

ANNOUNCEMENT FOR STUDENT SERVICES CONTRACTS
United States Environmental Protection Agency
Office of Research and Development
RFQ-RT-09-00168

The Analytical Chemistry Core (ACC), Immediate Office (IO) of the National Health and Environmental Effects Laboratory (NHEERL), Office of Research and Development (ORD) of the U.S. Environmental Protection Agency (EPA) in Research Triangle Park, North Carolina is seeking as many as two college students or recent graduates to provide services under a contractual agreement for technical support to collaborative research with the Human Exposure and Atmospheric Sciences Division (HEASD), National Exposure Research Laboratory (NERL), investigating pyrethroid insecticides, including relevant metabolic/degradation products. The results of this work will provide information on the concentration and fate of the pesticides in a variety of matrices to include environmental and biological samples. The focus of research performed by NHEERL is to develop and apply chemical methods to extract, clean-up and analyze both parent and metabolic/degradation products. The methods will use techniques such as; Automated Solvent Extraction, Vortex Partition, Soxhlet Extraction, Solid Phase Clean-up, and Gel Permeation Chromatography. Samples will be analyzed by High Performance Liquid Chromatography/tandem Mass Spectrometry (LC/MS/MS).

The student/recent graduate must:

Have recently (within the last two years) completed a BS or BA program majoring in biology, chemistry, environmental science, or a related field at an accredited college/university or currently be a student in good standing enrolled in a graduate degree program in biology, chemistry, environmental science, or a related field at an accredited college/university.

The student/recent graduate contractor will perform duties, as requested, according to specifications and instructions provided by the mentor. Where appropriate, the student/recent graduate contractor will maintain careful and accurate records in designated laboratory notebooks. These notebooks, and all other data produced under this order will be the property of the Environmental Protection Agency. The student contractor must be familiar with basic laboratory health and safety and have demonstrated experience with the following techniques:

- Extraction of analytes from environmental or biological matrices
- Measurement using analytical balance
- Common sample preparation techniques to include liquid/liquid partitioning, solid phase clean-up, and sample reduction via evaporation
- Preparation of analytical standards
- Quantitative dilution of stock solutions

The beginning date for one position is approximately June 2009. The beginning date for the second position is approximately July 2009. The exact starting date for both positions depends upon the availability of the selected student contractors. Both contracts are one year in duration, with an option to continue an additional year. It is anticipated that the student contractor will/may work up to 40 hours per week. The majority of the work will be Monday through Friday between the hours of 8:00 am to 5:00 pm. Occasional weekend work may be required. The duty location is HEASD, 109 T.W. Alexander Drive, RTP, NC. Work will be primarily performed in a laboratory but some field work may be required.

U.S. citizens are eligible to participate in this program. Non-U.S. citizens may be eligible to participate, depending on their immigration status and the applicable regulations of the United States Citizenship and Immigration Service (USCIS). All non-US citizens must submit, as part of their proposal package, evidence of their immigration status that allows them to work in the United States. EPA ORD employees, their spouses, and children are NOT eligible to participate in this program and receive these contracts.

The hourly rate is commensurate with the minimum required level of education and experience, as follows: (\$21.31/hour with BS/BA). Students or recent graduates will be provided the rate and will be instructed to propose accordingly in order to have an acceptable proposal. In this way, price will be considered the same for all students or recent graduates (offerors). If a different rate or price is proposed, it must be accompanied by an explanation indicating why the provided rate was not proposed.

Student contractors will be paid the basic hourly rate only for the number of hours worked and do not receive 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.

The student/recent graduate contractor is considered as an independent contractor; therefore, Federal, State, Local, and Social Security taxes will not be withheld; student contractors are responsible for reporting income to authorities and paying all taxes.

Interested students or recent graduates may apply for this opportunity by providing the proposed hourly rate (the one shown above) and a one or two page, excluding the copy of the transcript and documentary evidence from USCIS, if appropriate, resume or statement of qualifications including (1) student's full legal name; (2) mailing address; (3) telephone number; (4) email address (if any), (5) date of birth; (6) Social Security Number; (7) place of birth; (8) citizenship or, if not a US citizen, immigration/VISA status; (9) education, including description of relevant classes; (10) work or volunteer experience related to the scientific field; (11) laboratory work experience (if applicable to these services) and (12) a statement of your commitment to fulfill at least the initial year of the order, if selected. Attach a copy of all your college/university transcripts (unofficial copies are acceptable, if it is apparent from the transcript copy that it is a copy of an official document and that the school is identified), listing courses taken, grades, and overall GPA. Two letters of recommendation are also required. Also, your proposal must contain a statement that you propose/accept the stated hourly rate of \$21.31 per hour. Send your proposal submittal to: James E. Wesley, II wesley,james@epa.gov (919)685-3412 Fax. The submission deadline will be listed at the website listed below.

Prior to applying for this position, you should visit the EPA solicitation web page at http://www.epa.gov/oam/rtp_cmd to learn the full details of the position for which you are applying. You should visit the website periodically to check the status of this procurement and to see whether or not any amendments (changes to the requirement of the posted position) have been issued. If you have any questions on the information contained on this website, contact James E. Wesley, II wesley,james@epa.gov (919)685-3412 Fax

The Government will make contract award(s) 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. Students who perform under contract for EPA will be required to undergo a background check, check of FBI fingerprint files and a suitability determination by the Environmental Protection Agency.

All questions regarding this position should be addressed to the Contract Specialist James E. Wesley, II wesley,james@epa.gov (919)685-3412 Fax.

The Government will make contract awards 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 mentioned in the previous paragraph.

Any proposal received at the Government office designated after the exact time specified for receipt is "late" and will not be considered unless it is received before award is made, and the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition and:

It was transmitted electronically and received at the initial point of entry to the Government infrastructure not later than 5:00 p.m., one working day prior to the date established for receipt; or there is acceptable evidence to establish it was received at the Government installation and was under the Government's control prior to the time set for receipt; or

It was the only proposal received.

However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated by the exact time specified, and urgent Government requirements preclude amendment of the announcement, the time specified for receipt will be deemed extended to the same time of day specified on the first work day on which normal Government processes resume.

The Government will make contract awards based on all other factors other than price (students'/recent graduates' knowledge and skills, academic and work experience -- training and course work as it relates to the services described in the Announcement) being significantly more important than price. Personal interviews may be conducted with the most promising candidates.

The evaluations of students' resumes or statements of qualifications will be based on the evaluation factors posted on the solicitation website.

Students who perform under contract to EPA must have a checking *or* savings account at a financial institution that will accept direct deposits of Federal funds for Electronic Funds Transfer (EFT) prior to award and must register with the Central Contractor Registration (CCR) and Dun and Bradstreet (D&B). To register with D&B and obtain a DUNS number, selected students or recent graduates can call D&B at 1-866-705-5711 or contact D&B at <http://www.dnb.com/updte>. To register for the CCR, selected students or recent graduates can call 1-888-227-2423 or 296-961-5757 or contact CCR at <http://www.ccr.gov>. There is no charge to register for DUNS or CCR.

Students who perform under contract to EPA may be required to undergo a background investigation consisting of a check of Federal Bureau of Investigation (FBI) name and fingerprint files, and a suitability determination. Selected students or recent graduates will be provided copies of the appropriate forms and instructions on their completion and submission requirements.

Student/recent graduate contractors are responsible for all costs of transportation to and from the principal duty station location. EPA does not provide nor pay for housing, meals, or other living expenses while working at the principal duty station location. If performance of the contract requires overnight travel, the student/recent graduate contractor will travel under the rules and procedures established for Federal employee travel.

EPA will be responsible for compensating students or recent graduates in the same manner as Federal employees for any injury suffered while performing these services. Students or recent graduates are protected from personal common-law tort liability for damages to third parties arising out of his/her work under the same broad-based immunity provided to Federal employees while performing these services. Properly licensed students or recent graduates may be permitted to drive Government vehicles, if required to do so by the statement of work.

Students or recent graduates will be required to comply with Federal requirements for Standards of Ethical Conduct and Conflicts of Interest.

Students or recent graduates may be offered, at Government expense, non-mandatory vaccinations, immunizations, treatments, medical examinations, and health and safety training to safeguard their health prior to beginning certain types of work which may expose them to health or safety risks in the environment.

Selected students or recent graduates will receive more information about these issues prior to award of any contracts.