, the Contracting Officer will execute the clause entitled "Termination for Convenience of the Government."

(d) The parties contemplate that the Government will allot additional funds for continued performance of the task order and will determine the estimated period of contract performance which will be covered by the funds. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of performance and the Contracting Officer will modify the task order accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds in amounts sufficient for timely performance, the vendor incurs

Additional costs or is delayed in the performance of the work under the task order and if additional funds are allotted, the Contracting Officer will make an equitable adjustment. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes."

(f) The Government may, at any time prior to termination, allot additional funds for the performance of the task order.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Termination for Cause." The provisions of this clause are limited to the work and allotment of funds for the task order. This clause no longer applies once the task order is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraph (d) or (e) of this clause.

(h) Nothing in this clause affects the right of the Government to terminate the task order pursuant to the clause entitled "Termination for Convenience of the Government."

5. EP 52.000-000 NOTICE REGARDING PROHIBITED VENDOR ACTIVITIES ON ENVIRONMENTAL PROTECTION AGENCY (EPA) CONTRACTS (NOV 1994)

The Vendor shall not perform any of the following activities on behalf of EPA in connection with this contract:

1. The actual preparation of Congressional testimony.
2. The interviewing or hiring of individuals for employment at EPA.
3. Developing and/or writing of Position Descriptions and Performance Standards.
4. The actual determination of Agency policy.
5. Participating as a voting member on a Performance Evaluation Board; participating in and/or attending Award Fee meetings.
6. Preparing Award Fee Letters, even under typing services contracts.
7. The actual preparation of Award Fee Plans.
8. The preparation of documents on EPA Letterhead other than routine administrative correspondence.
9. Reviewing vouchers and invoices for the purposes of determining whether costs, hours, and work performed are reasonable.
10. The preparation of Statements of Work, Work Assignments, Technical Direction Documents, Delivery Orders, or any other work issuance document under a contract that the vendor is performing or may perform. Such a work issuance document, prepared by an EPA prime vendor under an EPA prime contract for its subvendor, is exempt from this prohibition.
11. The actual preparation of responses to audit reports from the Inspector General, General Accounting Office, or other auditing entities.
12. Preparing responses to Congressional correspondence.
13. The actual preparation of responses to Freedom of Information Act requests, other than routine, non-judgmental correspondence.
14. Any contract which authorizes a vendor to represent itself as EPA to outside parties.
15. Conducting administrative hearings.
16. Reviewing findings concerning the eligibility of EPA employees for security clearances.
17. The actual preparation of an office's official budget request.

6. PERIOD OF PERFORMANCE (CUSTOM)

The period of performance of this task order will be for a twelve month base period and four (4) twelve month option periods for a maximum total of five years.

7. CONTRACTING OFFICER'S REPRESENTATIVES (CUSTOM)

The Task Order Contracting Officer Representative (TOCOR), the Alternate TOCOR(s), the Contract Specialist (CS) and Contracting Officer (CO) for this task order are as follows:

CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

TO BE IDENTIFIED AT TIME OF TASK ORDER AWARD

ALTERNATE TOCOR

TO BE IDENTIFIED AT TIME OF TASK ORDER AWARD

ADMINISTRATIVE CONTRACTING OFFICER:

TO BE IDENTIFIED AT TIME OF TASK ORDER AWARD

8. EPAAR 1552 242.71 VENDOR PERFORMANCE INFORMATION

(Vendor Performance Evaluations)

(a) In accordance with Federal Acquisition Regulation (FAR) Subpart 42.15 and EPAAR Deviation 1542.15, past performance evaluations shall be prepared and submitted electronically to the Past Performance Information Retrieval System (PPIRS). The process for submitting evaluation reports to PPIRS shall be through use of the Vendor Performance Assessment Reporting System (CPARS) which has connectivity with PPIRS.

Using CPARS, EPA shall evaluate vendor performance using the following evaluation factors as applicable: Technical (Quality of Product), Product Performance, Systems Engineering, Software Engineering, Logistic Support/Sustainment, Product Assurance, Other Technical Performance, Schedule, Cost Control (Not Applicable for Firm-Fixed Price or Firm-Fixed Price with Economic Price Adjustment), Management, Management Responsiveness, Subcontract Management, Program Management and Other Management, Other Areas, and Utilization of Small Business.
Each evaluation factor shall be rated in accordance with a five scale rating system: Red/Unsatisfactory, Yellow/Marginal, Green/Satisfactory, Purple/Very Good, and Dark Blue/Exceptional, N/A = Not Applicable. Plus or minus signs
may be used to indicate an improving (+) or worsening (-) trend insufficient to change assessment status.
(b) The vendor shall designate a representative to whom the evaluation will be sent automatically and electronically. The name, title, e-mail address and phone number of the designated vendor representative shall be provided to the Contracting Officer who will, in turn, provide that information to their CPARS Focal Point administrator for authorization access. Any changes in designated vendor personnel representative shall be the sole responsibility of the vendor to inform the Contracting Officer and the CPARS Focal Point.
The vendor has thirty (30) calendar days from the date of the vendor's receipt of the Report to review and provide a response to the Contracting Officer regarding the contents of the Report. The response shall be sent through CPARS.
The vendor's response to the Report may include written comments, rebuttals (disagreements), or additional information. If the vendor does not respond to the Report within the designated thirty (30) calendar days, the specified ratings in the Report are deemed appropriate for the evaluation period. In this instance, the Contracting Officer shall complete the Agency review and finalize the evaluation in CPARS after expiration of the specified 30 calendar days.
If the vendor submits comments, rebuttals (disagreements), or additional information to the Contracting Officer which contests the ratings, the Contracting Officer, in consultation with the contract level Contracting Officer's representative and/or applicable official, shall initially try to resolve the disagreement with the vendor.
If the disagreement is not resolved between the vendor and the Contracting Officer, the matter will be referred, as promptly as possible, to the Reviewing Official (an official at least one level above the Contracting Officer or Contract Specialist) for resolution.
The Agency Reviewing Official shall record a determination in CPARS. The ultimate conclusion on the performance evaluation is a decision of the EPA.
The Contracting Officer shall complete the Agency review and finalize the evaluation in CPARS after the Contracting Officer receives the Agency Reviewing Official's determination.
An interim or final report is considered completed after the Contracting Officer finalizes the evaluation in CPARS

9. EPAAR 1552.209-72 ORGANIZATIONAL CONFLICT OF INTEREST CERTIFICATION (APR 1984)

The offeror [ ] is [ ] is not aware of any information bearing on the existence of any potential organizational conflict of interest. If the offeror is aware of information bearing on whether a potential conflict may exist, the offeror shall provide a disclosure statement describing this information.

10. EP-S 97-1 ACQUISITION AND USE OF ENVIRONMENTALLY PREFERABLE PRODUCTS AND SERVICES (MAY 1999)

(a) Executive Order 13101 of September 14, 1998, entitled "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition" and Section 6002 of the Resource Conservation and Recovery Act (RCRA) of 1976, as amended (42 U.S.C. 6962, Pub L. 94-580, 90

Stat. 2822) require Federal agencies to procure designated items with the highest recovered materials content practicable.
(b) In the performance of this contract, the Vendor shall comply with the requirements of the following issuances:
(1) Title 40 of the Code of Federal Regulations, Part 247, Comprehensive Guideline for Procurement of Products Containing Recovered Materials (CPG), which designates items that are or can be made with recovered materials, and its companion pieces, the Recovered Materials Advisory Notices (RMANs). The CPG and RMANs provide recommended procurement practices, including recommended recovered material content levels, for purchasing products designated in the CPG. The Vendor shall comply with these recommendations, and such other CPG revisions and RMANs as the Environmental Protection Agency (EPA) may issue with respect to the procurement of products that contain recovered materials. (Copies of the CPG or RMANs, as well as information on manufacturers and vendors of designated items may be obtained by calling EPA's RCRA Hotline at (800) 424-9346, or, in the Washington, D.C., metropolitan area, at (703) 412-9810.)
(2) In complying with the requirements of paragraph (b), the Vendor shall coordinate its concerns and program guidance with EPA's Recycling Coordinator.
(3) The Vendor shall prepare and submit reports on the purchase of products containing recovered materials from time to time in accordance with written direction (e.g., in specified format) from the EPA Recycling Coordinator through the Contracting Officer. Reports shall be submitted to the EPA Recycling Coordinator, with a copy to the Contracting Officer, Mail Code 3204Washington, D.C. 20460.

11. EPAAR 1552.209-70 ORGANIZATIONAL CONFLICT OF INTEREST NOTIFICATION (APR 1984)

(a) The vendor warrants that, to the best of the vendor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the vendor has disclosed all such relevant information.
(b) Prior to commencement of any work, the vendor agrees to notify the Contracting Officer immediately that, to the best of its knowledge and belief, no actual or potential conflict of interest exists or to identify to the Contracting Officer any actual or potential conflict of interest the firm may have. In emergency situations, however, work may begin but notification shall be made within five (5) working days.
(c) The vendor agrees that if an actual or potential organizational conflict of interest is identified during performance, the vendor will immediately make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the vendor has taken or proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict of interest. The vendor shall continue performance until notified by the Contracting Officer of any contrary action to be taken.
(d) Remedies - The EPA may terminate this task order for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the vendor was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose it or misrepresented relevant information to the Contracting Officer, the Government may terminate the task order for default, debar the vendor from Government contracting, or pursue such other remedies as may be permitted by law or this task order.
(e) The vendor agrees to insert in each subcontract or consultant agreement placed hereunder provisions which shall conform substantially to the language of this clause, including this paragraph, unless otherwise authorized by the Contracting Officer.

12. EPAAR 1552. 209-73 NOTIFICATION OF CONFLICTS OF INTEREST REGARDING PERSONNEL (MAY 1994)

(a) In addition to the requirements of the task order clause entitled "Organizational Conflicts of Interest," the following provisions with regard to employee personnel performing under this task order shall apply until the earlier of the following two dates: the termination date of the affected employee(s) or the expiration date of the task order.
(b) The vendor agrees to notify immediately the EPA Task Order Contracting Officer's Representative (TOCOR) and the Contracting Officer (CO) of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this task order, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding this task order, when such conflicts have been reported to the vendor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the task order work.
(c) The vendor agrees to notify the TOCOR and CO prior to incurring costs for that employee's work when an employee may have a personal conflict of interest. In the event that the personal conflict of interest does not become known until after performance on the task order begins, the vendor shall immediately notify the CO of the personal conflict of interest. The vendor shall continue performance of this task order until notified by the CO of the appropriate action to be taken.
(d) The vendor agrees to insert in any subcontract or consultant agreement placed hereunder provisions which shall conform substantially to the language of this clause, including this paragraph (d), unless otherwise authorized by the CO.

13. EPAAR 1552. 235-80 ACCESS TO CONFIDENTIAL BUSINESS INFORMATION (OCT 2000)

If the vendor is required to have access to confidential business information (CBI) during the performance of this task order, the vendor shall not have access to any CBI submitted to EPA under any authority until the vendor obtains from the Task Order Contracting Officer's Representative a certification that the EPA has followed all necessary procedures under 40 CFR part 2, subpart B (and any other applicable procedures), including providing, where necessary, prior notice to the submitters of disclosure to the vendor.

14. EPAAR 1552.227-76 PROJECT EMPLOYEE CONFIDENTIALITY AGREEMENT (MAY 1994)

(a) The vendor recognizes that vendor employees in performing this task order may have access to data, either provided by the Government or first generated during task order performance, of a sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Therefore, the vendor agrees to obtain confidentiality agreements from all of its employees working on requirements under this task order.
(b) Such agreements shall contain provisions which stipulate that each employee agrees that the employee will not disclose, either in whole or in part, to any entity external to EPA, the Department of Justice, or the vendor, any information or data (as defined in FAR Section 27.401) provided by the Government or first generated by the vendor under this task order, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA Contracting Officer (CO). If a vendor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the vendor must provide immediate advance notification to the EPA so that the EPA can authorize such disclosure or have the opportunity to take action to prevent such disclosure. Such agreements shall be effective for the life of the task order and for a period of five (5) years after completion of the task order.
(c) The EPA may terminate this task order for convenience, in whole or in part, if it deems such termination necessary to prevent the unauthorized disclosure of information to outside entities. If such a disclosure occurs without the written permission of the EPA CO, the Government may

terminate the contract, for default or convenience, or pursue other remedies as may be permitted by law or this task order.
(d) The vendor further agrees to insert in any subcontract or consultant agreement placed hereunder, except for subcontracts or consultant agreements for well drilling, fence erecting, plumbing, utility hookups, security guard services, or electrical services, provisions which shall conform substantially to the language of this clause, including this paragraph, unless otherwise authorized by the CO.

15. EPAAR 1552. 209-75 ANNUAL CERTIFICATION (MAY 1996)

The vendor shall submit an annual conflict of interest certification to the Contracting Officer (CO). In the vendor's annual certification, the vendor shall certify that, to the best of the vendor's knowledge and belief, all actual or potential organizational conflicts of interest have been reported to EPA. In addition, in this annual certification, the vendor shall certify that it has informed its personnel who perform work under EPA contracts or relating to EPA contracts/task orders of their obligation to report personal and organizational conflicts of interest to the vendor. Such certification must be signed by a senior executive of the company and submitted in accordance with instructions provided by the CO. The initial certification shall cover the one-year period from the date of task order award, and all subsequent certifications shall cover successive annual periods thereafter, until expiration or termination of the task order. The certification must be received by the CO no later than 45 days after the close of the certification period covered.

16. GOVERNMENT-VENDOR RELATIONS (EPAAR 1552.237-76) (JUN 1999)

(a) The Government and the vendor understand and agree that the services to be delivered under this contract by the vendor to the Government are non-personal services and the parties recognize and agree that no employer-employee relationship exists or will exist under the contract between the Government and the vendor's personnel. It is, therefore, in the best interest of the Government to afford both parties a full understanding of their respective obligations.
(b) Vendor personnel under this contract shall not:
(1) Be placed in a position where they are under the supervision, direction, or evaluation of a Government employee.
(2) Be placed in a position of command, supervision, administration or control over Government personnel, or over personnel of other vendors under other EPA contracts, or become a part of the Government organization.
(3) Be used in administration or supervision of Government procurement activities.
(c) Employee Relationship:
(1) The services to be performed under this contract do not require the vendor or his/her personnel to exercise personal judgment and discretion on behalf of the Government. Rather the vendor's personnel will act and exercise personal judgment and discretion on behalf of the vendor.
(2) Rules, regulations, directives, and requirements that are issued by the U.S. Environmental Protection Agency under its responsibility for good order, administration, and security are applicable to all personnel who enter the Government installation or who travel on Government transportation. This is not to be construed or interpreted to establish any degree of Government control that is inconsistent with a non-personal services contract.
(d) Inapplicability of employee benefits: This contract does not create an employer-employee relationship. Accordingly, entitlements and benefits applicable to such relationships do not apply.
(1) Payments by the Government under this contract are not subject to Federal income tax withholdings.
(2) Payments by the Government under this contract are not subject to the Federal Insurance Contributions Act.
(3) The vendor is not entitled to unemployment compensation benefits under the Social Security Act, as amended, by virtue of performance of this contract.
(4) The vendor is not entitled to workman's compensation benefits by virtue of this contract.

(5) The entire consideration and benefits to the vendor for performance of this contract is contained in the provisions for payment under this contract.
(e) Notice. It is the vendor's, as well as, the Government's responsibility to monitor contract activities and notify the Contracting Officer if the vendor believes that the intent of this clause has been or may be violated.
(1) The vendor should notify the Contracting Officer in writing promptly, within seven (7) calendar days from the date of any incident that the vendor considers to constitute a violation of this clause. The notice should include the date, nature and circumstance of the conduct, the name, function and activity of each Government employee or vendor official or employee involved or knowledgeable about such conduct, identify any documents or substance of any oral communication involved in the conduct, and the estimate in time by which the Government must respond to this notice to minimize cost, delay or disruption of performance.
(2) The Contracting Officer will promptly, within fourteen (14) calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer will either:
(i) Confirm that the conduct is in violation and when necessary direct the mode of further performance,
(ii) Countermand any communication regarded as a violation,
(iii) Deny that the conduct constitutes a violation and when necessary direct the mode of further performance; or
(iv) In the event the notice is inadequate to make a decision, advise the vendor what additional information is required, and establish the date by which it should be furnished by the vendor and the date thereafter by which the Government will respond.

17. KEY PERSONNEL (EPAAR 1552.237-72) (APR 1984)
(a) The vendor shall assign to this task order the following key personnel:

Title of Position	Name(s):
Program Manager	TBD
Technical Project Lead	TBD
Front-end Engineer	TBD
Lead Customer Service Support Manager	TBD

An alternate contact for each Key Position shall also be identified, in the event the Government cannot communicate with Key Personnel.
(b) During the first 90 calendar days of performance, the vendor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The vendor shall notify the Contracting Officer (CO) within **15** calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90 day period, the vendor shall submit the information required by paragraph (c) to the Contracting Officer at least **30** calendar days prior to making any permanent substitutions.
(c) The vendor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the CO. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The CO will notify the vendor within **15** calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.
18. EPAAR 1552.237-71 TECHNICAL DIRECTION (AUG 2009)
(a) *Definitions:* Contracting Officer Technical Representative (COTR) means an individual appointed by the Contracting Officer in accordance with Agency procedures to perform specific

technical and administrative functions. Task order, as used in this clause, means work assignment, delivery order, or any other document issued by the Contracting Officer to order work under a service contract.
(b) The Contracting Officer Technical Representative(s) may provide technical direction on contract or work request performance. Technical direction includes:
(1) Instruction to the vendor that approves approaches, solutions, designs, or refinements; fills in details; completes the general descriptions of work shifts emphasis among work areas or tasks; and
(2) Evaluation and acceptance of reports or other deliverables.
(c) Technical direction must be within the scope of work of the contract and any task order there under. The Contracting Officer Technical Representative(s) does not have the authority to issue technical direction which:
(1) Requires additional work outside the scope of the contract or task order;
(2) Constitutes a change as defined in the "Changes" clause;
(3) Causes an increase or decrease in the estimated cost of the contract or task order;
(4) Alters the period of performance of the contract or task order; or
(5) Changes any of the other terms or conditions of the contract or task order.
(d) Technical direction will be issued in writing or confirmed in writing within five (5) days after oral issuance. The Contracting Officer will be copied on any technical direction issued by the Contracting Officer Technical Representative.
(e) If, in the vendor's opinion, any instruction or direction by the Contracting Officer Technical Representative(s) falls within any of the categories defined in paragraph (c) of the clause, the vendor shall not proceed but shall notify the Contracting Officer in writing within 3 days after receiving it and shall request that the Contracting Officer take appropriate action as described in this paragraph. Upon receiving this notification, the Contracting Officer shall:
(1) Advise the vendor in writing as soon as practicable, but no later than 30 days after receipt of the vendor's notification, that the technical direction is within the scope of the contract effort and does not constitute a change under the "Changes" clause of the contract;
(2) Advise the vendor within a reasonable time that the Government will issue a written modification to the contract; or
(3) Advise the vendor that the technical direction is outside the scope of the contract and is thereby rescinded.
(f) A failure of the vendor and Contracting Officer to agree as to whether the technical direction is within the scope of the contract, or a failure to agree upon the contract action to be taken with respect thereto, shall be subject to the provisions of the clause entitled "Disputes" in this contract.
(g) Any action(s) taken by the vendor, in response to any direction given by any person acting on behalf of the Government or any Government official other than the Contracting Officer or the Contracting Officer Technical Representative, shall be at the vendor's risk.

19. EPAAR 1552.217-75 Option to extend the effective period of the contract--time and materials or labor hour contract (JUNE 1984)
NOTE: To exercise the option, the Contracting Officer will issue a Standard Form (SF) 30 modification to exercise the applicable task order optional period(s) of performance. Refer to RFQ Section 2 'Quote Instructions' for base and optional period timeframes.
(a) The Government has the option to extend the effective period of this task order for four (4) additional period(s). If more than thirty (30) days remain in the task order effective period, the Government, without prior written notification, may exercise this option by issuing a task order modification. To unilaterally exercise this option within the last 30 days of the effective period, the Government must issue written notification of its intent to exercise the option prior to that last 30-day period. This preliminary notification does not commit the Government to exercising the option.

(b) If the option(s) are exercised, the "Ceiling Price" clause will be modified to reflect a new and separate ceiling price of $_TBD__ for the first option period, a new and separate ceiling price of $_TBD__ for the second option period, a new and separate ceiling price of $_TBD__ for the third option period, and a new and separate ceiling price of $_TBD__ for the fourth option period.
(c) The "Effective Period of the Contract" clause will be modified to cover a base period from ___TBD_____ to ___TBD_____ and option periods from ___TBD_____ to ___TBD_____; ___TBD_____ to ___TBD_____; ___TBD_____ to ___TBD_____; ___TBD_____ to ___TBD_____.

20. FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)
The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Vendor within 30 calendar days.
21. FAR 52.232-18 AVAILABILITY OF FUNDS (APR 1984)
Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Vendor receives notice of such availability, to be confirmed in writing by the Contracting Officer.
22. TAX (CUSTOM)
The Federal Government is exempted from paying taxes. The tax exempt number is **52-085-2695. 23.**

Electronic/Email Submission Invoicing Procedures (CUSTOM)
1. Send invoices to: **DDC-KInvoices@epa.gov (Note: this is for contract invoicing only and not small purchases).** No followup hardcopy for the Finance Center is required. All other requirements for the PO and CO should be continued per the contract terms.
2. Please put the contract #, Inv# and DO# in the SUBJECT line of the email. Example: I_68w09999_234B_00005.pdf If multiple invoices are attached, please put the contract # only. If multiple invoices, please limit number of attachments/invoices to 10 per email. Please submit separate emails per contract.
3. Email body:
a. Submit no correspondence in the body of the email and do not include any attachments which are not invoices.
b. Provide all relevant information within each invoice attachment. Invoice page1 must be first page of image.
It is suggested that the following statement be included in email body:
"NOTICE: this email data is for the designated recipient only and may contain privileged or confidential information. If you have received it in error, please notify the sender immediately and delete the original. Any unauthorized use of this email is prohibited."
4. Invoices must be in PDF format and attached to the email. A separate attachment for each invoice is required. If scanned, the size should be standard 8.5 x 11.
5. Each invoice must be signed by a representative of the vendor that is fully and completely authorized to sign on behalf of the vendor. The representative must also print their name, direct dial phone number, and email address.
6. Attachment file name protocol is very important (invoice may be rejected if pdf naming protocol is incorrect). Please submit using the following attachment name fields separated by **underscores**:

Contract number -field is 8 digits (for non-EPA contracts we use the first two digits and the last six digits)
Invoice number -field is 11 digits. Please do not exceed 11 digits per invoice #.
However any invoice which exceeds the 11 digits will be entered using the 11 digits starting from the right. Numbers should not begin with a zero or with a special character. Invoice #s should not include an underscore or a '/'.
Order number -field is 5 digits (if no order#, please enter '00000' or simply end with the .pdf) Fields for contract#, invoice# and order# should be separated by underscores.
Examples: I_EPXX9999_STB-300_00001.pfd
I_68XX0000_7.pdf (no order number required)
I_261D00XX_54678994999_00000.pdf (using zeros as placeholders; no order number required)
I_GSF0440G_B345_01100.pfd
I_EPW01111_1.pdf
7. Receipt of invoice by EPA: An auto reply will be sent per email; it will not include the previously sent email, but will reference the SUBJECT line of the email. If for some reason the EPA cannot accept electronic invoicing from the vendor, the vendor will be notified as soon as such an event is known. The reasons for non-acceptance include, but is not restricted to, viruses or server problems. The vendor is required to contact RTP-FC immediately if submissions are rejected. If RTP-FC is unable to accept electronic invoice submissions from the vendor, the vendor must submit its invoices following standard procedures.
8. Receipt date for invoices will be the date RTP-FC retrieves and successfully opens the invoice attachments. If invoices are sent on a weekend or federal holiday, or after 3 p.m. (EST or EDT) on a regular work day, the receipt will be dated for the next business day.
9. Submitted invoices which do not conform to these procedures may be determined to be an inappropriate submission and are subject to rejection.
For status of Invoice Payments, call the Financial Office's Customer Service at (919) 541-0616. The FedX courier address for invoices: US EPA RTP-Finance (mail drop D143-02), 4930 Page Road Durham, NC 27703.
Vendors interested in checking the status of payments should use the Department of Treasury's Payment Advice Internet Delivery (PAID) system. It is located on the following web site and requires registration: http://www.fms.treas.gov/paid/index.asp

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCE MANAGEMENT (JUL 2013)

(a) *Definition.* Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:
(1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.
(2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.
(3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.

(4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.
(b) *General.* The Contractor shall perform any IRM-related work under this contract in accordance with the IRM policies, standards, and procedures set forth on the Office of Environmental Information policy Web site. Upon receipt of a work request (*i.e.*delivery order, task order, or work assignment), the Contractor shall check this listing of directives. The applicable directives for performance of the work request are those in effect on the date of issuance of the work request. The 2100 Series (2100-2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards, and procedures.
(c) *Section 508 requirements (accessibility).* Contract deliverables are required to be compliant with Section 508 requirements (accessibility for people with disabilities). The Environmental Protection Agency policy for 508 compliance can be found at*www.epa.gov/accessibility.*
(d) *Electronic access.* A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at *http://epa.gov/docs/irmpoli8/policies/index.html.*

CUSTOM – CONTRACTING OFFICER ADDED - Agency Security Requirements for Contractor Personnel

To safeguard the EPA workforce and comply with Homeland Security Presidential Directive 12 (HSPD-12), Executive Order (E.O.) 13467, E.O. 13488 and Office of Personnel Management (OPM) regulations, the EPA requires the following:

- **For Unescorted Access for 6 Months or Less**

Contractor employees needing unescorted physical access to a controlled EPA facility[1] for 6 months or less must be determined by the EPA to be fit before being issued a physical access badge (picture ID). A fitness determination is, per E.O. 13488, a decision by an agency that an individual has or does not have the required level of character and conduct necessary to perform work for or on behalf of a federal agency as a contractor employee. A favorable fitness determination is not a decision to contract with an individual. Contractor employees must undergo, at a minimum, an FBI fingerprint check of law enforcement and investigative indices (see Section 2).

- **For Unescorted Access for More than 6 Months**

Contractor employees needing unescorted access to a controlled EPA facility for more than 6 months are required to have an HSPD-12 smart card, called an EPASS badge. Eligible contractor employees must have a completed or initiated background investigation at the National Agency Check and Inquiries (NACI) level or above, comply with all other investigative and HSPD-12-related requirements, and be determined by the EPA Personnel Security Branch (PSB) to be fit (see Section 3). "Initiated" means that all initial security requirements have been met (paperwork is completed, submitted, and PSB-approved; favorable fingerprint results have been received; funding has been provided to cover the cost of the investigation; and PSB has sent notification that the individual may begin work).

[1] A controlled facility is an area to which security controls have been applied to protect agency assets. Entry to the controlled area is restricted to personnel with a need for access.

To ensure timely contract performance, the contractor must be prepared to immediately submit upon contract award the contractor employee information detailed in Section 1.c. This applies also to incumbent contractors' employees for follow-on acquisitions. All contractor employees under a new contract are subject to the requirements in Sections 2 or 3; however, the time needed to meet security requirements may be shorter for personnel who already have a favorable fitness determination.

Contractor employees may begin work on the contract start date provided all applicable documentation in Sections 1, 2, and 3 has been received by the EPA and there is no derogatory information to preclude a favorable determination. Timely submission of contractor employees' security forms and other required documentation is essential.

A favorable determination may be revoked at any time should the EPA discover derogatory information that deems a contractor employee unfit. Contractor employees deemed unfit will not be allowed to continue under the contract, and the contractor will be responsible for providing replacements acceptable to the EPA.

The EPA may make a determination of a contractor employee's fitness at any of the following points:

- When the EPA prescreens the individual's security forms. "Red flag" issues include:
  - Having been fired from a previous job or having left under unfavorable circumstances within the past 5 years (or longer, depending on the security form questions and type of investigation);
  - Failure to register with the Selective Service System (applies to male applicants born after December 31, 1959);
  - Within the past 5 years (or longer, depending on the security form questions and type of investigation), any arrest, charge, or conviction that has been upheld for violent or dangerous behavior or a pattern of arrests that demonstrates disregard for the law;
  - Illegal drug use within the previous year, or drug manufacture or other involvement for profit within the past 5 years (or longer, depending on the security form questions and type of investigation).
- When FBI fingerprint results are returned to the EPA;
- When OPM returns the individual's investigative results to the EPA;
- When the EPA becomes aware that the contractor employee may not be fit to perform work for or on behalf of a federal agency. The contractor is responsible for monitoring its employees' fitness to work and notifying the EPA immediately of any contractor employee arrests or illegal drug use.

1) Initial Contractor Requirements

This section contains the contractor's initial security requirements, which must be met before contractor employees can perform work **on-site** at EPA under this contract.

a) The contractor must identify a point of contact (POC) and alternate POC to facilitate security processes.
b) The contractor must ensure that all foreign nationals who will work under this contract have a valid U.S. Immigrant Visa or nonimmigrant Work Authorization Visa. The contractor must use E-Verify to verify employment eligibility as required by the FAR.

c) The EPA requires contractor employee information for the investigative and EPASS processes. Immediately upon contract award or anytime new personnel are brought onboard, the contractor POC must log on to a secure, EPA-identified portal, create an account, and submit complete contractor employee information: Full name (as found on employment records and driver's license), Social Security number, date of birth, place of birth (city, state, country), citizenship, employee email address, EPA Program Office or Regional Office, and EPA work city and state. Note: Incomplete names, inaccurate names, and nicknames are unacceptable and may delay contractor employees' start date. Instructions and the portal link will be provided upon contract award.
d) EPA will provide the login information for the portal. After submission of the contractor employees' data, the Contracting Officer's Representative (COR) will notify the contractor POC if additional information or corrections are required. The COR's approval of the information triggers the investigative and EPASS processes.

2) Requirements for Contractor Employees Needing Unescorted Access for 6 Months or Less

This section contains the requirements for contractor employees who are not eligible for an EPASS badge but who need unescorted physical access. The minimum security requirement is an FBI fingerprint check.

a) Before the contractor employee can begin work on-site at the EPA:
   i) He/she must be fingerprinted by the EPA; arrangements will be made by the COR.
   ii) The contractor employee must satisfactorily respond to all questions/information requests arising from the EPA's review of the fingerprint results.
   iii) The EPA must determine that the fingerprint results are favorable.

Once all requirements in Section 2(a) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees will be issued a physical access badge and may work on-site at EPA. Contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b).

3) **Requirements for Contractor Employees Needing Unescorted Access for more than 6 Months**

This section contains the requirements for contractor employees who are eligible for an EPASS badge and who must have, at a minimum, a NACI background investigation completed or initiated. Contractor employees needing access to sensitive information or otherwise occupying moderate or high-risk positions must undergo an investigation above the NACI level. The EPA will assign a position risk level to each position on the contract and identify which contractor employees are EPASS-eligible.

a) EPASS-eligible contractor employees must undergo a background investigation appropriate to the risk level of the position occupied, as specified by the EPA; the minimum acceptable investigation is a NACI.
b) Employees who have previously undergone a federal background investigation at the required level and who have worked for or on behalf of the federal government without a break in service since the investigation was completed may not need a new investigation. The EPA will verify the investigative information and notify the contractor employee and COR if a new investigation is required. If an investigation is not needed, the contractor employee

must still be fingerprinted by the EPA for an FBI fingerprint check and have favorable fingerprint results returned before beginning work on-site at EPA.

c) Before beginning work on-site at the EPA, contractor employees who require a new background investigation must:
   i) Complete and submit the appropriate OPM security questionnaire specified by the EPA via OPM's e-QIP system. Access to e-QIP will be provided by the EPA; the questionnaires are viewable at www.opm.gov/forms. Foreign national contractor employees must, on the security questionnaire, provide their alien registration number or the number, type, and issuance location of the visa used for entry to the United States.
   ii) For a NACI only, also complete the OF 306, Declaration for Federal Employment, as required by OPM for any NACI and available at http://www.opm.gov/forms/pdf_fill/of0306.pdf. Contractor employees must answer questions 1-13 and 16, then sign the form on the "Applicant" line, 17a.
   iii) Follow all instructions on the form(s), answer all questions fully, and submit signature pages as directed by the EPA.
   iv) Be fingerprinted by the EPA; arrangements for fingerprinting will be made by the COR.
   v) Satisfactorily respond to all questions/information requests arising from the EPA's review of the forms or fingerprint results.
   vi) Receive favorable fingerprint results.

d) Once all requirements in Section 3(c) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees may work on-site at EPA while OPM conducts the background investigation.

e) At a time and location specified by the EPA, contractor employees must report in person for EPASS identity (ID) proofing and show two unexpired forms of identification from the lists on Department of Homeland Security Form I-9. At least one of the documents must be a valid, unexpired state or federal government-issued photo ID; non-U.S. citizens must show at least one ID from Column A on Form I-9.

f) Before being issued an EPASS badge, contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b). Contractor employees must meet all EPASS badge life-cycle requirements.

g) A contractor employee has the right to appeal, in writing through the contractor POC to the COR, the denial or revocation of an EPASS badge. If the COR believes the appeal is justified, he/she will forward it to the Security Management Division (SMD). SMD's decision on behalf of the EPA will be final.

4) Ongoing Contractor Security Responsibilities

a) The contractor POC must immediately provide updated information via the secure portal when new contractor employees are added to the contract. These contractor employees must meet all initial investigative requirements before beginning work on-site at EPA. The contractor POC must also update information via the secure portal whenever a contractor employee leaves the contract.

b) The contractor POC must ensure that all EPA physical access and EPASS badges are returned to the COR as soon as any of the following occurs, unless otherwise determined by the Agency: (i) when the badge is no longer needed for contract performance; (ii) upon completion of a contractor employee's employment; (iii) upon contract completion or termination.

c) These EPA security requirements must be incorporated into all resulting subcontracts wherein contractor personnel working under the subcontract require EPA physical access.

LOCAL CLAUSE EPA-H-31-104 APPROVAL OF CONTRACTOR TRAVEL

(a) Any Contractor travel which may be directly charged to the task order shall be authorized in advance by the Contracting Officer (CO) for all non-emergency travel. This approval shall be separate from the process associated with the approval of the Contractor's technical and cost/price proposal (see paragraph (e) below) and (see exception (j)).

(b) Travel requests shall be submitted at least 15 calendar days in advance unless the CO initiates a requirement for Contractor personnel to travel in less than this time requirement.

(c) Travel shall be authorized under this task order only when the travel is required to provide a direct service (including management oversight) or specific product to the Government. The Contractor shall identify the need for travel in any written request submitted and shall clearly identify in an accompanying narrative the relationship of the travel to the direct service required by the Government. Including the estimates for travel in the Contractor's submission in response to the RFP does not negate the requirement for the Contractor to submit a separate travel request in accordance with paragraph (e) below. Unless/until the CO specifically approves the Contractor's travel request (see paragraph (e) and (j) below), the Contractor shall not perform travel. Travel and associated costs for such travel lodging, per diem, and incidental expenses, shall be allowable only in accordance with the limitations of FAR 31.205-43, FAR 31.205-46 and Federal Travel Regulations.

(d) Travel expenses for Federal employees shall not be an allowable cost under this task order. Travel approval shall not be rendered for any personnel (including for example State or local Government officials, academicians, etc.) except for employees of the Contractor, or an authorized subcontractor or consultant, who are performing a bona fide function to accomplish the task order's PWS.

(e) To obtain the approval for travel, the Contractor shall submit a separate written request to the CO and COR for each instance of travel for Contractor/subcontractor personnel that is contemplated or is the result of an emergency response requirement, as a direct charge under the task order. The Contractor's request shall include (at a minimum) the following information:

(1) Individual(s) traveling. Identify position and affiliation as a Contractor/subcontractor employee.

(2) Description of circumstances necessitating the travel. Identify the task order benefit of the travel and identify the correlation of the travel to the requirements of the Performance Work Statement (cite paragraph of Contractor's proposal and section of the PWS).

(3) Identify the estimated cost and include a cost breakdown. Explain why this is the most cost effective means to fulfill the task order requirements.

(f) Any time while on travel, on the telephone, and/or while attending a meeting/conference on behalf of the EPA, Contractor/subcontractor personnel shall clearly identify corporate affiliation at the start of any conversation. If Contractor/subcontractor personnel are attending EPA-sponsored meetings, conferences, symposia, etc., or while on a Government site, all badges worn by Contractor personnel shall clearly identify individuals as Contractor employees. Contractor personnel are strictly prohibited from acting as a representative of the Agency at meetings, conferences, symposia, telephone conferences, etc.

(g) The Contractor may request a CO letter for its travelers to use, either individually or collectively, that requests that the lodging venue offer the same rate as it would extend to Federal personnel or to a Contractor that is traveling on behalf of the Federal Government and being paid for by the Federal funds on a task order. If, however, the Contractor is able to obtain a corporate rate that is lower than the GSA published lodging rate, the Contractor shall use that rate. The Contractor shall use a rate that provides the best-value to the Government.

(h) The Contractor shall first reimburse a traveler prior to submitting a request for reimbursement and provide the COR and CO with an itemized copy of any traveler's claim for reimbursement. The

Contractor shall comply with all Federal laws, regulations and this clause for all requests for travel reimbursement.
(i) No travel shall be reimbursed that does not comply with the terms of this clause, unless the Contractor receives express, written approval from the CO.
(j) Travel—Travel up to of $1,000.00 for a single trip (e.g. one trip for 3 people or 1 trip for 1 person) may be an allowable charge to this task order with prior written consent of the TOCOR. Travel in excess of $1,000.00 for a single trip (e.g. one trip for 3 people or 1 trip for 1 person) is not allowable as a charge to this task order without prior written consent of the Contracting Officer. Except as explicitly set forth below, the Contractor shall be reimbursed for allowable and allocable travel costs actually incurred by and paid to the Contractor's employees, provided such costs do not exceed the amount that would be payable to an employee of the Environmental Protection Agency conducting the same travel while on Government business. In determining the dollar value of allowable contractor employee travel costs, the limitation of the Federal Travel Regulations effective on the date of travel will apply to contractor employees to the same extent they apply to Federal Government employees.

(k) The Contractor may be required to furnish to the Contracting Officer documentary proof of every travel expenditure that exceeds twenty-five dollars ($25), including receipts for common carrier transportation expenditures. Bona fide lodging receipts may be required to be submitted by the Contractor along with the monthly invoices.
(l) The Contractor may elect to reimburse its employees for meals and incidental expenses (as defined in the Federal Travel Regulations) on a per diem basis, and the Contractor will be reimbursed for such payments. In no event shall the reimbursement allowed under this provision exceed the standard per diem for meals and incidental expenses allowable under the Federal Travel Regulations.
(m) To the maximum extent practicable consistent with travel requirements, the Contractor agrees to use the reduced air transportation and hotel/motel rates and services provided through available Government discount air fares and lodging rates for bona fide employees' travel that is otherwise reimbursable as a direct cost pursuant to this contract when use of such rates results in the lowest overall cost. The Contractor shall submit requests, including pertinent information, for specific authorization to use these rates to the Contracting Officer.
(n) The Contractor shall include a clause with language that is substantially the same in all of the Contractor's subcontract agreements under this task order.

The contractor shall generate and submit to the TOCOR, a detailed Trip Report within five working days of completing the travel. The trip report shall contain the purpose of the trip, its length, location visited, issues/information obtained on the trip, action items and recommendations resulting from the trip that impact the services being delivered.

LOCAL CLAUSE EPA-H-31-105 APPROVAL OF CONTRACTOR TRAINING
(a) The Contractor shall provide and maintain a qualified staff of personnel to meet the requirements of the task order PWS. The Contractor shall provide training to keep its personnel abreast of changes to the science and/or technology associated with the requirements of the task order. In addition, the Contractor shall ensure that its personnel receive appropriate safety, health and environmental training in accordance with Federal, state and local requirements prior to assigning any task that require such training. The Contractor shall provide documentation of such training upon to the CO and COR in the Contractor's Monthly Progress Reports as a separate, clearly identified item.
(b) The Government will not directly reimburse the cost for Contractor employees to meet or maintain minimal task order requirements or to obtain and sustain an appropriate level of

professionalism. The Government will only consider reimbursement of any direct charges for training if the Contractor complies with the procedures set forth in paragraph (c) below.
(c) The Government may determine to reimburse the direct cost of training only when the Government determines that to do so is in the best interests of the Government associated with a requirement that represents a unique Government need unrecognized at the time of task order award. When such circumstances occur, the Contractor shall secure the CO's prior written approval by submitting a written request to the CO and COR that includes, at a minimum the following information:
(1) Individual to be trained (identify position and job duties under task order).
(2) Description of circumstances necessitating the training. (Describe the specific change to the performance requirements. Identify the section of the PWS that will benefit from training and describe in detail how the training relates to the PWS and job duties under the task order.)
(3) Estimated cost (Include a cost breakdown. Explain why this is the most cost effective means to fulfill the task order requirements.)
(d) The CO will provide the Contractor with written approval or disapproval of the Contractor's request. Approval of the Contractor's submission in response to the RFP that includes training as an additional cost shall not be construed to mean the training is approved; i.e., the Contractor shall obtain written approval pursuant to the terms of this clause. Training billed as a direct cost shall be disallowed by the CO unless approves it in accordance with this clause.
(e) The Contractor shall include a clause with language that is substantially the same in all of the Contractor's subcontract agreements under this task order.
(f) Contracting Officer approval is not required for mandatory EPA training such as EPA's Annual Security Training, etc. These training events must be taken, tracked, and reported on as requested by the COR and/or CO.

LOCAL CLAUSE EPA-H-39-101 CONTRACTOR ACCESS TO EPA COMPUTERS
The personnel listed below have been authorized access to EPA computers in the performance of this contract. In the event of changes to this listing through a reassignment, resignation, termination, completion of a task or any other reason making such access unnecessary, the Contractor shall immediately notify the Contracting Officer.

To be completed at time of award

LOCAL CLAUSE EPA-H-42-103 TEMPORARY CLOSURE OF EPA FACILITIES
(a) (1) The Environmental Protection Agency observes the following days as federal holidays. The term "Federal holidays" as used in this clause shall mean only the following enumerated days and any other days hereafter declared National holidays by the President of the United States. Holidays falling on a Sunday will be observed on the following Monday. Holidays falling on a Saturday will be observed on the preceding Friday.

January 1	New Year's Day
January	Third Monday - Martin Luther King Day
February	Third Monday - Washington's Birthday
May	Last Monday - Memorial Day
July 4	Independence Day
September	First Monday - Labor Day
October	Second Monday - Columbus Day
November 11	Veterans Day
November	Fourth Thursday - Thanksgiving Day

December 25 Christmas Day

(2) Holiday observances of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract. If the Contractor's personnel work on a holiday, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, unless authorized pursuant to an overtime clause elsewhere in the contract.

(b)(1) EPA may close an EPA facility for all or a portion of a business day as a result of:

(i) Granting administrative leave to non-essential EPA employees (e.g., unanticipated holiday);

(ii) Inclement weather;

(iii) Failure of Congress to appropriate operational funds;

(iv) Any other day designated by Federal law, Executive Order or Presidential Proclamation; or

(v) Other reason as determined by the EPA (e.g., designated furlough day for federal workers).

(2) In such cases, Contractor personnel not determined by the CO to be exempted (e.g., not performing mission-critical round-the-clock services/tasks) who are not already on duty at the facility shall not report to the facility. Such Contractor personnel already present shall be dismissed and shall leave the facility.

(3) The Contractor agrees to continue to provide sufficient personnel to perform round-the-clock requirements of mission-critical services/tasks already in operation or scheduled for performance during the period in which EPA employees are dismissed, and shall be guided by any specific instructions of the CO or his/her duly authorized representative. In formulating instructions the CO or authorized representative may consider recommendations from regional/local EPA facilities management/operations staff.

(c) When Contractor personnel services are not required or provided due to closure of an EPA facility as described in paragraph (b), the task order price will be adjusted as follows:

(1) For fixed-price contracts, deductions in the Contractor's price will be computed as appropriate for the particular firm fixed price task order in question, e.g.,

(i) The deduction rate in dollars per day will be equal to the per-month task order price divided by 21 days per month. In this example, the 21-days-per-month figure was calculated as follows: 365 calendar days/year – 10 Federal holidays – 104 Saturdays/Sundays = 251 days/12 months = 20.92 days/month, rounded up to 21 days/month

(ii) The deduction rate in dollars per day will be multiplied by the number of days services are not required or provided. If services are provided for portions of days, appropriate adjustment will be made by the CO to ensure that the Contractor is compensated for services provided.

(2) For cost-reimbursement, time-and-materials and labor-hour type contracts, EPA shall not reimburse, as direct costs, salaries or wages of Contractor personnel for the period during which such personnel are dismissed from, or do not have access to, the facility.

(d) The Contractor shall place identical requirements, including this paragraph, in all subcontracts that require performance of work on-site unless otherwise instructed by the CO.

EP-S-00-02 TASK-ORDER AND DELIVERY-ORDER OMBUDSMAN (SEP 2000) DEVIATION

The Task/Delivery Order Ombudsman for this RFP is:

Name: Susan Moroni

Address: 1200 Pennsylvania Avenue, N.W. 3801R

Washington, D.C. 20460

Telephone Number: (202) 564-4321

Facsimile Number: (202) 565-2473
E-Mail Address: moroni.susan@epa.gov

PROTECTION OF EPA DATA (Custom)
The EPA's environmental databases, applications, and systems are a primary resource of the United States and appropriate protection of their integrity, confidentiality, and availability is an absolute necessity. The contractor shall ensure that work performed under this Task Order does not compromise the security of these systems or data contained therein, and shall execute a security program that protects their integrity, confidentiality, and availability consistent with EPA security policy. Any security breach shall be identified, closed, and reported in accordance with established EPA policies and procedures at the earliest possible time. The contractor staff must be fully aware of and liable for unauthorized access by their staff. The contractor shall defend against this type of unauthorized access through policy and technical means, including appropriate background checks to help ensure trustworthiness of contractor employees.

Contracting Officer Representatives (CORs) (CUSTOM)
CORs include the Task Order COR (TOCOR), Alternate TOCOR (ATOCOR), and Technical Monitors (TM). The TOCOR and ATOCOR may issue Technical Directive Documents (TDD) and technical direction and must provide a courtesy copy to the CO. A TM may issue technical direction related to their respective TDD. Only a COR may call meetings with customers, end-users, or clients. The contractor may schedule meetings with CORs. Meetings seeking technical clarification that does not involve tasking are informal in nature and do not require COR coordination.

This Task Order will be administered by a technical TOCOR with a technical, Alternate TOCOR appointed to perform in the absence of the TOCOR. The TOCOR will manage the TO and review the deliverables for timeliness and quality as specified in the TO documents. The TOCOR will also be responsible for paying invoices timely.

Handling Confidential Business Information (CUSTOM)
The Contractor shall notify the Government if any situation arises where contractor personnel may have had access to confidential business information, or sensitive information. The situation shall be handled in accordance with CBI related clauses in the contract and the Contractor shall promptly deliver the material to the TOCOR for appropriate action.

FAR 52.216-1 Type of Contract (APR 1984)
The Government contemplates award of a Time-and-Materials (T&M) contract resulting from this solicitation.

FAR 52.217-9 Option to Extend the Term of the Contract (MAR 2000)
(a) The Government may extend the term of this contract by written notice to the Contractor within 15 days before the period of performance expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

CLAUSES INCORPORATED BY REFERENCE
The following Clauses will apply to this requirement and are being incorporated by reference. For the full text please visit http://www.acquisition.gov/far/loadmainre.html
EPA Acquisition Regulation (EPAAR) CLAUSES INCORPORATED BY REFERENCE (CUSTOM)
This task order incorporates one or more EPAAR clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of an EPAAR clause may be accessed electronically at this address: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title48/48cfrv6_02.tpl

FAR 52.204-9 Personal Identity Verification of Vendor Personnel (JAN 2011)
FAR 52.212-4 Contract Terms and Conditions- Commercial Items, Alternate I (MAY 2014)
FAR 52.212-5 Contract Terms and Conditions Required to Implement Statues or Executive Order – Commercial Items (NOV 2011)
FAR 52.213-2 Invoices (APR 1984)
FAR 52.219-6 Notice of Total Small Business Set-Aside (NOV 2011)
FAR 52.219-13 Notice of Set-Aside of Orders (NOV 2011)
FAR 52.219-14 Limitation on Subcontracting (NOV 2011)
FAR 52.227-14 Rights in Data – General (MAY 2014)
FAR 52.227-14 Rights in Data – Alternate III (DEC 2007)
FAR 52.227-17 Rights in Data – Special Works (DEC 2007)
FAR 52.227-19 Commercial Computer Software License (JUL 1995)
FAR 52.217-5 Evaluation of Options (JUL 1990)
EPAAR 1552.203-71 Display of EPA Office of Inspector General Hotline poster (SEP 2000)
EPAAR 1552.208-70 Printing (SEPT 2012)
EPAAR 1552.211-70 Reports of work (OCT 2000)
EPAAR 1552.211-75 Working files (APR 1984)
EPAAR 1552.216-73 Fixed rates for services—indefinite delivery/indefinite quantity contracts (APR 1984)
EPAAR 1552.232-70 Submission of invoices (JUN 1996)
EPAAR 1552.233-70 Notice of filing requirements for agency protests (JUL 1999)
EPAAR 1552.237-75 Paperwork Reduction Act (APR 1984)
EPAAR 1552.239-70 Rehabilitation act notice (OCT 2000)
EPAAR 1552.245-71 Government-furnished data (SEPT 2009)
FAR 52.237-3 Continuity of Serivces (JAN 1991)
FAR 52.232-7 Payments Under Time-and-Materials and Labor-Hour Contracts (AUG 2012)
EPAAR 1552.211-72 Monthly Progress Report (JUN 1996)
EPAAR 1552.209-73 Notification of Conflicts of Interest Regarding Personnel (MAY 1994)
EPAAR 1552.235-79 Release of Contractor Confidential Business Information (APR 1996)
EPAAR 1552.237-76 Government-Contractor Relations (JUN 1999)
FAR 52.209-5 Certification Regarding Responsibility Matters (APR 2010)
FAR 52.209-7 Information Regarding Responsibility Matters (FEB 2012)
FAR 52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters (FEB 2012)
FAR 52.224-1 Privacy Act Notification (APR 1984)
FAR 52.224-2 Privacy Act (APR 1984)
FAR 52.227-18 Rights in Data – Existing Works (DEC 2007)
FAR 52.232-20 Limitation of Cost (APR 1984)

FAR 52.232-22 Limitation of Funds (APR 1984)
FAR 52.232-25 Prompt Payment (ALTERNATE 1)(JUL 2013)
FAR 52.232-33 Payment by Electronic Funds Transfer-System for Award Management (JUL 2013)
FAR 52.232-99 Providing Accelerated Payments to Subcontractors (JUL 2013) DEVIATION
FAR 52.237-3 Continuity of Services (JAN 1991)
FAR 52.249-8 Default (Fixed-Price Supply and Service) (APR 1984)
FAR 52.253-1 Computer Generated Forms (JAN 1991)
EPAAR 1552.245-70 Government Property (SEP 2009)

End of document

Modification Description

RFQ ID: RFQ963811 **Modification 4**

Date of Mod 4: 04/01/2015 07:09:26 PM EDT

Description:
(1) Edits to Performance Objective 2 in the PWS, (2) Edits to Technical Evaluation Criteria - Technical Approach, (3) Edits and additions to clauses, (4) Section regarding Conflict of Interest Plan moved to Evaluation Criteria, (5) Page limit increased from 25 to 30 pages, and (6) Adjectival Rating System was edited.

Back