ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER: 08/08/2017

2. CONTRACT NO. (If any): EP-W-17-006

3. ORDER NO.: 0005

4. REQUISITION/REFERENCE NO.: PR-OCSPP-17-00311

5. ISSUING OFFICE (Address correspondence to):
HPOD
US Environmental Protection Agency
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3803R
Washington DC 20460

6. SHIP TO:
a. NAME OF CONSIGNEE: Allie Muneer
b. STREET ADDRESS: 1200 Pensylvania Ave.
William Jefferson Clinton Building
muneer.allie@epa.gov
c. CITY: Washington
d. STATE: DC
e. ZIP CODE: 20460

7. TO: VANESSA DOWNES
a. NAME OF CONTRACTOR: VERSAR, INC.
b. COMPANY NAME:
c. STREET ADDRESS: 6850 VERSAR CTR STE 201
d. CITY: SPRINGFIELD
e. STATE: VA
f. ZIP CODE: 22151

f. SHIP VIA:

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

9. ACCOUNTING AND APPROPRIATION DATA: See Schedule

10. REQUISITIONING OFFICE: OCSPP/OPPT/RAD

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

12. F.O.B. POINT: Destination

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

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date): 02/07/2018

16. DISCOUNT TERMS:

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 066764747 Task Order Number:0005 Facility and Streamflow Database and Accompanying Report ---------- Continued ...					

18. SHIPPING POINT:

19. GROSS SHIPPING WEIGHT:

20. INVOICE NO.:

17(h) TOTAL (Cont. pages): $115,043.16

21. MAIL INVOICE TO:

SEE BILLING INSTRUCTIONS ON REVERSE

a. NAME: RTP Finance Center

b. STREET ADDRESS (or P.O. Box): US Environmental Protection Agency
RTP-Finance Center (AA216-01)
109 TW Alexander Drive
www2.epa.gov/financial/contracts

c. CITY: Durham
d. STATE: NC
e. ZIP CODE: 27711

17(i) GRAND TOTAL: $115,043.16

22. UNITED STATES OF AMERICA BY (Signature): 08/08/2017 Jessica V. Wilson ELECTRONIC SIGNATURE

23. NAME (Typed): Jessica Wilson
TITLE: CONTRACTING/ORDERING OFFICER

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
08/08/2017	EP-W-17-006	0005

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	COR: Allie Muneer Email:muneer.allie@epa.gov AlT. COR: Charles Bevington Bevington.charles@epa.gov Task Order Type:Fixed Price Not to Exceed $115,043.16 For the entire Task Order Period. This Task Order is fully funded. Period Of Performance: Base Period: 8/8/17 thru 2/7/18 TOCOR: Alie Muneer Max Expire Date: 02/07/2018 Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 08/08/2017 to 02/07/2018 Facility and Streamflow Database and accompanying report					
0002	Facility and Streamflow Database and accompanying report Accounting Info: 17-18-B-69A-401CD6-2505-1769AC7030-001 BFY: 17 EFY: 18 Fund: B Budget Org: 69A Program (PRC): 401CD6 Budget (BOC): 2505 DCN - Line ID: 1769AC7030-001 Funding Flag: Complete Funded: $15,043.16 Accounting Info: 17-18-B-69A-401CD6-2505-TCXTQZZ-1769AC7030-002 BFY: 17 EFY: 18 Fund: B Budget Org: 69A Program (PRC): 401CD6 Budget (BOC): 2505 Cost: TCXTQZZ DCN - Line ID: 1769AC7030-002 Funding Flag: Complete Continued ...				115,043.16	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $115,043.16

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
08/08/2017	EP-W-17-006	0005

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Funded: $100,000.00 The total amount of award: $115,043.16. The obligation for this award is shown in box 17(i).					

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

RISK ASSESSMENT DIVISION (RAD)

REQUEST FOR TASK ORDER PROPOSAL

PROJECT TITLE:

Facility and Streamflow Database and accompanying report

A. STATEMENT OF WORK (SOW)

A1. Background and Purpose

Background

The Office of Pollution Prevention and Toxics (OPPT) of the Environmental Protection Agency (EPA) is responsible for work under a number of statutes including, principally, the Toxic Substances Control Act (TSCA), the Chemical Safety in the 21st Century Act, and Pollution Prevention Act of 1990 (PPA). The mission of the office is to assure that industrial chemicals are designed, manufactured, processed and used in ways that maximize their benefits to society and minimize their impacts on human health and the environment; encourage the replacement of older, more hazardous chemicals and technologies with new, safer alternatives; and work to harness the use of pollution prevention technologies, whenever feasible.

OPPT's Risk Assessment Division (RAD) is responsible for health and environmental hazard and risk evaluations of chemicals regulated under the Frank R. Lautenberg Chemical Safety for the 21st Century Act. The Frank L. Lautenberg Chemicals Safety for the 21st Century Act (new TSCA) amends the Toxic Substance Control Act (TSCA). EPA Exposure Technical Team members conduct new and existing chemicals risk assessments, improve exposure methodologies for risk assessments, identify trends in developing exposure methodologies, assist in policies and rulemaking for TSCA, and provide outreach to regulated community and general public in support of the Frank L. Lautenberg Chemicals Safety for the 21st Century Act.

Among other things, the new TSCA requires EPA to conduct risk evaluations to determine whether a chemical substance presents an unreasonable risk of injury to health or the environment, without consideration of costs or other non-risk factors, including an unreasonable risk to a potentially exposed or susceptible subpopulation identified as relevant to the risk evaluation under the conditions of use. Furthermore, the new TSCA legislation requires that EPA adhere to specific provisions regarding Scientific Standards, Weight of Evidence and Availability of Information as articulated in Sections 26 (h), (i) and (j), respectively (https://www.epa.gov/assessing-and-managing-chemicals-under-tsca/frank-r-lautenberg-chemical-safety-21st-century-act).

Purpose

The purpose of this statement of work (SOW) is to update the facility and streamflow database used in surface water applications for OPPT.

A2. Scope of Work

This is a firm-fixed price SOW.

The contractor shall supply the necessary resources required for the performance of this contract. The scientific quality of reviews, assessments, reports, model tools, statistical programs and software, and their timely preparation in accordance with negotiated schedules, are of paramount importance in the performance of this contract.

The contractor shall have the necessary technical and scientific expertise, knowledge and experience to successfully perform all of the tasks identified below. In addition, the contractor shall have a quality assurance/quality control program that maintains the quality of products, as well as an ongoing training program. This is intended to ensure that the contract staff produces quality products and feedback from OPPT on needed improvements is communicated to the contractor's staff. The contractor shall maintain and make available upon request complete documentation of QA/QC practices and procedures. Performance of work under this contract shall be initiated by competitive task orders issued by the Contracting Officer, and will encompass tasks in following areas discussed below in Section B (TASKS).

B. TASKS

The contractor at no time shall take any technical direction from anyone other than the EPA TOCOR or the Alternate TOCOR in the EPA TOCOR's absence.

TASK 1: PROJECT MANAGEMENT

The Contractor shall provide a Project Manager. The Contractor Project Manager shall report on all aspects of the objectives and progress of this contract to the designated EPA Contracting Officer (CO) and Task Order Contracting Officer Representative (TOCOR) via email, through monthly reports. The Contractor Project Manager also plans, conducts and supervises Task Order (TO) projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. The Contractor Project Manager provides advice and counsel to other professionals. The Contractor Project Manager shall notify via email to the TOCOR and/or Alternate TOCOR of any significant difficulties in accomplishing the task listed in the TOs.

In cases where performance objectives and minimum Acceptable Quality Levels (AQLs) are not being met, the Contractor Project Manager will make every effort to immediately correct the problems to ensure customer satisfaction. If the problem persists, the Project Manager will submit a plan of corrective action to the TOCOR and the Contract Level COR. The Contractor Project Manager shall ensure that the approved Quality Assurance (QA)/Quality Control (QC) process is followed to ensure the quality of its products.

The contractor shall schedule a kick-off call with the EPA to review overall goals of the project and details regarding implementation of the TO. Roles and responsibilities for completing the tasks below will be discussed. The kick-off call shall be scheduled within 3 working days of award at a mutually agreed upon time. During the kickoff call the contractor, the EPA TOCOR will agree to a regular schedule for monthly work group conference calls to discuss the technical details, coordinating activities to complete tasks, questions and comments on interim report progress throughout the period of performance. The monthly calls shall be scheduled at a mutually agreed

upon day and time each month for the duration of the period of performance. The contractor shall provide meeting notes/meeting minutes for each monthly conference call in electronic mail format to conference call participants and the EPA TOCOR to review for completeness and correctness.

Deliverable: Meeting notes/meeting minutes

TASK 2: REPORTING REQUIREMENTS

The contractor shall write and submit monthly progress reports to the EPA TOCOR. Progress reports shall describe completed work during the invoice period and should link to charges described in invoice documentation.

Routine progress reports shall include a written monthly technical progress report that includes the following in the case of each project that the contractor is involved in during the month: (a) an overview of work accomplished since project inception to to-date (b) a description of work accomplished during the month, (c) a summary of QA/QC activities since project inception including a summary of corrective action taken (d) a brief summary of anticipated work during the following month, (e) a summary and details of the LOE and costs incurred for each task during the month and cumulatively , and (f) total remaining LOE and budget. This report shall also be issued to the Contract Level COR. Routine progress reports shall be delivered electronically; paper copies are not needed.

The Contractor shall notify the TOCOR and CO when 75, 90, and 100% of approved hours have been expended. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained. Work not related to environmental data operations such as scoping how environmental data may be searched for or summarized once available including refinement of keywords, criteria, or report templates may begin prior to QAPP approval. See Sections J and L for additional invoice reporting instructions.

Failure to submit monthly progress reports with the information required will result in the suspension of the invoice until such supporting documentation is provided. Any deviations from the project such as work schedules, impediments encountered, and budget require approval from the EPA TOCOR. The EPA TOCOR may also initiate verbal communications with the contractor on an as needed basis to determine project status.

Deliverable: Monthly Progress Reports shall be submitted to the EPA TOCOR within three (3) calendar days of invoice submission to EPA. Minimal level of effort required for this deliverable.

TASK 3: QUALITY ASSURANCE PROJECT PLAN DEVELOPMENT (QAPP)

3.1 Draft Project Quality Assurance Project Plan (QAPP)

Within 10 business days after award of this Task Order, the Contractor shall prepare and submit a draft project QAPP. The QAPP must address the collection of new data (if necessary), use of secondary data, and other available information, including any modeling and data analysis efforts. An acceptable QAPP shall address the requirements from Attachment 1 ("QAPP Requirements") of this SOW.

3.2 Final Project Quality Assurance Project Plan (QAPP)

Within 5 business days of receiving EPA comments on the Draft QAPP, the Contractor shall submit the Final QAPP to the EPA TOCOR. An acceptable Final QAPP shall address/include the information

specified in Task 2.1, and incorporate EPA comments. The Contractor must also initiate the sign-off process for the QAPP.

The OPPT QA Manager reviews and approves the QAPP designating official EPA approval. Under no circumstances shall work that involves the generation, collection, evaluation, analysis, or use of environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP. In situations where only non-critical deficiencies in a QAPP have not been resolved (such as a final organizational chart or a data analysis procedure that will not be followed for weeks), conditional approval may be given to allow the project to start while these deficiencies are being resolved.

Additional Quality Assurance (QA) Documentation Required Upon Task Order Award:

In addition to the quality standard (QS) requirements described above, all major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the Contractor under this Task Order shall include a discussion of the quality assurance/quality control (QA/QC) activities that were or will be performed to support the deliverable.

The contractor shall immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.

The contractor also shall provide EPA with monthly reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor shall include this as a part of the contract-required monthly financial/technical progress report. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches).

TASK 4: FACILITY AND STREAMFLOW DATABASE

The contractor shall update the facility and stream flow data used in surface water model applications for OPPT. The contractor shall define data fields and data sources required for facility and stream flow for use in the flow database. The contractor shall define relationships between data fields and provide a relationship map for data fields in the updated flow database. The contractor shall ensure national representation of facilities and REACH segments of interest under TSCA through inclusion of approximately 7,000 facility specific flows, 27,000 wastewater treatment plant flows, and flows of rivers associated with these facilities. The contractor shall include 20 sector based NAICS/SIC category flows to be defined by EPA. The contractor shall document methods to obtain and interpret data sets used in the flow database. The contractor shall document equations and methods used to estimate stream flows. The minimum required stream flows are a low flow (7Q10) and a mean flow (harmonic mean), the geometric mean, 30Q5, and 1Q10 flow statistics. The contractor shall document conditions under which site specific flow information should be used such as spatial and temporal representativeness of flow data associated with facility. The contractor shall include a query to search for any available flow information within a 12 digit HUC that contains a facility of interest. The contractor shall integrate the above into a stand-alone relational access database.

Stream Flow Data Sources to Consider include:

- EFAST2 (RF1 data),

- USGS Surface Water Toolbox (RF1 data),
- NHDPlus Version 2,
- Discharge Monitoring Report (DMR) Pollutant Loading Tool,
- USGS StreamStats Data-Collection Report, and
- the NHDPlus Low Flow Extension.

Stream flow statistics may be incorporated into existing tools such as the water modeling application within RSEI, the I-Streem modeling application, or other existing models. The contractor shall conduct a search for existing modeling applications and ascertain the feasibility of incorporating newer sources of stream flow database into the flow database.

When gage station are not available, estimation approaches are need to estimate stream flow from a nearby gage station or using extrapolation approaches.

Facility Specific Data Sources to Consider include:

- FRS ID
- Facility Name
- Facility location
- Proximity of Facility to nearest REACH and/or Gage Station
- Characterize facilities as direct dischargers or indirect dischargers, characterize industrial POTW facilities with pre-treatment compared to other POTWs.
- Facility Sector (SIC/NAICS)

Deliverable: Facility and Streamflow Access Database

TASK 5: SUMMARY REPORT for FACILITY and STREAMFLOW DATABASE

The contractor shall include documentation of the facility and streamflow database in a separate report. This report can include content from the User Guide of E-FAST and previous documentation of flow related tasks as appropriate. The methods associated with stream flow data sources (extrapolation, use of nearby gage station, incorporation by another tool) shall be documented within the database. The methods used to crosswalk facility information with flow information shall be documented in the report. The contractor shall discuss criteria used to ensure data quality within the database. If multiple data sources were considered, these criteria should be used to inform how stream flow statistics were selected or derived. Criteria which should be considered include:

- Geographical and spatial considerations – how does the location of the facility relate to the location of the REACH? Is there a gage station available with data that can be considered in proximity to the facility?
- Temporal considerations – how current are the data and how often are the data updated? For similar REACH segments in a given area, have flows changed significantly over time? Preference is for current flow information.
- Reliability and Review – which datasets are from reliable, authoritative sources and have received some level of peer review.

When all of the above criteria are considered together, characterize the overall confidence in the

database and its components.

The contractor shall include a section in the report that documents facility-specific flows and sector specific flows and how they are derived. The sector specific flows shall include which facilities are included within that sector and the statistical analysis/approach that was used to derive 10th percentile and 50th percentile flows for the facilities in that sector. The sample size of the facilities, the standard deviation/variation of flows within that sector, and potential outliers (either high or low) should be considered.

Deliverable: Report summarizing how the Database was derived, no less than 50 pages excluding the Table of contents and references.

SUBTASK 5.1: Update to Dilution Factors and Stream Flows for Industrial Categories in E-FAST 2.0 (2014) document

Attachment 2 shows the current Dilution Factors and Stream Flows for Industrial Categories in E-FAST 2.0 (2014) document. The contractor shall update this document to reflect the outputs of the work performed in Task 4. The contractor shall include a section in the report that documents facility-specific flows and sector specific flows and how they are derived. The sector specific flows shall include which facilities are included within that sector and the statistical analysis/approach that was used to derive 10th percentile and 50th percentile flows for the facilities in that sector. The sample size of the facilities, the standard deviation/variation of flows within that sector, and potential outliers (either high or low) should be considered

Deliverable: Update to E-FAST Dilution Factors and Stream Flows for Industrial Categories document

D. SCHEDULE OF BENCHMARKS & DELIVERABLES:

Task #	BENCHMARK, DELIVERABLE or MILESTONE	SCHEDULE
1	Project Management: Contractor participates in Monthly Work Group Conference Calls and provides meeting notes for each monthly conference call.	Monthly Work Group calls shall begin the first month after the kickoff call and occur at a minimum of once a month and provide monthly meeting notes after each call.
2	Reporting Requirements	Within 10 business days of the Task Order award. Monthly progress reports shall be submitted to EPA TOCOR within three (3) calendar days of invoice submission to EPA.
3.1	Draft QAPP: Contractor develops **Draft QAPP** and furnishes to EPA TOCOR for review and comment.	Within 10 business days after start date of the period of performance, or an alternate date as agreed upon by EPA.

3.2	Final QAPP: Contractor develops **Final QAPP** for submission after receiving written comments from EPA TOCOR.	Within 5 business days after receipt of comments from EPA.
4	Facility and Streamflow Database: Contractor develops **preliminary draft Facility and Streamflow Database** and furnishes to EPA TOCOR for review and comment.	Within 60 business days after approval of QAPP or an alternate date as agreed upon by EPA.
4	Facility and Streamflow Database: Contractor develops **revised draft Facility and Streamflow Database** after receiving written comments from EPA TOCOR.	Within 120 calendar days after approval of the QAPP or an alternate date as agreed upon by EPA.
3	Facility and Streamflow Database: Contractor develops **Final Facility and Streamflow Database** for submission after receiving written comments from EPA TOCOR.	Within 180 calendar days after the approval of the QAPP or an alternate date as agreed upon by EPA.
4	Preliminary Report (table of contents, annotated outline)	Within 15 days after delivery of preliminary database
4	Draft Report	Within 15 days after delivery of draft database
4	Final Report	Within 15 days after delivery of Final database

	EPA TOCOR, in coordination with the Contracting Officer, provides written technical direction concerning use of the remaining funding to prepare and furnish to the EPA TOCOR: draft deliverables, interim work products, and any necessary working files in an electronic format which is supported by EPA.	Within ten (10) business days of receipt of written notification from contractor of notice of inability to complete task order benchmarks, milestones or deliverables.

The work to be performed by the Contractor under this SOW involves such activities; therefore, in order to comply with this requirement:

- Within 10 business days after start date of the period of performance, the contractor shall prepare and submit a draft QAPP to the EPA TOCOR for review and comment.

- Within 5 business days after receipt of comments from EPA, the contractor shall prepare and submit a final QAPP to the EPA TOCOR.

- EPA TOCOR will review the contractor's preliminary, draft, and final Facility and Streamflow Databases and Reports and provide the contractor with written approval to move on to the next stage or written edits/comments that need to be addressed within 14 calendar days. The contractor shall submit a revised Facility and Streamflow Database and Report for EFAST and REACHSCAN within 14 calendar days of receipt of comments from EPA, unless otherwise instructed by the EPA TOCOR.

Reporting Requirements:

a. The contractor shall provide monthly reports of data entry and database activities performed during implementation of this SOW (as specified above).

E. DELIVERABLES

1. For each deliverable submitted electronically, the contractor shall submit electronic copies to EPA in a format that EPA can support. Deliverables shall be submitted through electronic mail, or through another method determined mutually acceptable by the contractor and EPA.

2. At the completion of the period of performance, or as requested throughout, the contractor shall provide electronic copies of all project files to EPA in CD-ROM or flash drive format.

F. ACCEPTABLE QUALITY LEVEL FOR TASKS

See Attachment 3: Quality Assurance Surveillance Plan

Performance Criteria Analysis – TASKS		
Performance Indicator	**Standard**	**Acceptable Quality Level (AQL)**
Timely submission of report	Reports submitted within time frame pre-negotiated with Task Order COR	95%
Free of substantive technical, guideline, or format errors	Reports submitted with zero substantive errors including but not limited to discrepancies, omissions, inaccuracies, and/or inappropriate data evaluation	95%

F.1 Method of surveillance

Final deliverables prepared by the contractor undergo a secondary review process in OPPT. Each report has a designated EPA reviewer. The EPA reviewer conducts a review of the contractor's deliverable. The EPA reviewer will provide feedback to the TOCOR to send back to the contractor should revisions be needed. The TOCORs will compare agency due dates or approved revised due dates to completed date of reports, quarterly and calculate the percentage of late reports.

F.2 Period of Performance

The period of performance of this task order is: 6 months from date of award

G. TASK ORDER TYPE

Firm-fixed price

H. INSPECTION AND ACCEPTANCE

H.1 Quality Assurance Project Plan

The contractor shall submit the following quality system documentation to the TOCOR at the time frames identified below:

Documentation	Specifications	Due
Quality Assurance Project Plan for the Task Order	EPA Requirements for Quality Assurance Project Plans (QA/R-5) [dated	Within 28 business days after start date of

	03/2001]	the period of performance, or an alternate date as agreed upon by EPA

This documentation can be found on the following EPA website – https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans

This documentation will be prepared in accordance with the specifications identified above or equivalent specifications defined by EPA.

The Government will review and return the quality documentation, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the government for approval.

The contractor shall not commence work involving environmental data generation or use until the Government has approved the quality documentation.

I. TASK ORDER ADMINISTRATION DATA

I.1 Contract Administration Representatives

Contracting Officer: Jessica Wilson, Wilson.Jessica@epa.gov
Contract Level Contracting Officer's Representative: Cynthia Bowie, bowie.cynthia@epa.gov

TASK ORDER CONTRACTING OFFICER REPRESENTATIVE (TOCOR):
Alie Muneer
U.S. EPA
1201 Constitution Ave., NW,
WJC East Bldg., (MC 7403M)
Washington, DC 20004
Phone: 202-564-6369
e-mail: muneer.alie@epa.gov

ALTERNATE TASK ORDER CONTRACTING OFFICER REPRESENTATIVE (ALT TOCOR):
Charles Bevington
1201 Constitution Ave., NW,
WJC East Bldg., (MC 7403M)
Washington, DC 20004
Phone: 202-564-8814
e-mail: bevington.charles@epa.gov

J. INVOICING

Invoices shall be submitted electronically to: US EPA FINANCE OFFICE AT DDC-KINVOICES@EPA.GOV. Copy the CO, Contract COR, Contract Specialist, and TOCOR on the submission.

For format and guidance refer to: http://www2.epa.gov/financial/contracts#Contract_invoices

The customer service contact information for the finance office is contractpaymentinfo@epa.gov and 919-541-1148.

K. TASK ORDER CLAUSES

K.1 FAR 52.217-9 Option to Extend the Term of the Contract (March 2000)

(a) The Government may extend the term of this contract by written notice to the contractor within 5 calendar days before the expiration of this contract; 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 24 months.

K.2 EPAAR 1552.237-72 Key personnel (April 1984)

(a) The contractor shall assign to this contract the following key personnel:

1. Project Manager

The contractor shall identify a Project Manager to serve as USEPA's primary point-of-contact and to provide supervision and guidance for all contractor personnel assigned to the task order. The Project Manager is ultimately responsible for the quality and efficiency of the support effort, to include both technical issues and business processes. The Project Manager shall have knowledge in the technical areas described in the SOW. The Project Manager shall assign tasks to contractor personnel, supervise on-going technical efforts, and manage overall task order performance. The Project Manager plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Schedules work to meet completion deadlines. The Project Manager shall possess demonstrated excellent written and oral communications skills.

The Project Manager shall have experience in managing projects of similar size and scope as demonstrated by appropriate combination of education and experience.

2. Quality Assurance Manager

The Quality Assurance (QA) Manager must have experience in exposure assessment with the ability to critically evaluate the type of data described in the SOW. The QA Manager shall have advanced knowledge and the ability to originate and apply new and unique methods and procedures. Provide technical advice and counsel to other professionals with special emphasis on procedures for execution of systematic review. Generally, operates with a wide latitude for non-reviewed actions or decisions. Schedules work to meet completion deadlines. Directs assistance, reviews progress and evaluates results; makes change in methods where necessary.

The QA Manager shall have experience in quality management, implementation of quality management plan, and ensuring quality of projects of similar size and scope as demonstrated by appropriate combination of education and experience.

3. Software Developer

The contractor shall identify a Software Developer to develop the databases described in the SOW. The Software Developer shall have knowledge in the technical areas described in the SOW and must have a strong background in computer programming. Expertise and experience in coding and Access with variety of database applications is required. Must have the ability to solve technical problems. Proficiency with MS Word, Excel, and Adobe Acrobat.

L. INVOICE PREPARATION INSTRUCTIONS: SF 1035

The information which a contractor is required to submit in its Standard Form 1035 is set forth as follows:

(1) U.S. Department, Bureau, or Establishment - insert the name and address of the servicing finance office.

(2) Voucher Number - insert the voucher number as shown on the Standard Form 1034.

(3) Schedule Number - leave blank.

(4) Sheet Number - insert the sheet number if more than one sheet is used in numerical sequence. Use as many sheets as necessary to show the information required.

(5) Number and Date of Order - insert payee's name and address as in the Standard Form 1034.

(6) Articles or Services - insert the contract number as in the Standard Form 1034.

(7) Amount - insert the latest estimated cost, fee (fixed, base, or award, as applicable), total contract value, and amount and type of fee payable (as applicable).

(8) A summary of claimed current and cumulative costs and fee by major cost element. Include the rate(s) at which indirect costs are claimed and indicate the base of each by identifying the line of costs to which each is applied. The rates invoiced should be as specified in the contract or by a rate agreement negotiated by EPA's Cost Policy and Rate Negotiation Branch.

(9) The fee shall be determined in accordance with instructions appearing in the contract.

NOTE: Amounts claimed on vouchers must be based on records maintained by the contractor to show by major cost element the amounts claimed for reimbursement for each applicable contract. The records must be maintained based on the contractor's fiscal year and should include reconciliations of any differences between the costs incurred per books and amounts claimed for reimbursement. A memorandum record reconciling the total indirect cost(s) claimed should also be maintained.

LIST OF ATTACHMENTS

ATTACHMENT 1: QAPP REQUIREMENTS

ATTACHMENT 2: DILUTION FACTORS AND STREAM FLOWS FOR INDUSTRIAL CATEGORIES IN E-FAST 2.0 (2014)

ATTACHMENT 3: QUALITY ASSURANCE SURVEILLANCE PLAN

M. INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

M.1 EPA-L-15-102 Technical Questions

Offerors must submit all technical questions concerning this solicitation electronically through Fed Connect. In order to submit questions, offerors must register in Fed Connect at www.fedconnect.net, see main page for registration instructions. For assistance in registering or for other Fed Connect technical questions please call the Fed Connect Help Desk at (800) 899-6665 or email at support@fedconnect.net. Only those technical questions posted through Fed Connect will be accepted. EPA must receive technical questions no later than **7 calendar days** after the issuance date of this solicitation. EPA will utilize Fed Connect to issue amendments to the solicitation (e.g., to answer technical questions which may affect proposal submittal). EPA will not reference the source of the questions.

M.2 Protests

No protest under FAR 33.1 is authorized, except for (1) a protest on the grounds that the order increases the scope, period, or maximum value of the contract, or (2) protests in excess of $10 million may only be filed with the Government Accountability Office (GAO) pursuant to FAR 33.104. Refer to FAR 16.50.5.

M.3. EPA-L-36-101 RFTOP Proposal Instructions

(a) Proposal Instructions

(1) The offeror's response is to be submitted in two sections. Separate the technical proposal from the price proposal.

Responses are subject to the following requirements and limitations as set forth in this Request For Task Order Proposal (RFTOP):

SECTION	TITLE	PAGE LIMIT
I	Technical Proposal	25
II	Price Proposal	No Limit

(b) Section Specific Instructions

(1) Technical proposal instructions –

(1) The technical proposal shall be complete and demonstrate an understanding of the work to be provided and the contractor's ability to perform the work in accordance with PWS. The technical proposal shall address all of the technical evaluation criteria presented in this section.

(2) Each section of the proposal shall be titled.

(3) Subcontractors

Each offeror shall list in a table format the name and addresses of all subcontractors who will perform work or labor or render services to the offeror for compensation in an amount in excess of one percent of the offeror's total price. Each offeror shall show on the table the portion of the work to be done by each subcontractor. This table shall be included with the technical proposal. The table shall include: (a) the name and location of the subcontractor, (b) a short description of the work the subcontractor will be designated to perform or deliver, (c) the portion in percent of the work the subcontractor will be designated to perform or deliver.

Technical Evaluation Factors

(a) FACTOR: QUALIFICATIONS OF PERSONNEL (Resumes, Staffing Plan)

For key personnel, the offeror shall submit resumes which include sufficient information to demonstrate the qualifications necessary to successfully perform the requirements of the task order SOW. Resumes should include targeted examples of work similar in nature to this task order that have been performed in similar roles by the key personnel.
The offeror shall submit a Staffing Plan which illustrates its understanding of the requirement, as well as availability of key and non-key employees to contribute to this requirement. This Staffing Plan shall outline the key and non-key personnel to be assigned to perform this task order. The information shall include present employment status, proportion of time available for this task order, as well as the nature and extent of commitment to other projects. For key personnel, the offeror shall disclose the ability to replace individuals with equally qualified personnel if the key personnel need to be replaced. If personnel are not presently employed by the company, include letters of intent. The offeror shall specifically address the expertise and experience of proposed individuals (both key and non-key personnel) for conducting the tasks identified in the task order SOW.

The offeror shall describe and demonstrate the approach to ensuring that the personnel obtained or hired and retained are qualified with the requisite knowledge, skills and education to successfully execute the task areas set forth in the task order SOW.

(b) FACTOR: TECHNICAL APPROACH AND EXPERIENCE

The offeror shall describe its technical approach, ability, and understanding of each task area in the task order SOW. In addition, the offeror shall provide information to demonstrate its knowledge and experience with regard to understanding of the regulatory requirements relating to the task.

The offeror shall provide a description of the project(s) in which relevant technical experience was obtained. Offeror shall specify the date(s) of performance for this experience and the size (dollar amount) of the contract action.

(2) Business Proposal Instructions –

(a) The business proposal shall include the following specific RFTOP Price Proposal instructions:

For all Tasks in this SOW, offerors shall insert the Hours* for the Labor Categories, Price, and the total cost for each task.

*Hours are requested to help determine price reasonableness.

Offers should provide sufficient detail to demonstrate the reasonableness of proposed costs. The burden of proof for credibility of proposed costs/prices rests with the offeror.

(b) Past performance information shall be submitted with the business proposal. Offerors shall submit a list of up to three task orders of similar work completed, or currently in process, within the last 3 years. Include the following information for each task order listed:

(i) Name of contracting activity.
(ii) Task Order number
(iii) Task Order title.
(iv) Task Order type.
(v) Brief description of the task order and relevance to this requirement.
(vi) Total task order value.
(vii) Period of performance.
(viii) Contracting Officer, telephone number, and E-mail address (if available).
(iv) Contracting Officer's Representative, telephone number, and E-mail address (if available).
(x) Administrative Contracting Officer, if different from (h) above, telephone number, and E-mail address (if available).

N. EVALUATION FACTORS FOR AWARD

N.1 Basis for Award

The task order award will be based on a "best value with tradeoffs" analysis for this task order where technical is significantly more important than price.

N.2 Technical Evaluation Factors

Technical proposals will be evaluated based on the following. Criteria are listed in order of importance.

(a) FACTOR: QUALIFICATIONS OF PERSONNEL (Resumes, Staffing Plan)

The Government will evaluate the manner and extent to which the proposal demonstrates the offeror's ability to provide personnel with superior qualifications and experience needed to successfully execute the technical requirements of the SOW.

The proposal will be evaluated on the offeror's demonstrated understanding of the number and type of positions required to perform the work, demonstrated understanding of the qualifications and experience necessary for those positions to perform the work, and demonstrated ability to recruit and retain the appropriate personnel. This evaluation criterion will also be evaluated on the soundness, practicality, and feasibility of the offeror's staffing plan for this task order. If applicable, this criterion will also evaluate the offeror's planned approach for organizing and managing the personnel and resources of subcontractors, partners, or other participating organizations.

(b) FACTOR: TECHNICAL APPROACH AND EXPERIENCE

The Government will evaluate the manner and extent to which the proposal demonstrates an understanding of the work to be performed and demonstrate the appropriate knowledge and ability (availability of appropriate staff, equipment, and resources) to complete the tasks on time. The Government will evaluate the contractor's understanding of typical problems encountered in performing the services required in the SOW and the ability to present practical, efficient solutions for those problems. The Government will evaluate on how well the proposal demonstrates experience of the organization in performing work similar to the requirements of this contract. Consideration will be given to the relevance, recency, and extent of the offeror's experience and capability in providing contract support similar to this requirement.

The Technical Factors above will be evaluated using adjectival rating scale below.

Technical Ratings & Descriptions	
Rating	**Description**
Purple	Proposal meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Blue	Proposal meets requirements and indicates a thorough approach and

	understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses do not outweigh one another or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not outweighed by strengths. Risk of unsuccessful performance is high.
Red	Proposal does not meet requirements and contains one or more deficiencies. Proposal is unacceptable for purposes of an award

N.3 Business Proposal

(b) FACTOR: PRICE

A trade off analysis will be performed to determine the best value to the government. Technical evaluation factors other than cost or price, when combined, are significantly more important than cost or price. If applicable, the Time and Materials proposed by each offeror are the prices that will be evaluated. These are the prices that will be evaluated for reasonableness. Price realism may be performed to determine whether the estimated proposed cost elements are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with the unique methods of performance and materials described in the offeror's technical proposal. If price realism is conducted, procedures under FAR 15.404-1(d) will be followed.

(a) FACTOR: PAST PERFORMANCE

The Government will evaluate past performance to the extent that the offeror has satisfied its customers, over the past three (3) years, in performing task orders issued against the base contract as a prime contractor.

Offerors without a record of relevant past performance for the evaluated period, or for whom information on past performance is not available, may not be evaluated favorably or unfavorably on past performance, and shall therefore receive a rating of neutral.

The Government will evaluate the Past Performance Factor using the following ratings. Past Performance information will be used in the trade-off analysis in determining the offeror that represents the best value to the Government.

Performance Confidence Assessment	
Rating	**Description**
Substantial Confidence	Based on the offeror's recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the offeror's recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Limited Confidence	Based on the offeror's recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.
No Confidence	Based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	No recent/relevant performance record is available or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

Attachment 1

QUALITY ASSURANCE PROJECT PLAN (QAPP) REQUIREMENTS

PROJECT OBJECTIVES, ORGANIZATION, AND RESPONSIBILITIES

1. The purpose of study shall be clearly stated.

2. Project objectives shall be clearly stated.

3. The secondary data needed to satisfy the project objectives shall be identified. Requirements relating to the type of data, the age of data, geographical representation, temporal representation, and technological representation, as applicable, shall be specified.

4. The planned approach for evaluating project objectives (i.e., data analysis), including formulas, units, definitions of terms, and statistical analysis, if applicable.

5. Responsibilities of all project participants shall be identified, key personnel and their organizations should be identified, including who is responsible for planning, coordination, data gathering, data analysis, report preparation, and quality assurance.

SOURCES OF SECONDARY DATA

1. The source(s) of the secondary data must be described.

2. The rationale for selecting the source(s) identified must be discussed.

3. The sources of secondary data gathered will be identified in all project deliverables.

QUALITY OF SECONDARY DATA

1. Quality requirements of the secondary data must be specified. These requirements must be appropriate for their intended use. Accuracy, precision, representativeness, completeness, and comparability need to be addressed, if applicable.

2. The procedures for determining the quality of the secondary data shall be described.

3. If no quality requirements exist, this shall be stated in the QAPP. If no quality requirements exist or if the quality of the secondary data cannot be determined, the QAPP shall require that a disclaimer be added to any project deliverable to indicate that the quality of the secondary data is unknown. The wording for any future use of the disclaimer should be included.

DATA REDUCTION, DATA VALIDATION AND DATA REPORTING

1. Data reduction procedures specific to the project shall be described, including a summary of the equations or analytical procedures to be used.

2. The data validation procedures used should be described.

3. The expected product that will be prepared should be described (e.g., journal article, final report, maps, etc.).

Attachment 2.

Table 1: Summary of Dilution Factors and Stream Flows for 36 Industrial Categories in E-FAST 2.0 (2009)

			Dilution Factors				Stream Flows			
	Industry Name SIC Code(s)	Facilities Discharging	Facilities Ranked	Percentile Ranking	Mean Flow	7Q10 Flow	Facilities Ranked	Percentile Ranking	Mean Flow (MLD)	7Q10 Flow (MLD)
1	Adhesives and Sealants Manufacture	32	8	50	3,285.39	677.04	9	50	385.77	79.03
	2891			10	326.85	15.47		10	295.42	7.78
2	Auto and Other Laundries	398	22	50	138,645.25	5,310.94	22	50	593.49	12.78
	7211, 7213 - 7219, 7542			10	24,534.48	94.29		10	173.85	1.75
3	Can (Metal) Manufacturing	11	3	50	6,885.74	144.83	4	50	4,322.79	117.81
	3411			10	1,380.25	29.77		10	1,240.31	87.21
4	Dyes and Pigments Manufacture (and Processing)	48	31	50	6,535.89	355.54	31	50	10,884.43	800.40
	2865			10	135.86	4.74		10	465.21	6.30
5	Electronic Components Manufacture	52	17	50	327.54	24.83	20	50	575.92	62.61
	3671, 3679 (includes chems for photoresist)			10	105.96	1.18		10	141.93	0.47
6	Electroplating	108	35	50	2,414.34	175.64	59	50	630.63	99.34
	3471			10	59.16	2.15		10	150.63	9.99
7	Foundries	128	63	50	3,183.30	131.77	59	50	1,322.33	81.15
	3320-3329, 3330-3369			10	141.76	1.12		10	317.90	3.55
8	Ink Formulation	14	7	50	258,348.45	11,290.09	3	50	408.08	18.79
	2893			10	138,560.00	5,768.56		10	408.08	18.79
9	Inorganic Chemicals Manufacture	395	185	50	1,969.01	150.07	210	50	2,305.77	175.50
	2810 - 2819			10	28.23	1.11		10	28.53	5.35
10	Large Household Appliances and Parts Manuf	35	17	50	1,327.21	96.01	18	50	508.66	40.40
	3631 - 3633, 3639, 3431, 3469 (coal use only)			10	113.05	1.28		10	52.13	0.03
11	Leather Tanning and Finishing	14	7	50	226.05	82.25	8	50	528.25	27.[illegible]
	3111			10	256.38	22.54		10		0.02
12	Lubricant Manufacture	265	135	50	1,151.10	48.74	131	50	2,256.82	163.09
	2911, 2992			10	10.26	1.00		10	150.93	2.41
13	Metal Finishing (3411-3462, 3465-3471,	1,475	421	50	3,720.10	177.47	532	50	907.29	67.50
	3482-3599, 3613, 3623, 3628, 3634, 3636,			10	69.40	2.04		10	103.62	2.64
	3643, 3651, 3661, 3671, 3672, 3676, 3678,									
	3693-3694, 3699, 3711-3841, 3851, 3873-3999)									
14	Motor Vehicle Manufacture	57	18	50	379.89	35.46	21	50	595.15	99.86
	3711, 3713			10	16.13	1.00		10	72.51	5.00
15	Organic Chemicals Manufacture	344	167	50	1,903.12	91.35	176	50	6,416.03	6,[illegible]
	2865, 2869 (use of reaction vessel)			10	55.75	1.00		10	372.45	[illegible].41
16	Ore Mining and Dressing	205	55	50	66.44	4.12	72	50	249.82	31.90
	1011, 1099			10	4.51	1.00		10	44.24	1.38
17	Paint Formulation	56	15	50	19,438.56	728.27	23	50	919.00	37.13
	2851			10	1,398.32	46.05		10	109.70	7.29
18	Paper and Paperboard Mills	253	197	50	218.33	37.03	203	50	6,351.94	[illegible]
	2621, 2631, 2661			10	19.41	1.00		10	497.05	[illegible]
19	Paper Mills Except Building Paper Mills	167	144	50	315.57	38.52	147	50	6,351.94	[illegible]
	2621			10	17.54	1.00		10	534.76	[illegible]
20	Paperboard Mills	68	33	50	318.33	[illegible]	96	50	5,587.60	[illegible]
	2631			10	28.01	3.41		10	288.25	[illegible]
21	Pesticides Manufacturing	567	282	50	1,320.25	70.22	239	50	3,150.38	[illegible]
	2879, 2869, 2879			10	30.09	1.00		10	170.32	[illegible]