

**ANNOUNCEMENT FOR STUDENT SERVICES CONTRACT
(DIRECT PURCHASE ORDERS TO INDIVIDUAL STUDENTS)**

**United States Environmental Protection Agency
Office of Research and Development
Immediate Office
Research Triangle Park, North Carolina 27711**

RFQ-RT-09-00173

The Office of Research and Development (ORD), U. S. Environmental Protection Agency (EPA), Research Triangle Park, North Carolina, is seeking student contractors with Master's Degrees in business administration, including graduate courses relevant to organizational theory, structure, and change. In addition, it is desirable for the student contractor to have some previous work-related experience with designing and conducting comprehensive management studies to promote organizational change. The student contractor will provide services under a contractual agreement to provide support and assistance to the NERL Laboratory Director and Director, Research Planning and Coordination Staff.

Given a set of general guidelines, the student contractors will interact primarily with the Director, NERL, and the Director, Research Planning and Coordination Staff. They will provide assignments, guidance, and mentoring for the students. The student services contractors shall possess knowledge about organizational change and development, and will work with the ORD Transformation Committee to gain skill in learning how real world organizational transformation activities can actually be implemented. Assignments will require in-depth review of organizational data, including data of and about ORD, in the context of known effective business methodologies to promote organizational change, develop forums to foster collaboration between geographically dispersed units, and develop mechanisms to implement organizational transformation. After discussions with Dr. Reiter, Dr. Dyer, and the Taskforce, and reviewing literature and information from interviews, the student contractors will provide findings in regards to classic and novel approaches to implementing organizational change.

The student services contractors must have recently (within the last two years) completed all requirements for a Masters Degree in business administration, including graduate courses relevant to organizational theory, structure, and change, at an accredited college/university. The successful candidates will interact with high-level EPA officials and must be fluent in speaking and writing the English language. Student contractors should have the knowledge and skills to write reports, summaries, etc., as required.

This contract is to begin approximately on **August 3, 2009**. It is anticipated that **at least 2 contracts will be awarded**. The initial contract for each student will be one (1) year, with an option for an additional twelve (12) months. It is anticipated that **each contractor will work up to 40 hours per week** not to exceed 1928 hours for the base year and 1446 hours for the optional period. The majority of the work will be Monday through Friday of each week between the hours of 8:00 AM to 4:30 PM. The duty location is at the U.S. EPA facility located at 109 T.W. Alexander Drive, Research Triangle Park, North Carolina, 27709. Work will be performed in an

office setting. The work is not particularly hazardous or physically strenuous; field and laboratory health and safety training will be provided as required.

The hourly rate (\$28.62 per hour) will reflect the candidate's educational background of having completed a Masters Degree, including graduate courses relevant to organizational theory, structure, and change from an accredited university. 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. 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. 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.

EPA ORD employees, their spouses, and children are not eligible to participate in this program and receive these contracts.

To submit a proposal for this contract, you must provide a one or two page resume or statement of qualifications including

1. Your full legal name
2. Mailing address
3. Telephone number
4. Email address (if any),
5. Date of birth
6. Place of birth:
7. Citizenship or, if not a US citizen, immigration/VISA status
8. Education, including description of relevant classes
9. Work or volunteer experience related to the scientific field
10. Applicable work experience
11. Laboratory work experience (if applicable to these services)
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, listing courses taken, grades, and overall GPA (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 suggested. Send these materials to: William Goins, Contracting Specialist, via email at goins.william@epa.gov or via fax, with cover page, to (919) 685-3427. The applications/resume submission deadline will be listed at the website below.

Prior to submitting a proposal for this contract, you should visit the EPA procurement home page at http://www.epa.gov/oam/rtp_cmd/ to learn the full details of the contract. 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 contract) have been issued. If you have any questions on the information contained on the website, contact William Goins, Contracting Specialist, via email at goins.william@epa.gov or via fax, with cover page, to (919) 685-3427.

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. Students who perform under contract for EPA are required to undergo a background check, check of FBI fingerprint files, and a suitability determination by the EPA.

Questions regarding the technical aspects of the contracted duties and responsibilities should be directed to:

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