

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. <b>PR-HQ-09-11129/0003</b>	3. EFFECTIVE DATE <b>03/19/09</b>	4. REQUISITION/PURCHASE REQ. NO. <b>PR-HQ-09-11129</b>	5. PROJECT NO. (If applicable)
6. ISSUED BY <b>Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460</b>	CODE	7. ADMINISTERED BY (If other than item 6) <b>Not Applicable.</b>	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  <b>To All Offerors/Bidders.</b>		(✓)	9A. AMENDMENT OF SOLICITATION NO. <b>PR-HQ-09-11129</b>
		✓	9B. DATED (SEE ITEM 11) <b>02/25/09</b>
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE	11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS	

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

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

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

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

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

**The purpose of this amendment is to add changes to Section C. Statement of Work, Task VI-Outreach, Section H.5 and Section L.11.**

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

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____ (Signature of person authorized to sign)		_____ (Signature of Contracting Officer)	

**AMENDMENTS TO THE SOLICITATION**

1. The Section C clause entitled "Statement of Work" has been modified. The text is as follows:

Technical Support and Program Management Services  
For the Office of Compliance  
Statement of Work

I. Scope

The purpose of this procurement is to provide technical, analytical and enforcement support to the U.S. Environmental Protection Agency's (EPA) Office of Compliance as well as other enforcement and compliance stakeholders in Headquarters, Field and Regional Offices. This contract requires the contractor to perform work in the following task areas:

- Task Area I - Trainings/Meetings/Workshops
- Task Area II - Data Management
- Task Area III - Targeting and Data Analysis
- Task Area IV - Compliance Monitoring Support
- Task Area V - Compliance Assurance
- Task Area VI - Outreach
- Task Area VII - Planning, Measurement, Program Management and Analysis Support

The Contracting Officer will issue Work Assignments (WA) for all work required under this contract in accordance with the terms and conditions of the contract. Unless otherwise specified in the work assignments, the end product for each work assignment shall be delivered in hard copy and in one of the following formats: MS Word, Excel, Powerpoint, pdf, Access, dBase, html, consistent with the contents of the product. Products will be Section 508 compliant, if they are web-based.

The contractor shall submit all work products, including training materials, in draft for review and approval by appropriate Government personnel prior to preparation and issuance in final, in accordance with the terms and conditions of the contract. The Government will make all final determinations and decisions after a critical and close review of the contractor's work product and reasons/basis for the contractor's recommendations. The contractor shall not represent itself as EPA to outside parties. To maintain public trust, the contractor shall identify themselves as agency contractors, at the onset of any communications with outside parties.

II. Background

The Environmental Protection Agency's (EPA) Office of Compliance (OC) is a program office within the Office of Enforcement and Compliance Assurance (OECA). Its primary mission is to identify, prevent and reduce non-compliance and environmental risks. OC working in partnership with EPA Regional Offices, State Governments, Tribal Governments and other Federal agencies, ensures compliance with the nation's environmental laws including: the Asbestos in Schools Hazard Abatement Act (ASHAA); Clean Air Act (CAA); Clean Water Act (CWA); Endangered Species Act; Emergency Planning and Community Right to Know

Act (EPCRA); Federal Insecticide, Fungicide and Rodenticide Act (FIFRA); Marine Protection Research and Sanctuaries Act (MPRSA); Oil Pollution Act (OPA); Organotin Antifouling Paint Control Act of 1988; Resource Conservation and Recovery Act (RCRA); Safe Drinking Water Act (SDWA); and the Toxic Substances Control Act (TSCA) including the Asbestos Hazard Emergency Response Act (AHERA) and the Residential Lead-Based Paint Hazard Reduction Act.

The OC's main functions are to: 1) assist the regulated community in improving their compliance with environmental laws and to offer more effective compliance assistance for stakeholders; 2) develop and implement measures of effectiveness for the Agency's compliance and enforcement activities and then provide training on how to use these measurements to capture outcomes; 3) integrate and modernize the compliance and enforcement information systems including making compliance data publicly available; 4) provide lead regulatory and program support on compliance matters related to TSCA, CAA, RCRA, EPCRA, OPA, AHERA, both Municipal and Industrial water programs as well as agricultural programs and; 5) provide civil and criminal environmental enforcement and compliance training to a numerous stakeholders.

### III. Task Descriptions

This section describes the primary task areas within the contract Statement of Work. The Government may order work within any of these task areas at any time during the contract performance period with completion required as specified in written Work Assignments or technical direction forms (TDFs).

EPA will make available to the contractor all applicable technical documents, analytical methods, standard operating procedures (SOPs) and work rules, either in hard copy or emailed copy format. It is the contractor's responsibility to become familiar with all applicable environmental laws, regulations and related documents; environmental and facility management systems and standards; audit practices, processes and techniques; technical, scientific, legal terms and concepts; and environmental science and technology.

#### Task Area I. Training/Meetings/Workshops

The Contractor shall conduct training and otherwise assist the program staff in the development and delivery of selected new training courses, and the modification of existing courses in support of the program's mission and various functions. The target audience for these courses include: industry, Indian tribes, enforcement and compliance government practitioners, states, environmental justice community groups, environmental groups, labor groups, state environmental associations and other environmental groups. Topic of courses include: implementation and management of enforcement and compliance assistance programs, measurement training in support of GPRA goals, data systems used and/or managed by the program, and "train-the-trainer" courses for Regional and Headquarters personnel who will subsequently lead courses. Classroom courses will range in size from approximately 25 up to 100 students per class. Non-classroom courses (delivered via computer, web, or other technology) will target the same audiences and will be designed to serve larger numbers of students per course. The contractor shall assist by performing the activities listed below:

1. Design and conduct training needs assessments, conduct focus groups, on-line forums, or other meetings to assess target audience training needs;

2. Perform cost-effectiveness analyses to permit comparisons of alternative training systems and methods.

3. Design and develop new training courses, self-instructional material, and/or refine existing training courses, for delivery of classroom, computer-based, disc-based, and web-based training. Produce storyboards, programming, interim drafts, beta programs and sites, as well as final products. All final packages shall include all associated development files and code in formats specified by the particular project.

OC has successfully delivered training using a wide variety of platforms (classroom, CBT, WBT, videotape, videoconference, webinar, satellite, practical field exercise, and self-instruction). OC intends to maintain these options while expanding opportunities through new technologies and strategies (mobile/PDA, High Def, etc). Most products will need some integration or reference to the NETIOnline university website. Delivery modes for courses may include the following:

- a. Photo copies of course materials and/or visual presentations (slides)
- b. Classroom presentation including training manuals (student and instructor), Powerpoint slide text, guides or handbooks
- c. Computer-Based Training (CBT) Course(s) delivered on CD/Rom, DVD, with text, slides, graphics, animation, and video
- d. Web-Based Training Course(s) delivered on-line with text, slides, graphics, animation, video, course tracking capability, testing/scoring, and completion certification
- e. Audio and video components that can either stand alone or be included in other training products. (Format could include VHS, WMV, WAV, MPEG, MOV, VOB)
- f. Webcasts/Webinars -Real-time training segments occurring with audio conferencing at a central web-site allowing many users to hear and see presentation.
- g. Previously recorded webcasts/webinars.
- h. Podcasting of training events.
- i. Advanced Interactive - Virtual Reality/Gaming Scenarios, WEB 2.0, and Expert Systems.

4. Assist in the logistics for courses, including development, refinement, assembly and delivery of materials in the form of manuals, CD-ROMs, and DVDs, instructor materials and presentations posted on-line, guides, announcements, audio/visual aids, graphics, name lists, name tags, name tents, and certificates of completion;

5. Provide systems demonstrations and training in the use of new data or other electronic systems, of existing data or other electronic systems, interface or bridge systems, or new technologies to detect pollutants in air, water or land, etc. (See Sec. V. References for a detailed description of operating systems).

6. Recommend performance-based, measurable training objectives and provide the support to collect data on whether those objectives were met;
7. Identify, develop and configure necessary hardware, and software and develop bulletin board systems including the implementation, of and improvements to, a system for placing information on the Internet and Intranet. (See URL link [www.epa.gov/compliance/training](http://www.epa.gov/compliance/training) for possible types of training requirements.)
8. Conduct training sessions in the form of classes, seminars, workshops, and symposia at EPA facilities and/or hotels in the Washington, D.C. area, at EPA Regional offices, at NETI-West training and practical exercise facilities in Lakewood, CO, and locations designated by state agencies.

In addition, the Contractor shall assist the staff in the coordination of workshops/meetings for approximately 50 to 200 participants depending on the workshop/meeting. These workshops/meetings target audiences include: EPA Regions, Headquarters staff, and state environmental associations. A broad range of topics relating to the program's mission and functions may be the focus of meetings and workshops. The Contractor shall assist by performing the activities listed below:

1. Conduct workshops/meetings sessions in the form of seminars, workgroups, conferences, and symposia at EPA facilities and/or Hotels in the Washington, D.C. area, EPA Regional offices, NETI West practical exercise site, and possibly state agencies.
2. Facilitate meetings, help with developing agenda items, take notes and provide a summary report with follow-up and action items. Meetings may occur at EPA facilities and/or Hotels in the Washington, D.C. area, EPA Regional offices, NETI West practical exercise site, and possibly state agencies.

#### Task Area II. Data Management

The data management program develops and executes targeting analyses to help assure that the OECA and EPA Regional Offices are establishing and implementing national priorities in a timely and efficient manner. OC collects and analyzes data to assess the Agency's enforcement and compliance performance. The contractor shall assist by providing support in the following areas:

1. Data Entry/Data Analysis. The Contractor shall perform data and systems analysis, systems updates and data input for the various systems that support OECA, such as AFS, ECHO, SSTS, RCRA Info, PCS, ICIS, and OTIS (See V. References for a detailed description of operating systems). Examples of data entry analysis include data screening, data usage, trend analysis, statistical analysis, formatting, coding, selective retrieval, and preparation of special displays. The Contractor shall also provide support in reviewing, organizing, and summarizing materials received. In addition, data analysis tasks include studies and assessments of the quality of the data and how it can be maintained and improved.
2. Requirements Analysis/Feasibility Studies. The Contractor shall perform requirements analyses and feasibility studies on the various information systems used by OECA, including risk assessment plans, security plans and alternative analysis. Tasks under this section will involve the development of

option papers, strategies or pilot programs to be used in enhancing, modifying, or changing existing systems. This support may also be required for new systems deemed necessary by OECA.

3. User Support. The Contractor shall support OECA data management training needs by providing training and support to EPA and/or state personnel. The Contractor shall develop instructional materials, self-guided tutorials, and quick reference guides to accompany their data management training. The Contractor shall also provide telephone and hotline support, with Government oversight, as required by specific projects (core business hours i.e., 9:00a.m. to 5:00 p.m.) for the aforementioned materials, tutorials, and guides while supplying classroom instruction support on data management.

4. Data Exchange within EPA and Other Agencies. The Contractor shall assist EPA in the exchange of information among various data systems such as IDEA, AFS, RCRA Info, ICIS-NPDES, ICIS, CDX, Census, NCDB, TSCA chemical imports with Customs, and organizations within EPA, and between EPA and other facilities. The Contractor shall provide a format for exchanges of data between the systems, offices, and agencies specified in work assignments. The Contractor shall also adhere to the security requirements of the individual Federal agencies. The Contractor shall assist on data exchange and development projects that improve the ability of EPA to collect information electronically from the regulated community, or states, or provide better electronic access to public EPA documents.

5. Software Development/Programming Support/System Maintenance. The Contractor shall provide expertise in the area of software development and programming support for the information systems residing within OECA, to include providing regional computer capability for compliance tracking and reporting to OECA systems (See V. References for detailed descriptions of operating systems.) This support shall include actual software development as well as testing, debugging, and installation of the software. User support or additional training may be required to complete the installation process. The Contractor shall also provide analysis, revision and development of reports, forms, and accompanying instructions for the modules of the indicated systems. The Contractor shall maintain OECA systems that reside both on EPA servers, and other servers (such as the Veteran's Administration).

6. Other. The Contractor shall provide support in the areas of information engineering, case tool development and prototyping, and industry sector database development. Databases supported includes, or may include the following compliance databases: PCS, IDEA, OTIS, ECHO, SDWIS, AFS, ICIS, ICIS-NPDES, NetDMR, NCDB, RCRA Info AND SSTS (See V. References for detailed description of systems.)

#### Task Area III - Targeting and Data Analysis

The Contractor shall perform assorted analytical, review or investigatory tasks to ensure compliance with enforcement actions, enforcement agreements, enforcement orders, and permit and reporting requirements across the statutory and regulatory requirements under all environmental statute areas. The Contractor shall perform the following:

1. Analysis and documentation of specific and general data to help EPA identify non-complying sectors, geographic areas, environmental justice areas, new technologies that may cause environmental problems such as biotechnology,

nanotechnology, alternative energy, aquaculture, etc. at specific facilities.

2. Review of compliance with required reporting or record-keeping requirements under any of the environmental statutes. For example:

a. CWA NPDES: Analysis of Discharge Monitor Reports (DMRs), NPDES and wet weather program reports (CSO, SSO, storm water, and CAFO) to assess potential non-compliance of industrial, municipal, and other facilities

b. EPCRA: Review EPCRA emergency release reporting for an industry sector and identify any trends or outliers which may indicate compliance issues. The Contractor may be required to develop improvements in OECA's capacity to integrate compliance and enforcement data with pollutant release and ambient condition data.

c. CAA: Assess potential non-compliance of industrial, municipal, and other facilities under the Stationary Source Program including NSPS/NSR/PSD, NESHAP/MACT, stratospheric ozone, 112r, asbestos demolition and renovation, and Title V certifications, stack testing and excess emissions .

d. The contractor may be tasked with similar assessments for RCRA, SDWA, FIFRA, TSCA, or on a multi-statute basis.

3. Perform identification and analysis of specific processes within industries, such as petroleum refining, chemical manufacturing, and auto manufacturing. In cases where compliance is difficult, expensive, or controversial to maintain, identify the appropriate efforts necessary to achieve compliance.

4. Perform compliance screening that allows EPA to understand whether applicants for environmental award programs meet program requirements.

5. The contractor may be asked to perform program review functions (e.g. review of effectiveness of State Review Framework project).

#### Task Area IV - Compliance Monitoring Support

The Contractor shall perform assorted analytical, review, or investigative tasks to ensure compliance with enforcement actions, enforcement agreements, enforcement orders, and permit and reporting requirements across the statutory and regulatory requirements.

The Contractor shall provide multi-disciplinary and multi-media support in the following areas:

1. Develop compliance inspection and evaluations manuals, checklists and tools to assist civil compliance inspectors;

2. Develop training for inspectors on how to conduct compliance inspection, evaluations and investigations;

3. Assist EPA personnel by conducting compliance inspections/evaluations, multi-media compliance inspections, civil compliance investigations, and Environmental Management Systems (EMS) audits.

a. Review the necessary information from each facility to gain a basic understanding of the facility's processes, standard operating procedures, and

regulatory requirements;

b. Either follow an established HQ or regional inspection, evaluation, or audit protocol or recommend one that addresses the applicable environmental requirements, environmental issues, chemical characterization/toxicological issues, and potential risks at the facility;

c. Use the inspection, evaluation, or audit protocol to conduct analytical reviews of comprehensive compliance or EMS audit/inspections;

d. Provide technical support in gathering pre-inspection, evaluation, or audit information, follow or develop the inspection, evaluation, or audit protocol, and prepare inspection, evaluation, or audit reports based on direction provided by HQ or regional work assignment managers;

e. Review inspection, evaluation, or audits conducted by the regulated community to verify that a facility's compliance or EMS audits are conducted in accordance with EPA standards.

1. Review inspection, evaluation, or team credentials and protocols prior to conducting the specific activity;

2. Attend and observe the opening conference(s) of the inspection, evaluation, or audit.

3. Participate in conducting or observing on-site compliance inspections or evaluations, and EMS audit activities;

4. Provide analytical laboratory support such as analyzing air emissions data generated by private testing laboratories.

5. Conduct modeling analyses to determine environmental effects of pollutants in facility discharges and emissions on ambient air, water, soil and ecosystem quality.

6. Attend and observe the closing conference(s) of the compliance inspection or evaluation or EMS audit;

7. Prepare a report on the quality of the inspection, evaluation, or audits.

8. Provide scientific experts for data verification and conduct inspections in such fields as toxicology, chemistry, pathology, developmental biology, microbiology, teratology, and computer technology.

#### Task Area V - Compliance Assurance

The Contractor shall develop targeting strategies focusing compliance assurance and enforcement resources for environmentally significant facilities through risk-based analyses. The Contractor shall develop recommended targeting approaches intended to result in high compliance rates, ecosystem protection, and environmental justice. This problem identification and baseline development work may include the identification of the environmental problem, justification for selecting the problem, desired outcomes in addressing the problem, compliance assurance and enforcement tool selection which will lead to the desired outcomes. Specifically, the Contractor shall:

1. Identify pervasive noncompliance problems causing risk to human health and the environment through analysis and documentation of specific and general data to help EPA identify non-complying sectors, geographic areas to include environmental justice, and specific facilities. Examples of such data analyses include data screening, data trend analysis, statistical analysis, selective retrieval, and preparation of special displays.
2. The Contractor shall also provide support in reviewing, organizing, and summarizing materials received in response to enforcement or compliance information collection activities such as responding to Congressional requests for information.
3. Identify industry sector universe information such as the size of the sector, geographic distribution, production and financial information on both facilities and sector-wide basis.
  - a. The Contractor may also identify information such as the applicable regulations that are designed to address the environmental problems, and the sector's difficulties complying with those regulations as part of problem identification baseline development.
4. Identify and analyze specific processes within industries such as municipal waste water treatment system capacity issues where compliance is difficult, expensive, or controversial to maintain, and identification of the appropriate efforts necessary to achieve compliance.
5. Update compliance status and support of processes designed to compel those parties not complying to meet regulations, permit terms, and/or settlement/order requirements.
6. Prepare reports such as Integrated Strategy Emerging Sector Reports on above processes for use by EPA in determining compliance targeting/scheduling or compliance incentive policies.
7. Perform root-cause analyses to better comprehend reasons for non-compliance with environmental regulations.
8. Develop risk-based measures for compliance assistance, monitoring, and enforcement activities to include data analysis to measure the success of national and state compliance and enforcement programs.
9. Compliance Assurance. The Contractor shall perform analysis of the Compliance Assistance data including: trend analysis, statistical analysis; and other specific data analyses as directed to help assess the CA program results. The contractor shall assess existing and alternate measurement collection methods. The contractor shall collect data in the form of follow-up surveys and other methods consistent with Agency approved ICRs, to help measure the effectiveness of CA activities.
10. Sector-Based Support. The Contractor shall develop recommended inspection guidance, compliance assistance tools, and compliance monitoring techniques. In addition, the contractor shall perform sector multi-media analyses and conduct environmental foot print analyses using both EA and non-EPA data. The Contractor shall:
  - a. Develop and implement industry surveys and analyses to further refine

OECA's understanding of noncompliance issues potentially identified through earlier screening methods.

b. Develop, revise or evaluate reference or guidance materials, inspection guidelines, and communication strategies with a particular emphasis on OECA's national priority performance based strategies.

c. Develop industry sector notebooks, emerging sector reports, or profiles providing sector-based information such as basic process knowledge, compliance and enforcement profiles, pollutant release data, ongoing compliance initiatives, and pollution prevention innovations.

d. Organize and facilitate focus groups with interested stakeholders to provide input on issues related to compliance assistance and compliance monitoring activities.

e. Develop and implement pilot projects in order to evaluate compliance assistance and compliance monitoring activities.

f. Perform or review risk assessments to characterize the human and ecological effects of industry sector activities.

g. Perform special data analysis and/or information gathering studies to support the program's compliance assistance and compliance monitoring activities.

h. Support EPA in assessing the success of measuring the benefits of compliance assistance and compliance monitoring activities.

i. Provide technical support for the preparation of Information Collection Requests (ICR).

#### Task Area VI - Outreach

The Contractor shall provide support to EPA's outreach activities. These activities may be the result of analysis performed in the problem identification and baseline development phase. The mission of the sector-based outreach activities is to clearly focus the presentation and communication of environmental requirements to the regulated community and to deliver clear, concise, industry-specific technical and regulatory information to states, regions, the regulated community, and the public. This communication shall include information about EPA programs, products produced through partnering with outside organizations, and materials developed by other organizations. The communication shall require multi-media and multi-disciplinary support of EPA's compliance assistance and sector-based outreach. The Contractor shall:

1. Compliance Assistance Centers. Develop and/or update materials for use by the Compliance Assistance Centers ([www.assistancecenters.net](http://www.assistancecenters.net)). Materials may include: Internet Web sites, telephone assistance lines, fax-back systems and email discussion groups.

a. Develop or expand the Compliance Assistance Centers;

2. Web-based communication. Develop publications and websites for outreach about EPA programs including compliance and sector information. Examples of

such programs include the Assistance Centers, Compliance Incentives Policy, the Self-Auditing Policy, Small Business and Small Community Policy.

- a. Review and edit existing documents to make them available to the public through Internet sites and EPA Web Servers;
- b. Load EPA outreach materials and documents onto the EPA Intranet; update home pages and documents already on EPA Web Servers;

3. Develop marketing plans for compliance assistance on a sector, environmental problem, or other basis. This marketing plan shall include the development of outreach strategies and outcome measures and measures of effectiveness which support at a minimum, EPA's Strategic Plan, Goal 5 Compliance and Environmental Stewardship. The measures shall also help test the progress towards the other four goals of the Agency (Clean Air and Global Climate Change, Clean and Safe Water, Land Preservation and Restoration, and Healthy Communities and Ecosystems);

4. Provide support to EPA in development of customer outreach hotline tools;

5. Develop scripts and provide access to production facilities and actors to produce video presentations, interactive videos and CD's, dealing with compliance assurance  
for training outreach;

6. Provide access to compliance assistance experts.

#### Task Area VII - Planning, Measurement, Program Management, and Analysis Support

1. National Priorities Support. The Contractor shall provide support to OECA's National Priorities. The contractor shall develop targeting strategies focusing on compliance assurance and enforcement resources on environmentally significant facilities through risk-based analyses. The Contractor shall develop recommended targeting approaches intended to result in high compliance rates, ecosystem protection, and environmental justice. This problem identification and baseline development work may include the identification of the environmental problem, justification for selecting the problem, desired outcomes in addressing the problem, compliance assurance and enforcement tool selection which will lead to the desired outcomes. Specifically, the Contractor shall perform same tasks as outlined in Task Area VI.

2. Performance-Based Measurement and Environmental Benefits Analysis. The contractor shall support the development of output and outcome indicators that allow OECA to measure the performance of compliance and enforcement activities. The contractor shall perform analyses of new measures proposed by third parties assessing their effectiveness, accuracy, and cost-effectiveness. The contractor shall develop baseline information, complete trend analysis of environmental benefits information and identify data collection/reporting process improvements and verification points.

3. Analysis of Environmental Benefits of Enforcement and Compliance Activities. The Contractor shall support the measurement, analysis and reporting of the environmental benefits of enforcement and compliance activities. The contractor shall identify methods or models for estimating

human health and ecosystem benefits of pollutant reductions, assess the ability of those methods or models to produce viable estimates based on emissions reductions stemming from enforcement and compliance activities, develop new methodologies where necessary and develop human health and ecosystem benefits estimates using the appropriate methods or models.

a. The Contractor shall support the development of models, tools, or reports that help demonstrate the enforcement and compliance program's contribution to solving an environmental or compliance problem in a specific sector, geographic area, or other priority focus areas.

b. The Contractor shall support data quality activities (quality assurance and quality control) relating to the performance measurement. This shall include development of processes or methodologies for ensuring and verifying the quality of data and outcome estimates (e.g., pollutant reductions) and implementation of the said processes or methodologies to actually verify the quality of a specific set of data or benefit estimates.

4. Program Management Support. The Contractor shall provide ad hoc Program Management Support to evaluate program policies and procedures in terms of function effectiveness, and conformance; coordinate, analyze and document program activities; prepare and administer surveys, conduct studies, and recommend options for administrative management improvements, develop software applications (e.g., Lotus Notes, Access, Excel, etc.) to improve administrative efficiencies.

5. Analysis of Data and Results from State Review Framework (SRF) Reports. The Contractor shall provide statistical analysis of data and findings from SRF reports and enforcement data systems. The contractor shall analyze the reports and information contained in the SRF Tracker database to provide information on recurring issues, trends, and patterns of behavior.

#### IV. Requirements

EPA shall make all final determinations, judgments and decisions under the contract. EPA shall carefully and critically review all analyses, assessments, options, recommendations, reports, training materials and drafts prepared by the contractor prior to EPA making its final determinations. The Contractor shall not publish or otherwise release, distribute, or disclose any work product generated under this contract without obtaining EPA's express written approval. When submitting recommendations, the Contractor shall explain a rank policy or action alternative, describe procedures used to arrive at recommendations, summarize the substance of deliverables, report any dissenting views, list sources relied upon, and detail the methods and considerations upon which the recommendations are based.

In no event shall the contractor provide legal services or offer any legal interpretations under this contract without the prior written approval of the Office of General Counsel.

The Contractor shall prepare a Quality Assurance plan which describes how the compliance/enforcement data generated by the Contractor will be used. The Contractor shall also maintain all source documentation. For data from EPA databases, this shall include the report, documentation of select logic, and pull/refresh dates. For data from other sources (e.g. websites, publications) appropriate source information shall also be maintained. In

addition, the Contractor shall validate data and document known limitations.

## V. Reference Documents

### A. OECA Database Systems

Air Facility System (AFS) is the official EPA national database for compliance and enforcement information on all major stationary sources of air pollution. AFS was originally introduced to users in 1990. AFS contains compliance data on air pollution point sources regulated by the U.S. EPA and/or state and local air regulatory agencies. AFS runs on an IBM mainframe computer and is supported by an ADABAS database and the NATURAL programming language.

Applicability Determination Index (ADI): A database that contains memoranda issued by EPA on applicability and compliance issues associated with the New Source Performance Standards (NSPS), National Emissions Standards for Hazardous Air Pollutants (with categories for both NESHAP, Part 61, and MACT, Part 63), and chlorofluorocarbons (CFC).

Enforcement and Compliance History Online (ECHO): A Web-based tool that provides the public with compliance, permit, and demographic data for approximately 800,000 facilities regulated under the Clean Air Act stationary source program, the Clean Water Act direct discharge program, and the Resource Conservation and Recovery Act hazardous waste generation program. NetDMR

Integrated Compliance Information System (ICIS): EPA is in the process of modernizing its enforcement and compliance data systems. The product of that modernization is ICIS, a Web-based system that will integrate data currently located in more than a dozen separate data systems. The first phase of ICIS was completed June 2002, with other phases to be completed in later years. ICIS is a Web-based system using an ORACLE database, Java and a report generator called Business Objects

Integrated Data for Enforcement Analysis (IDEA): Pulls data from the many separate media systems and integrates the data to produce multimedia reports. Multimedia reports can be produced for particular facilities or for types of activities. (Mainframe: PL/1 and C++)

Online Tracking Information System (OTIS): A collection of search engines that enables EPA staff, state/local/tribal governments and Federal agencies to access a wide range of data relating to enforcement and compliance. OTIS also includes original content which allows virtual integration of smaller databases with other OECA systems. Includes project management tools such as, State Review Framework (SRF), and the Watch List. Please note that this site is for state and federal use. (Perl, MySQL)

Permit Compliance System (PCS): A national information system that contains data which supports the National Pollutant Discharge Elimination System (NPDES) program under the Clean Water Act. PCS tracks permit issuance, permit limits, self monitoring data, and enforcement and inspection activity for facilities regulated under the CWA. PCS contains records on more than 135,000 permits nationwide. PCS currently runs on an IBM mainframe computer and is supported by an ADABAS database and the NATURAL and COBOL programming languages. PCS is being modernized into a Web-based system using an ORACLE database, Java and a report generator called Business Objects as phase II of ICIS.

Resource Conservation and Recovery Act Info (RCRAInfo): Hazardous waste data can be accessed through RCRAInfo. RCRAInfo provides access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. RCRAInfo replaces the data recording and reporting abilities of the Resource Conservation and Recovery Information System (RCRIS) and the Biennial Reporting System (BRS). (ORACLE)

Safe Drinking Water Information System/Federal (SDWIS/FED): EPA's national data base for the Public Water System Supervision Program. It includes inventory, compliance, and enforcement information on the nation's 170,000 public water systems. SDWIS/FED is an exceptions-based system that for the most part receives data directly from SDWIS/STATE or data transfer from a state's system. The SDWIS/STATE version is a data base that was designed for the states to help them implement their drinking water program and fulfill EPA's reporting requirements. The Significant Non Compliance (SNC) Exceptions Tracking System (SETS) is a sub-system of SDWIS/FED that generates/tracks significant non-compliers.

Section 7 Tracking System (SSTS): The only automated system EPA uses to track pesticide producing establishments and the amount of pesticides they produce. SSTS records the registration of new establishments and records pesticide production at each establishment. SSTS currently runs on an IBM mainframe computer and is supported by an ADABAS database and the NATURAL programming language.

National Compliance Data Base System (NCDB)/ FIFRA/TSCA Tracking Systems (FTTS) tracks State pesticide grant activity for the National Pesticides Compliance and Enforcement program.

Census - data from the U.S. Census Bureau

CDX - Central Data Exchange

NetDMR (Network Discharge Monitoring Report) NetDMR - This system will allow CWA permittees to directly enter DMR data for automated flow into ICIS-NPDES.

#### B. Websites

The following is a list of websites which may be useful in understanding OECA and this requirement as it relates to OC.

[www.assistancecenters.net](http://www.assistancecenters.net)  
[www.epa.gov/clearinghouse](http://www.epa.gov/clearinghouse)  
[www.epa.gov/compliance](http://www.epa.gov/compliance)  
[www.epa.gov/echo](http://www.epa.gov/echo)

2. The Section H clause entitled "LIMITATION OF FUTURE CONTRACTING (HEADQUARTERS SUPPORT) (EPAAR 1552.209-74) (APR 2004) ALTERNATE V (APR 2004)" has been modified. The text is as follows:

(a) The parties to this contract agree that the Contractor will be restricted in its future contracting in the manner described below. Except as specifically provided in this clause, the Contractor shall be free to compete

for contracts on an equal basis with other companies.

(b) If the Contractor, under the terms of this contract, or through the performance of work pursuant to this contract, is required to develop specifications or statements of work and such specifications or statements of work are incorporated into an EPA solicitation, the Contractor shall be ineligible to perform the work described in that solicitation as a prime Contractor or subcontractor under an ensuing EPA contract.

(c) During the life of the contract, unless prior written approval is obtained from the cognizant EPA Contracting Officer, the contractor shall not enter into a contract: (1) with owners or operators of facilities that may be impacted by enforcement and compliance activities performed under a work assignment as regulated parties under the Clean Air Act (CAA); Clean Water Act (CWA); Emergency Planning and Community Right-to-Know (EPCRA); Federal Insecticide, Fungicide, Rodenticide Act (FIFRA); Resources Conservation and Recovery Act (RCRA); Safe Drinking Water Act (SDWA); Marine Protection, Research and Sanctuary Act (MPSRA); Oil Pollution Act (OPA); and/or the Toxic Substances Control Act (TSCA) ; 2) private entities that have a financial interest in or a business relationship with any such regulated parties that may be impacted by enforcement and compliance activities performed under a work assignment as regulated parties; or 3) private entities that otherwise are stakeholders in some aspect of the OC Programs that may be impacted by enforcement and compliance activities performed under a work assignment as regulated parties.

(d) The Contractor agrees in advance that if any bids/proposals are submitted for any work that would require written approval of the Contracting Officer prior to entering into a contract subject to the restrictions of this clause, then the bids/proposals are submitted at the Contractor's own risk. Therefore, no claim shall be made against the Government to recover bid/proposal costs as a direct cost whether the request for authorization to enter into the contract is denied or approved.

(e) To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the Contractor shall protect such data from unauthorized use and disclosure.

(f) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, except for subcontracts or consultant agreements for nondiscretionary technical or engineering services, including treatability studies, 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 (f) unless otherwise authorized by the Contracting Officer. The Contractor may request in writing that the Contracting Officer exempt from this clause a particular subcontract or consultant agreement for nondiscretionary technical or engineering services not specifically listed above, including laboratory analysis. The Contracting Officer will review and evaluate each request on a case-by-case basis before approving or disapproving the request.

(g) If the Contractor seeks an expedited decision regarding its initial future contracting request, the Contractor may submit its request to both the Contracting Officer and the next administrative level within the Contracting Officer's organization.

(h) A review process available to the Contractor when an adverse determination is received shall consist of a request for reconsideration to the Contracting Officer or a request for review submitted to the next administrative level within the Contracting Officer's organization. An adverse determination resulting from a request for reconsideration by the Contracting Officer will not preclude the Contractor from requesting a review by the next administrative level. Either a request for review or a request for reconsideration must be submitted to the appropriate level within 30 calendar days after receipt of the initial adverse determination.

3. The Section L clause entitled "DEFINITION OF LABOR CLASSIFICATIONS (EP 52.215-120) (FEB 1985)" has been modified. The text is as follows:

Offerors shall use the following labor classifications in preparing their technical and cost proposals.

(a) Definition of labor classifications. The direct labor hours appearing below are for professional and technical labor only. These hours do not include management at a level higher than the project management and clerical support staff at a level lower than technician. If it is your normal practice to charge these types of personnel as a direct cost, your proposal must include them along with an estimate of the directly chargeable man-hours for these personnel. If this type of effort is normally included in your indirect cost allocations, no estimate is required. However, direct charging of indirect costs on any resulting contract will not be allowed. Additionally, the hours below are the workable hours required by the Government and do not include release time (i.e., holiday, vacation, etc.).

(b) Distribution of level of effort. Submit your proposal utilizing the labor categories and distribution of the level of effort specified below:

Base Period                    21,422 hours

(c) When identifying individuals assigned to the project, specify in which of the above categories the identified individual belongs. If your company proposes an average rate for a company classification, identify the professional or technical level within which each company category falls.

(d) You should also submit Standard Forms 1411 for each of the following:

- 1) A summary proposal for the total contract period
- 2) For each contract period:
  - i) a Summary Proposal
  - ii) a Proposal for the basic quantity
  - iii) a Proposal of 21,513 hours for the option period I quantity and 10,581 hours for the option period II quantity
  - iv) a proposal for the optional quantities and five increments stated in Section H.8.

#### DEFINITION OF LABOR CLASSIFICATIONS

Offerors shall use the following labor classifications in preparing their technical and cost proposals:

PROFESSIONAL

(1) Level 4 - Plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals. Generally operates with wide latitude for unreviewed action.

Typical Title: Project Leader, Chief Engineer  
Normal Qualifications: Ph.D. Degree or equivalent; and  
Experience: 10 years or more

(2) Level 3 - Under general supervision of project leader, plans, conducts and supervises assignments normally involving smaller or less important projects. Estimates and schedules work to meet completion dates. Directs assistance, reviews progress and evaluates results; makes changes in methods, design or equipment where necessary. Operates with same latitude for unreviewed action or decision.

Typical Title: Project Engineer, Group Leader  
Normal Qualifications: Masters Degree or equivalent; and  
Experience: 6 years or more

(3) Level 2 - Under supervision of a senior or project leader, carries out assignments associated with projects. Translates technical guidance received from supervisor into usable data applicable to the particular assignment coordinates the activities of juniors or technicians. Work assignments are varied and require some originality and ingenuity.

Typical Title: Engineer, Analyst  
Normal Qualifications: B.S. Degree or equivalent; and  
Experience: 3 years or more

(4) Level 1 - Lowest or entering classification. Works under close supervision of senior or project leader. Gathers and correlates basic data and performs routine analyses. Works on less complicated assignments where little evaluation is required.

Typical Title: Junior, Associate  
Normal Qualifications: B.S. Degree or equivalent; and  
Experience: 0 years or more

Experience/Qualifications Substitutions

(1) Any combination of additional years of experience in the proposed field of expertise plus full time college level study in the particular field totaling four (4) years will be an acceptable substitute for a B.S. Degree.

(2) A B.S. Degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling two (2) years will be an acceptable substitute for a Masters Degree.

(3) A B.S. Degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling four (4) years or a Masters Degree plus two (2) years of

either additional experience or graduate level study in the proposed field of expertise will be an acceptable substitute for a Ph.D. Degree.

(4) Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-for-one basis.