

Announcement for Student Services Contracts

RFQ-MED-09-00014

**United States Environmental Protection Agency
Office of Research and Development
National Health and Environmental Effects Research Laboratory
Western Ecology Division, Corvallis, OR**

The Western Ecology Division (Corvallis, OR) of the National Health and Environmental Effects Research Laboratory, of the Office of Research and Development (ORD), U.S. Environmental Protection Agency (EPA), is seeking a recent graduate (student due to graduate by June 2009, or have graduated within the last 2 years of this announcement) with a Bachelor of Science (B.S.) or equivalent degree in Landscape Architecture, Civil Engineering, Environmental Engineering, or related field to provide services under a contractual agreement. The contractor shall assist in understanding the dynamics of native plant selection landscaping and run off retention, evaluating conditions under various alternative scenarios. The contractor shall propose a design plan for Landscape Master Planning that will move to Zeroscaping for the site. For more detailed information regarding the Western Ecology Division, visit its home page at <http://www.epa.gov/wed/>.

The primary work location is 200 SW 35th Street, Corvallis, Oregon 97333. Work shall be primarily performed on site and some field work may be required. Necessary instruction, training, and oversight shall be provided by an EPA scientist who shall serve as mentor to the student contractor.

The following contract speciality is available:

Landscape Architect - The student contractor will work within a multi-disciplinary team and will provide technical support and research for zeroscaping planning. The student may be required to attend conferences and present papers. All necessary instructions, training and oversight will be provided by Mr. Primo Knight (knight.primo@epa.gov) who will serve as the student mentor.

The work will begin approximately June 2009 and terminate approximately Nov 2009. It is anticipated that the contractor will work an average of 40 hours per week. The majority of the work will be Monday through Friday between the hours of 6:30 a.m. to 4:00 p.m.; some evening, weekend and holiday work should be expected. Work will be performed under a variety of settings including office, library, laboratory, and field. The work is not particularly hazardous or physically strenuous. Field and laboratory health and safety training will be provided.

The hourly rate for this position is \$20.67 for students who have completed a B.S. degree (by June 2009 or within 2 years of this announcement) Student contractors will be paid the basic hourly rate only for the number of hours actually worked, and do not receive an overtime premium for any hours worked beyond the 40-hour week. Student contractors do not accrue leave or holiday benefits and

are not paid for any non-work days, regardless of the reason. Federal, State, Local, and Social Security taxes will not be withheld; student contractors are responsible for reporting income to authorities and paying all taxes.

Student contractors are responsible for all costs of transportation to and from the principal duty station location. EPA does not provide housing, meals or other living expenses while working at the principal duty station. Offerors must be (1) recently graduated (no more than 24 months ago) with a B.S. or equivalent degree or (2) students in good standing who are currently enrolled in a post baccalaureate degree program at a recognized educational institution. **EPA ORD EMPLOYEES, THEIR SPOUSES AND CHILDREN ARE NOT ELIGIBLE TO PARTICIPATE IN THIS PROGRAM AND RECEIVE AWARD OF THESE CONTRACTS.** Non-U.S. citizens may be eligible to participate, depending on their immigration status and the applicable regulations of the Bureau of Citizenship and Immigration Service (BIS), formerly known as the Immigration and Naturalization Service.

Interested parties shall complete the attached **STUDENT PROPOSAL FOR RFQ-MED-09-00014** and **STATEMENT OF QUALIFICATIONS**.

This **Student Proposal For RFQ-MED-09-00014** consists of the following; (1) Title of contract specialty for which you are applying for; (2) Student's full legal name; (3) Mailing address; (4) Telephone number; (5) Email address (if any); (6) Date of birth; (7) Place of Birth; (8) Social Security number; (9) Citizenship or, if not a US citizen, immigration/VISA status **PROOF OF STATUS IS REQUIRED**; (10) Date of most recent college/university degree (to qualify for this contract, your most recent degree must be within 24 months of date of this announcement).

The **Statement of Qualifications** consists of the following; (1) Highest degree achieved in a field of science (e.g. biology, chemistry, ecology, environmental science, or related field), plus credit hours earned toward and advanced Degree related to the contract specialty(ies) for which you are proposing; (2) Months of relevant employment or volunteer services (give name of employer/services organization plus a brief statement of the work performed); (3) References (minimum of two references with name, title, telephone number, and email address); (4) Attach College/University transcripts that support the summary inform you proposed; (5) Sign the statement: I will accept \$20.67/hr to perform the work identified in the Scope of Work of this contract announcement.

Send your completed Student Proposal for RFQ-MED-09-00014 and Statement of Qualifications with attachments to Mark Horngren, Contracting Officer via email at **horngren.mark@epa.gov** or fax at 218-529-5063.

All interested parties are required to visit the EPA Procurement Home Page at http://www.epa.gov/oam/rtp_cmd to learn the full details of this proposed contract opportunity. Under the section entitled "Student Services for Corvallis, RFQ-MED-09-00014, read all of the attached documents. This website should be visited periodically to check the status of the announcement and to see if any changes have been made. If you have any questions on the

information contained on this website, contact the EPA Contracting Officer, Mark Horngren. Questions regarding the technical aspects of the contracted duties and responsibilities should be directed to the EPA mentors listed for each task.

The Government will make a contract award based on the student's work experience, knowledge and skills, training and course work as it relates to the services as described in the Announcement. Please check the evaluation factors document on the website given above for the specific factors and the order of importance. Students who perform under contract for EPA may be required to undergo a background check, check of FBI fingerprinting files and a suitability determination by the Environmental Protection Agency.

Students who perform under contract for EPA must have a checking or savings account at a financial institution that will accept direct deposits of Federal funds for Electronic Funds Transfer. **Responses to this announcement will be accepted through June 3, 2009**

INTERESTED PARTIES MUST COMPLETE THE ATTACHED "STUDENT PROPOSAL FOR RFQ-MED-00014. This proposal plus college/university transcripts must be sent to Mark Horngren via email to Horngren.Mark@epa.gov or via fax at 218-529-5063.

STUDENT PROPOSAL FOR RFQ-MED-09-00014

This proposal must be filled out in full to qualify for a Student Service Contract

1. Title of contract specialty for which you are applying:

2. Full legal name: _____

3. Mailing address: _____

4. Telephone #: _____

5. Email Address: _____

6. Date of Birth: _____

7. Place of Birth: _____

8. Social Security Number: _____

9. Citizen of the U.S.? YES NO

(If not a U.S. Citizen, give your immigration/VISA status)

10. Date of most recent college/university degree: *(to qualify for this contract, your most recent college degree must be within 24 months of the date of this announcement)*

Degree: _____ Date: _____

STATEMENT OF QUALIFICATIONS

1. **DEGREE** achieved in a field of science (e.g., biology, chemistry, ecology, environmental science, or related field), plus credit hours earned toward an advanced Degree related to the contract specialty(ies) for which you are proposing:

Degree and Field of Study <i>(e.g., B.S./Aquatic Biologist)</i>	GPA
a)	
b)	
c)	
<i>[Continue on separate sheet if necessary]</i>	
Credit Hours in Advanced Degree <i>(e.g., Biology 401)</i>	Grade
a)	
b)	
c)	
<i>[Continue on separate sheet if necessary]</i>	

2. **MONTHS** of relevant employment or volunteer services: *(give name of employer/service organization plus a brief statement of the work performed)*

Employer or Service Organization and Brief Description of Work Performed	Months of Experience
1.	
2.	
3.	
<i>[Continue on separate sheet if necessary]</i>	