

**HAZARD RANKING SYSTEM**  
**AND NATIONAL PRIORITIES LIST TECHNICAL SUPPORT**

**STATEMENT OF WORK**

**I. PURPOSE**

The purpose of this procurement is to obtain the technical and analytical services of a contractor to provide support to the U.S. Environmental Protection Agency's (EPA's) Office of Superfund Remediation and Technology Innovation (OSRTI) in assessing and implementing National Priorities List (NPL) activities.

**II. BACKGROUND**

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) (42 U.S.C. 9601 *et seq.*), enacted on December 11, 1980, as amended, established broad authority for the Government to respond to problems posed by releases or threats of release of a hazardous substance, pollutant, or contaminant. Responsibilities under CERCLA include: Section 104, Response Authorities; and Section 105, National Contingency Plan.

CERCLA required the Federal Government to establish criteria for setting priorities among releases of hazardous substances, pollutants, and contaminants. EPA responded by developing the Hazard Ranking System (HRS), a scoring system which serves as the primary decision tool for determining which sites are placed on the National Priorities List (NPL). The HRS evaluates four pathways of exposure: groundwater, surface water, soil exposure, and air. For each pathway, the HRS evaluates: (1) the likelihood of release to the media, (2) characteristics of waste (toxicity, quantity, etc.), and (3) targets (actual or potentially exposed receptors). Sites that score 28.5 or greater are eligible for placement on the NPL. The NPL is EPA's list of priority hazardous waste sites. Sites on the NPL are eligible for Federal funding to perform remedial actions.

For the purposes of this contract, the site assessment process consists of the evaluation and the placement of sites on the NPL. After discovery, the site is evaluated by the regions, States, or Federal agencies by a preliminary assessment (PA). A PA is an initial screening of the site in which all available data (e.g., past industrial activity, permit history, location of drinking water intakes) are collected and reviewed. If warranted by the PA, a site inspection (SI) is conducted. A SI involves on-site work that usually includes collection and analysis of suspected contaminated soil, surface water, groundwater, and air samples. In many instances, integrated assessments, which combine activities of the PA, SI, and removal assessment, are conducted at sites.

If warranted by the SI, the site is formally evaluated for placement on the NPL. To determine an HRS score, all of the data gathered during the PA and SI stages are analyzed using the HRS. The HRS packages—documentation of the Agency's rationale, data, scoring procedures, overall score, and references—are prepared by the States, EPA regions, Headquarters contractor, and other participants in the NPL process. The packages are submitted

through the regional EPA offices to OSRTI. The OSRTI NPL coordinator for each EPA region reviews the initial submission of a site package to ensure basic quality control standards are met. If they are, the HRS package is forwarded to the contractor to provide support by performing a detailed quality assurance/quality control (QA/QC) review and analysis. After QA/QC reviews are completed, sites with an HRS score of 28.5 or greater are eligible for proposal to the NPL. For those sites determined to be appropriate for NPL listing, the HRS packages are placed in the Superfund docket for public review when the proposed rule is published in the *Federal Register*.

Placing sites on the NPL is a two-stage process. First, sites are proposed to the NPL, and a 60-day comment period follows. The public comments on proposed sites are evaluated for technical accuracy and policy issues, and detailed responses are prepared. Second, following analysis and response to the public comments, sites still meeting the scoring criteria are placed on the NPL via a final rule. After a final rule, a period of 90 days is allowed for the public to file legal challenges to the Agency's decision to place the sites on the final NPL.

The Site Assessment and Remedy Decisions Branch (SARDB) in OSRTI is responsible for discovering sites, evaluating their potential threat to human health and the environment, implementing the HRS, proposing and adding them to the NPL and maintaining public information regarding these activities via the web and other OSRTI data systems. A key component of implementing the HRS is evaluating exposure pathways, including surface and groundwater contamination.

### **III. GENERAL PROGRAM SUPPORT**

General program support under this contract includes the following categories:

- (1) Support for coordination with other EPA offices and Federal and State agencies.
- (2) Development of general technical guidance, fact sheets, and reports.
- (3) Support in literature search, research, compilation, coordination, and analysis of technical data.
- (4) Formulation of alternative approaches to existing procedures and operations. EPA will make all final decisions regarding procedures and operations.
- (5) Presentation (oral, written, etc.) or reports of findings and alternative approaches.
- (6) Research and analysis to support issue paper development, including on quick response projects.
- (7) Information management support (e.g., using packaged software to extract data from existing systems, constructing data for analytical and information purposes and reporting).

(8) Training, meeting and seminar support.

#### **IV. TASKS**

##### **1. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) REVIEW OF HRS PACKAGES** *(estimated 45% of work under contract)*

The contractor shall support EPA in the technical QA/QC reviews of HRS documentation record packages. This work includes the review of site-specific technical information and analyses received from EPA regional offices, States, Indian Tribes, and Headquarters contractor to ensure that the HRS packages are legally defensible. The Agency plans to promulgate about two proposed rules each year and anticipates it will propose approximately 10-20 sites to the NPL annually. This support includes the following tasks.

###### **1.1. QA/QC of HRS Documentation Record Packages** *(estimated 88% of Task 1)*

The contractor shall examine and verify the HRS documentation record packages as outlined in a contractor-generated standard operating procedure (SOP) which will be approved by EPA. The review shall be consistent with the schedule for the NPL proposal rules. Specifically, the contractor shall evaluate the HRS packages to ensure that the HRS is properly and consistently applied and the score is mathematically correct; is consistent with EPA guidance; and uses EPA-determined best available data (e.g., most recent data). The contractor shall identify data gaps in site packages and evaluate the adequacy of documentation supporting the HRS score, including sampling data. The contractor shall ensure that the major contributing factors are technically defensible and shall make recommendations on how to resolve technical problems. After completion of the review for each site, the contractor shall document and prepare recommendations outlining the data gaps/problems in the package for OSRTI approval and further disposition. Throughout the process, the contractor shall track the status/progress of each package.

The contractor shall perform QA/QC review of the HRS package which consists of verifying the analysis and data supporting HRS scores for the NPL candidate sites. Site-specific technical information acquired by EPA regions, States, Indian Tribes, and Federal agencies for each site shall be examined to ensure validity and consistency for producing a legally defensible HRS package. The contractor shall verify consistency with both the HRS and EPA guidance, national consistency, suitability of data, and ensure completeness of documentation. Deficiencies in the HRS package shall be documented and submitted to the Headquarters work assignment manager, the Headquarters NPL coordinator, and the EPA region, State, or Indian Tribe that is responsible for revising the HRS package. Alternatively, minor changes shall be made by the contractor after discussion and concurrence by the EPA region, State, or Indian Tribe. If questions of policy interpretation arise, the contractor shall refer the issue to the appropriate EPA Headquarters program staff for resolution.

During QA/QC of an HRS package, the contractor shall communicate regularly with those parties responsible for the site, such as the regional NPL coordinator and the

Headquarters regional coordinator, as well as other participants who support the Agency (e.g., in preparation of the HRS package, or in the field work), so that these individuals may be informed of issues associated with the HRS package.

The contractor shall support OSRTI staff by accompanying and supporting staff members during visits to the regions approximately once a year, or more frequently if specified by EPA, to review potential NPL sites and provide early technical support for those sites at various stages of consideration for preparation of the HRS package. Examples of technical recommendations are possible sampling strategies at a site to meet HRS scoring requirements, discussion of potential scoring issues and strategies, and discussion concerning data gaps. At all times, contractor personnel shall identify themselves and their organization to avoid creating any impression that they are government officials.

**1.2. Technical Assistance** *(estimated 8% of Task 1)*

The contractor shall provide early technical assistance in response to special requests for pre-HRS and HRS technical support. This technical assistance may, but not always, include site travel or visits to the Regional or State office. The contractor's Regional Coordinator, or a contractor representative with experience in an area of particular interest to the Region, shall provide the Region with technical support in the following areas: review file information on NPL candidate sites, advise the Region in preparing the HRS package for submittal to EPA, perform preliminary review of the draft HRS package, and give advice as to the options for revising the package, including any changes in approach that require immediate attention.

**1.3. Streamlined QA of HRS Documentation Record Packages** *(estimated 1% of Task 1)*

This QA review is designed to address major QA issues and ensure a supportable score, but not provide some of the QA details identified for more complicated sites. These sites are typically one pathway with no potentially responsible party.

**1.4. Intensive QA of HRS Documentation Record Packages** *(estimated 1% of Task 1)*

In certain cases where EPA perceives a high risk of litigation regarding a site, EPA may task the contractor to, in addition to its QA/QC review, provide a more extensive and in-depth review of the documents, e.g., (1) review sampling documentation and procedures, (2) review data quality, and (3) ensure HRS documentation record package integrity.

**1.5. Meetings and Consultation with SARD Branch** *(estimated 2% of Task 1)*

The contractor shall attend meetings with EPA on the status of sites or NPL Updates at EPA HQ. Meetings, as appropriate, shall be held between the contractor's QA team and EPA HQ. In addition, the designated contractor's Regional contacts shall contact each of their 10 EPA Regional NPL Coordinators weekly (only if there is any HRS activity in the Region) to provide an update on the status of sites in the Region.

Shortly after the publication of each rule, the contractor shall prepare briefings that will help identify potential issues for response to comments as well as common themes that came up in QA. The briefings will include a summary of highlights for all of the sites. For each site the

briefings will include some brief site background and discuss QA issues that went unresolved as well as other interesting/controversial QA-type issues. Following submittal of written materials to EPA, the contractor shall deliver the briefings via conference call to EPA HQ and Regions.

The contractor shall use the information collected for purposes of the site briefings to maintain a collection of QA issues and their resolutions, grouped by issues type and including site name, that can easily be referenced by EPA. This will include common QA issues that can be applied to other sites or particularly unusual QA issues.

Each month a report on the status of all sites in QA or technical assistance shall be delivered concurrently to the EPA WAM, HQ RCs, and NPL Coordinators in each region. The report shall be delivered as part of the monthly report.

The contractor may be requested to attend conference meetings in support of HRS and NPL work being performed under this-work assignment.

2. **TECHNICAL SUPPORT FOR RESPONSE TO COMMENTS RECEIVED DURING RULEMAKING/LEGAL DEFENSE OF NPL LISTING DECISIONS**  
*(estimated 23% of work under contract)*

The contractor shall support OSRTI in the Agency's response to technical comments received on sites proposed for the NPL. This support includes the following tasks.

- 2.1. **Response to Comments** *(estimated 85% of Task 2)*. The contractor shall review each comment and identify and summarize all technical and policy issues associated with them. For technical issues, the contractor shall support the Agency by evaluating new data and/or assumptions in the comments; identifying additional information needs; reviewing the HRS packages, if necessary; and drafting for OSRTI review and approval technically accurate responses to comments which reflect EPA's regulations and policies and the available data. Throughout, the contractor shall track the status and progress of each HRS package.

EPA plans to promulgate about two final rules each year. The Agency anticipates the total number of sites finalized on the NPL will total approximately 10-20 each year. Comments received on a site are increasingly technically complex and range from a few pages to several hundred pages. The Agency response to comments for a particular site ranges from a few pages to more than 300 pages. The response average is approximately 30 pages.

- 2.2. **Legal Defense of NPL Listing Decisions** *(estimated 15% of Task 2)*. The contractor shall provide technical support for the Agency's legal defense of its NPL decisions. This support includes the following:

- Identify and address the technical issues raised by the petitioner;
- Support OSRTI in reviewing the petitions and determining whether the technical issues are accurate and valid;
- Make recommendations to OSRTI on the best technical response to the issues, and provide documentation for EPA's use in developing its position.

**3. TRAINING** *(estimated 1% of work under contract)*

The contractor shall support OSRTI to (1) develop training materials on the site assessment process, including the correct application of the HRS (i.e., HRS scoring and documentation record package preparation by the regions, States and Indian Tribes); (2) ensure correct usage of the PA and SI process; and (3) present the training to EPA regions, States, Indian Tribes, Federal agencies, and other participants. The contractor shall also support OSRTI in the review of training produced by other parties to ensure that all training materials are consistent with the HRS and current guidance. This shall require the contractor to present general overviews of the HRS site assessment process. In its support of OSRTI, the contractor shall be responsible for making facility arrangements and analyzing training evaluation forms. EPA will review all training materials prior to their use.

**3.1. HRS Training** *(estimated 20% of Task 3)* The contractor may be asked to conduct HRS training. All training presentations shall reflect thorough knowledge and understanding of the QC and QA process for reviewing HRS packages, the NPL listing process, the HRS Guidance Manual, EPA guidance and policies, and other guidance resolutions relating to site assessment and preparing HRS packages. This training typically lasts five days.

**3.2. HRS Minicourse** *(estimated 80% of Task 3)* The HRS minicourse is an abbreviated version of the HRS training course and lasts approximately one or two days, depending on the request. This training is typically conducted for one to four individuals (e.g., new Headquarters Office of General Counsel attorneys who will review support documents prior to final site listing). The contractor shall conduct the HRS minicourse training approximately once annually.

**4. TECHNICAL SUPPORT** *(estimated 5% of work under contract)*

The contractor shall support OSRTI to uphold the technical quality of the NPL program and consistency of technical information submitted by the EPA regions, States, and Indian Tribes for sites under consideration for the NPL. The contractor shall also support OSRTI in other aspects of the site assessment program, including refinements to policy and guidance and evaluation of the technical basis for assessment activities through remedy selection. This support includes the following tasks.

**4.1. HRS Guidance** *(estimated 30% of Task 4)*. The contractor shall provide technical support for OSRTI's use in developing technical guidance for the EPA regions, States, Indian Tribes, Federal agencies, and other participants on the application of the HRS. This support shall include PA, SI, and HRS scoring issues (e.g., how to apply the HRS consistently at sites), as well as more site-specific issues raised by the EPA regions. The contractor shall support OSRTI through analysis of HRS scoring issues; recommendation of technically correct approaches; support in drafting sections of technical guidance documents for use by the EPA regions, States, Indian Tribes, Federal agencies, and other participants in preparing HRS packages; and

review for consistency with the HRS guidance produced at the regional, State, or local level.

- 4.2. **Policy, Regulation, and Legislative Support** *(estimated 20% of Task 4)* The contractor shall also support OSRTI by performing technical analyses associated with policy development, regulations, and legislative initiatives. Example of issues associated with this support are analyses concerning the role of the NPL; policy options for addressing mega sites via site listing; States' roles within the waste cleanup program, and state cleanup accomplishments; and program performance measures beyond construction completions (e.g., Superfund Alternative Approach).
- 4.3. **HRS Data Quality** *(estimated 20% of Task 4)* The contractor shall support the EPA regions, States, and Indian Tribes in planning at the PA, SI, and expanded site inspection (ESI) stages, as well as other field sampling events, to ensure the quality of data for the HRS package. Technical advisory activities require rapid review, typically one to two weeks. Examples of such activities are: (1) supporting the EPA regions in evaluating plans and procedures for sampling strategies to ensure that appropriate and defensible data required for the HRS are collected; and (2) recommending data collection strategies for identifying QA/QC problems that arise in the implementation of the HRS. This shall consist of ensuring that a standardized format is used for recording QA/QC and HRS implementation issues; maintaining a database system to sort and display the data; and analyzing problem areas needing guidance. The analysis systems shall document the types, numbers, and severity of problems encountered during the listing process.
- 4.4. **Superfund Chemical Data Matrix** *(estimated 15% of Task 4)*. The contractor shall provide technical support to update OSRTI's Superfund Chemical Data Matrix (SCDM), a database containing raw data for the chemical parameters incorporated in the HRS. SCDM is the primary source for factor values and benchmark values that are needed in the HRS when evaluating hazardous substances at sites. SCDM contains the needed HRS factor values for toxicity, ground water mobility, surface water persistence, human food chain bioaccumulation, gas migration potential, gas mobility based on the physical, chemical, and radiological properties of the hazardous substances present at a site. It is these factor values that are used to determine a site's score. SCDM also provides benchmarks that are used in the HRS to assign extra value to targets with exposure levels above benchmarks.
- 4.5: **Analyze HRS Issues** *(estimated 8% of Task 4)* When issues that are not specifically or clearly addressed in existing guidance surface during QA review of an HRS package, the contractor may be asked to analyze the issue and offer possible solutions.

**4.6. Revise the Hazard Ranking System** (*estimated 1% of Task 4*) The contractor shall support OSRTI in revising or modifying the HRS, and support OSRTI in developing alternative ranking systems if EPA believes revisions are necessary. The contractor shall support OSRTI to:

- Develop and/or analyze technical revisions to the HRS;
- Provide technical background studies;
- Support OSRTI in workgroup deliberations as technical experts on the HRS;
- Respond to public comments;
- Develop a legal defense of the revised HRS; and
- Review petition(s) to determine if technical issues are accurate.

**4.7. Alternative Assessment Approaches** (*estimated 5% of Task 4*) Should OSRTI decide to formulate and implement alternative approaches to assessing sites early in the process, the contractor shall support OSRTI in this effort. An example of alternative approaches include ASTM Phase 1 and Phase 2 environmental assessments, or alternatives as provided in the *all appropriate inquiry* site assessment provision in the January 2002 Brownfields law.

**4.8. Superfund Alternative Approach (SAA)** (*estimated 1% of Task 4*). The contractor shall support OSRTI in the implementation of the Superfund Alternative Approach policy and guidance. This support may include technical analysis, support for workgroups, tracking of SAA data or assistance drafting technical guidance.

**5. INFORMATION MANAGEMENT SUPPORT** (*estimated 23% of work under contract*)

The contractor shall provide information management support. This support shall include: identification and analysis of information system data; identification of data needs; data collection and verification from various sources, including *Federal Register* notices; and development of related analyses and reports. This support includes the following tasks.

**5.1: Maintain Scoring Information** (*estimated 90% of Task 5*) The contractor shall maintain a subset of listing-related data including, but is not limited to: HRS scores, site narratives, listing dates, etc. The contractor shall provide EPA data and analysis support including responding to ad hoc requests for reports and analyses of site characteristics and scoring information from existing electronic data sources and HRS-related documents. For planning purposes, the contractor shall anticipate up to six queries per year.

The contractor shall provide support for NPL Rule publication including formatting NPL information for website publication.

**5.2. General Data Support** (*estimated 10% of Task 5*). The contractor shall support OSRTI in the collection, extraction, analysis, and quality assurance of data (e.g., site

assessment technical information, State and Tribal data, etc.) maintained in Agency information systems such as the Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS), the Superfund Chemical Data Matrix (SCDM), and Quickscore.

None of the work in this task involves system design, development, or maintenance as defined in EPA Life-Cycle Management Manual.

**6. MEETING AND WORKGROUP SUPPORT (estimated 2% of work under contract)**

The contractor shall support OSRTI in developing and preparing for meetings, briefings, workgroups, conferences, etc., at which guidance and related issues are communicated to the site assessment community by EPA. The contractor shall perform activities such as: (1) gather and summarize technical information; (2) analyze technical and related data; (3) prepare technical reports and related materials on activities, operations, problems, and trends; (4) develop presentations and briefings (oral, written, and audiovisual); (5) plan, coordinate, and prepare materials for meetings, workgroups, and conferences; (6) present and demonstrate materials at meetings, workgroups, and conferences; and (7) make available all necessary services, equipment, and materials to supply full audiovisual and graphics capabilities.

**7: RESEARCH AND ANALYSIS OF HRS DOCUMENTATION RECORDS (estimated 1% of work under contract)**

The contractor shall respond to special requests for research and analysis of HRS Documentation Records. The requests are highly variable and may be in response to inquiries from Congress, other government agencies or EPA management. This research and analysis could apply to all sites proposed under the original and revised HRS and sites that are currently undergoing QA review. The research could, but not always will, begin with a database search for a certain subset of sites and might include research into the HRS documentation records to further narrow down the subset of sites

**V. GENERAL STATEMENT**

When conducting activities under this contract, the contractor shall operate in accordance with all environmental statutes and regulations as appropriate [e.g., Comprehensive Environmental Response, Compensation and Liability Act (CERCLA); Administrative Procedures Act; Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)].

For the purpose of this SOW, the phrase “the contractor shall” means that the firm selected for this contract shall, in accordance with applicable laws and regulations, furnish the personnel, services, materials, equipment, computer software, knowledge, and expertise to successfully complete tasks required under this contract. In so doing, the selected firm will demonstrate a thorough working knowledge of all applicable Federal, State, and local laws, regulations, guidance, and policies. Any and all services or products shall be delivered in

compliance with all applicable Federal, State, and local laws, regulations, guidance, and policies and will be adjusted to reflect those applicable laws, regulations, guidance, and policies which become effective after award of this contract.

The contractor shall use and maintain computer software and databases which are approved and in general use by the EPA, such as MS Word, Excel, Quickscore, the Superfund Chemical Data Matrix (SCDM), and the Comprehensive Environmental Response Compensation Liability Information System (CERCLIS)/WasteLAN systems and successor systems. Subsequent versions or new software packages shall be incorporated into the efforts conducted in this SOW. These software packages shall routinely be used to enter, track, or retrieve information and data developed during the course of this contract SOW. Activities under this SOW do not include system design, development, or maintenance as defined in the EPA Life-Cycle Management Manual.

To the extent practicable, the contractor shall transfer the results of its efforts electronically, in addition to the hard copy, directly to EPA. Upon completion of the contract, all work products developed by the contractor, whether in hard copy or software packages, shall be transferred to EPA.

The contractor shall utilize qualified experts to support EPA Superfund functions in technical, scientific, financial, or other fields. The experts must possess the special qualifications needed by the Agency for particular Superfund actions; in some cases experts who are preeminent in their fields may be required.

For any reports submitted that contain recommendations, the contractor shall (1) explain and rank options or alternatives, if any, (2) describe what procedures were used to arrive at recommendations, (3) summarize the substance of deliberations, (4) report any dissenting views, (5) list the sources relied upon, and/or (6) otherwise make clear the methods and considerations upon which recommendations are based.

At all times, contractor personnel shall identify themselves and their organization to avoid creating an impression that they are Government officials.

Contractor personnel shall not interpret Agency policies or regulations. The EPA project officer or designated work assignment manager will provide the contractor with all official interpretations. If there are questions as to the meaning of an Agency policy or regulation, the contractor shall request interpretation from the project officer or work assignment manager.

The contractor shall develop its own internal processes to promote and ensure quality, consistency, and efficiency.

The contractor is expected to be knowledgeable in customer support.

EPA will review and approve all contractor work products generated or delivered under the contract to ensure that products are free from any contractor bias, favoritism, or conflict of interest. All final decisions regarding recommendations, options, alternatives, training, etc., pertaining to work under this contract will be made by EPA.

ATTACHMENT 2

REPORTS OF WORK

## **REPORTS DESCRIPTION**

### **1. PROGRESS REPORT**

The contractor shall furnish detailed monthly reports stating the progress, by work assignment, including the percentage of the project completed during the reporting period. Specific discussions shall include difficulties encountered, if any; remedial action taken during the reporting period; anticipated activity during the subsequent reporting period; breakout by tasks of professional level usage. The reports shall include the names of the EPA work assignment manager and the contractor work assignment manager. (Tab 1)

### **2. CONTRACT SUMMARY FINANCIAL REPORT**

This report (Tab 2) shall summarize current and cumulative costs for all work assignments, including the following:

- a. Contract Name and Number
- b. Period of Performance
- c. Direct Labor Incurred
- d. Clerical Labor
- e. Fringe
- f. Overhead
- g. Subcontractor/Consultant
- h. Other Direct Costs
- I. Travel
  - Local
  - Out of Town
- j. G & A Costs
- k. Fixed Fee Earned
- l. Total LOE Cost Expended
- m. Total LOE
  - Authorized Hours and Dollars
  - Current Month Hours and Dollars
  - Cumulative Hours and Dollars
  - Average Cost Per Hour
  - Estimated Cost to Complete
  - Estimated Hours to Complete

### 3. **DETAILED WORK ASSIGNMENT FINANCIAL REPORT**

This report (Tab 3) will be by work assignment and shall include all of the information included in the summary financial report. It shall also include the name and hourly rate by individual, professional level, hours and dollars during the reporting period by individual, cumulative hours and dollars by individual, overhead, other direct costs including long distance and local travel, other costs, and percentage of funds remaining. The amounts shown on the summary and detailed financial reports shall always match exactly the amount of the invoices.

All costs associated with site-specific work shall be tracked at the work assignment level site-specifically by work assignment number. The report shall include (1) the site name, (2) employee name, (3) professional labor category, (4) hourly rate, (5) current hours worked and cost associated with the hours, and (6) total hours and cost for that site.

### 4. **DELIVERABLES REPORT**

This report (Tab 4) shall be by work assignment and shall include the following:

- a. Title and Work Assignment Number
- b. Original Due Date
- c. Current Anticipated Due Date
- d. Actual Completion Date
- e. Name of Person to Whom Delivered

### 5. **SUMMARY WORK ASSIGNMENT PROFESSIONAL LABOR**

The professional labor report (Tab 5) will include, for each WA, current period hours by professional labor category, current total hours, cumulative hours by professional labor category, and cumulative total hours for the prime and subcontractors/consultants.

### 6. **MONTHLY EXCESS HOURS REPORT**

The contractor shall provide a report (Tab 6) for those work assignments when an employee bills for hours in excess of eight hours per day.

### G. **SITE-SPECIFIC HOURS/COST BY EMPLOYEE REPORT**

The contractor shall provide a report (Tab 7) which indicate which employees have worked on which sites. The report shall be prepared reflecting hours worked during the current reporting period as well as cumulative hours and costs.

### 8. **SITE-SPECIFIC INVOICING REQUIREMENTS**

As the costs associated with site-specific work are cost-recoverable, the contractor shall prepare a site-specific/non-site-specific cost and fee report which is to be submitted as part of the monthly progress report (instructions and sample at Tab 8). The contractor shall also prepare an annual allocation report (see Tab 8, *Other Non-Site Specific Activities* writeup).

#### 9. **ANNUAL REPORTS**

The contractor shall provide an Annual Report that includes a synopsis of each work assignment. Each synopsis shall describe the support provided and the major deliverables produced under each work assignment. The contractor shall also provide a matrix of cumulative costs and level of effort expended by work assignments.

#### 9. **DISTRIBUTION**

The monthly reports shall be submitted in electronic format only to the WAMs, PO, and CO on or before the 20th of each month following the first complete calendar month of the contract. The monthly report shall include overhead and hourly rates.

#### 10. **OTHER REPORTING REQUIREMENTS**

Other reporting requirements will be detailed in work assignments.

## **REPORTING INSTRUCTIONS**

### **1. INVOICES**

The contractor and subcontractor shall submit invoices on a monthly basis.

More frequent invoicing will not be accepted.

The contractor and the subcontractor shall provide a complete cost breakdown each reporting period. This level of detail is required for each individual work assignment and totaled on a cumulative summary sheet for that invoice.

All direct labor and consultant hours billed on the invoice shall be included with the invoice on a table showing: professional labor category, individual's name, company affiliation, individual hours charged, and work assignment total hours charged.

### **2. REPORTS**

The contractor shall furnish one copy to the contracting officer and two copies to the project officer covering all work assignments in combined monthly technical and financial progress reports (see attached Reports Description and sample report formats) briefly stating the progress made, including the percentage of work ordered and completed during the reporting period. One copy of this report, covering only the individual work assignment, shall go to each work assignment manager. Specific discussions shall include difficulties encountered and remedial action taken during the reporting period and anticipated activity during the subsequent reporting period. In addition, the report shall specify contract financial status as follows:

(1) Cumulative costs and direct labor hours expended from the effective date of the contract through the last day of the current reporting period.

(2) Actual costs and direct labor hours expended during the reporting month.

(3) Estimated cost and direct labor hours to be expended during the next reporting period.

(4) Actual costs and direct labor hours incurred for each work assignment issued and estimates of costs and man-hours required to complete each work assignment. The level of detail provided in this section must be sufficient to determine the number of hours charged by each individual person of the contractor's team to each work assignment. (While this level of detail is not required on the vouchers, vouchers must be reconcilable on a monthly basis with the financial report on each work assignment that covers the exact same period.)

(5) A graph shall be provided using a vertical axis for dollars and a horizontal axis for time increments that show the actual and projected rate of expenditures against the total estimated cost of the task.