



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MEMORANDUM

TO: Regional Acquisition Managers
Regions 1-10

FROM: Raoul D. Scott, Jr., Director *Raoul D. Scott* 11/7/11
Superfund/RCRA Regional Procurement Operations Division
Office of Acquisition Management

DATE: November 7, 2011

SUBJECT: Guidance Pertaining to Superfund Technical Assessment & Response Team (START) Contracts Areas of National Consistency

As regional contracting offices begin preparing to procure their next cycle of Superfund Technical Assessment & Response Team (START IV) contracts, it is important the nationally consistent aspects of these procurements are considered. These critical elements provide for a uniform approach to support various response activities and are essential to ensure regional crossover is available when needed.

As previously established during the START III procurements and in accordance with the Agency's National Approach to Response (NAR), the technical support activities designated as nationally consistent for the entire class of START contracts are outlined in the attached documents. The START III global solicitation which includes the nationally consistent contract language and attachments, as referenced in the attachments to this memorandum, is available at the following link:

<http://www.epa.gov/oamsrpod/ersc/start/GlobalSTART3RFP.pdf>. The nationally consistent response activities designated under the START contracts have not changed. Therefore changes to the START PWS and/or contract language in areas that are designated as nationally consistent are not permitted. Regions wishing to deviate from the nationally consistent areas must submit a formal request to the Director of the Superfund/RCRA Regional Procurement Operations Division, Raoul D. Scott, Jr. for review and consideration. Upon receipt, the Director will coordinate with the Office of Emergency Management and the appropriate stakeholders (i.e. Regional Acquisition Managers, Contracting Officers, Removal Managers) to address the request. The deviation requests must include a detailed justification to support the proposed departure from the national

standard, the circumstances necessitating the deviation, and a description of the regional plan to ensure compliance with national cross over capability.

Additionally, an update to the Performance Work Statement (PWS) which contains more current references and takes into account technological and programmatic changes will be posted for review and comment by the START Community in early November. Updates to the PWS will be coordinated by headquarters and vetted through the regions. Following the review and comment period, an updated START IV baseline PWS will be posted as a reference for regions as they move forward with their procurement efforts.

As always, I strongly encourage regional Contracting Officers to participate on the monthly START calls with your program representatives so that you remain informed and are actively engaged throughout this process. Please direct any questions or national consistency deviation requests to Keith Stewart at stewart.keith@epa.gov and Claudia Armstrong at armstrong.claudia@epa.gov. Thank you in advance.

Attachment(s):

Attachment A- START PWS Areas of National Consistency & Regional Flexibility

Attachment B- START Contract National Consistent Solicitation/Contract Provisions & Attachments

ATTACHMENT A:
START IV PERFORMANCE WORK STATEMENT (PWS) Outline

START IV AREAS OF NATIONAL CONSISTENCY

The START PWS activities requiring a *nationally consistent* regional approach are as follows:

RESPONSE ACTIVITIES

- Emergency Response
- Counter Terrorism Response
- Oil Spill Response
- Federal Disaster Response
- Fund-Lead Removal
- Potential Responsible Party (PRR)
- Minor Containment

START IV AREAS OF REGIONAL FLEXIBILITY

The START PWS also supports activities that provide for a certain degree of *regional flexibility* as outlined below.

PREPAREDNESS AND PREVENTION ACTIVITIES

- Contingency Planning
- Counter Terrorism/Domestic Preparedness and Prevention
- Chemical Emergency Preparedness and Prevention
- Risk Management Planning
- Voluntary Chemical Safety Reviews
- Chemical Safety Audits (CSA) - Accident Investigations
- Oil Spill Prevention and Preparedness
- Continuous Release

ASSESSMENT/INSPECTIONS ACTIVITIES

- Pre-CERCLIS Screening
- Removal Assessment (RA)
- Preliminary Assessment (PA)
- Site Inspection (SI)
- Combined PA/SI
- Site Inspection Prioritization (SIP)
- Site Reassessment (SR)
- Expanded Site Inspection (ESI)
- Expanded Site Inspections/Remedial Investigation (ESI/RI)
- Hazard Ranking System (HRS) - National Priorities List (NPL) Packages
- Integrated Assessment (IA)
- Brownfields Assessment (BA)
- Remedial Investigation/Feasibility Study (RI/FS)

TECHNICAL SUPPORT ACTIVITIES

- Multi-media Surveys and Inspections
- Treatability Studies
- Engineering Evaluation and Cost Analysis (EE/CA)
- Public Participation Support
- Site Discovery Program
- Human Health/Ecological Risk Assessment
- Administrative Records Support
- Equipment Maintenance
- Regional Response Center (RRC) Support
- Regional Response Team (RRT) Support
- Enforcement Support
- Cost Recovery
- General Technical Support

DATA MANAGEMENT SUPPORT & TRAINING

ATTACHMENT B:
START IV National Consistency: Solicitation/Contract Clauses

The table below is an outline of the nationally consistent solicitation/contract clauses and attachments for the START IV procurement cycle.

Solicitation/Contract Section	Provision/Clause
B	<ul style="list-style-type: none"> • Type of Contract • Fixed Rates for Services- ID/IQ Contract (Including language for increased capacity pool) • Specialized Labor • Limitation of Government Obligation under Task Orders • Mobilization • Cost Reimbursement Portion • Response Time
C	Performance Work Statement (Response Activities)
G	Ordering By Designated Ordering Officers
H	<ul style="list-style-type: none"> • Ordering Work • Technical Direction Documents (TDDs) • Technical Direction Document COI Notification • Performance Based Task Orders • Fixed Priced Task Orders • Stop Work for Individual Task Orders • Authority to Take Direction • EPA Regional Crossover • Transboundary Efforts • Health and Safety • Final Reconciliation of Costs • Public Communication • Data • Sample Collection, Data Management, Review, Tracking and Reporting Requirements • Special Provisions Regarding Termination of Individual Orders • RCMS (Regional Flexibility) • Award Term Incentive Guidance
I	<ul style="list-style-type: none"> • Minimum Insurance Requirements
Contract Attachments	<ul style="list-style-type: none"> • Emergency Response Equipment • Response Time • Performance Work Statement (Response Activities) • Health & Safety Plan • Quality Management Plan • Quality Assurance Project Plan • Response & Key Personnel Qualifications • Award Term Incentive Plan

PLEASE NOTE: The START III global solicitation which includes the nationally consistent contract language and attachments as referenced above can be accessed via the following link:
<http://www.epa.gov/oamsrpod/ersc/start/GlobalSTART3RFP.pdf>.