

RFQ-RT-08-00169AB

**ANNOUNCEMENT FOR STUDENT SERVICES CONTRACT
U.S. Environmental Protection Agency
Office of Research and Development
National Health and Environmental Effects Research Laboratory**

The Epidemiology and Biomarkers Branch (EBB), Human Studies Division (HSD) of the National Health and Environmental Effects Research Laboratory (NHEERL), Office of Research and Development (ORD) at the U.S. Environmental Protection Agency (EPA) is seeking an individual to provide services under a contractual agreement in support of biomarker and epidemiological studies of environmental effects on human health outcomes.

The student contractor should have completed two years of graduate-level course work in epidemiology, biostatistics, or environmental studies at an accredited university or college, and be currently enrolled in a doctoral degree program in Epidemiology or Biostatistics. A Master's degree in Public Health, Environmental Studies, Biostatistics, or a related field is preferred. Formal training and experience in elementary epidemiology and biostatistics would be beneficial.

EBB conducts clinical and epidemiological research to improve the understanding of health risks associated with environmental pollution, as well as research to explore the public health impact of voluntary and regulatory actions. The student contractor will assist in the collection of human questionnaire and environmental data. Major responsibilities include: 1) assist with the quality assurance of questionnaire data; 2) assist with the acquisition and handling of GIS information regarding health facilities, daycare facilities, primary schools, and retirement facilities in the Research Triangle Park area, including geocoding of these addresses; 3) assist with the identification of on-line EPA databases for ambient and exposure monitoring of multiple media and pollutants; 4) assist with the preparation of brief written documents; and 5) assist EBB staff with records management.

To perform the required duties, the student contractor must have the following skills:

1) excellent verbal and written skills; 2) substantial organizational skills, including the ability to develop and maintain hardcopy record systems; 3) formal training and experience with electronic data organization, data entry, quality assurance, and data management; 4) the ability to identify and access on-line databases, including the ability to download data and to develop metadata documentation; 5) knowledge of SAS and ArcGIS; 6) formal knowledge and prior experience with the use of simple statistics for data analysis and the preparation of tabular reports and data summaries; and 7) skill in use of Microsoft Excel, Microsoft Access (including database design), Microsoft Word, and other Microsoft Office components.

This work is expected to begin approximately December 8, 2008 and end approximately December 7, 2009, and represents a not-to-exceed estimate of 964 hours of effort. There will be an option to continue an additional year with an estimate of 964 hours of effort. The Government reserves the right to exercise the optional period of performance. It is anticipated

the student contractor will work an average estimate of 20 hours of work per week during the academic year; and can work up to 40 hours per week during academic breaks. The principal duty station location is the EPA Human Studies Facility, 104 Mason Farm Road, Chapel Hill, North Carolina. Work will be performed primarily in an office setting.

The hourly rate of pay is commensurate with the level of education and experience required: \$28.98 for a pre-doctoral student pursuing a Ph.D. The student contractor will be paid the basic hourly rate only for the number of hours worked and will not receive overtime pay for any hours worked beyond the 40-hour work 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 contractor is considered an independent contractor; therefore, Federal, State, Local, Social Security, and Medicare taxes will not be withheld. The student contractor is responsible for reporting income to authorities and paying all taxes.

Those eligible to participate must be at least 18 years of age and students in good standing who are currently enrolled in a pre-doctoral degree program at a recognized educational institution. 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 Bureau of Citizenship and Immigration Service (BCIS), formerly known as the Immigration and Naturalization Service. 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 student contractor is responsible for all costs of transportation to and from the principal duty station. EPA does not provide housing, meals, or other living expenses while working at the principal duty station. 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.

Interested students may apply for the opportunity by proposing the hourly rate quoted and providing a one- or two-page resume or statement of qualifications including:

- Full legal name
- Mailing address
- Email address (if any)
- Telephone number
- Social Security Number
- Date of birth
- Place of birth
- Citizenship, or immigration/visa status (documentary evidence from BCIS)
- Education, including description of relevant classes to the Statement of Work
- Work or volunteer experience related to the position
- If available, any scientific publications or abstracts with a description of the individual's participation
- A small writing sample of classroom work or published material

- Two references

Attach a copy of all of 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 college is identified), listing courses taken, grades, and overall grade point average (GPA). Additionally, students must submit a statement indicating the student proposes the applicable hourly rate as specified above in order to have an acceptable proposal. However, if a different rate is proposed, it must be accompanied by an explanation indicating why the provided rate was not proposed.

Interested students should submit their resume or statement of qualifications, transcript, and rate proposal to Marsha B. Johnson, Contract Specialist, via email at: Johnson.marsha@epa.gov or by fax to: (919) 541-4273.

Prior to applying for this position, 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 the proposed contract opportunity. Under the section “Student Services RFQ-RT-08-00169AB ” review all of the attached documents. This website should be visited periodically to check the status of the announcement and to see if any amendments have been issued. If you have any questions on the information contained on this website, contact the EPA Contract Specialist, Marsha Johnson at Johnson.marsha@epa.gov. Questions regarding the technical aspects of the duties and responsibilities should be directed to Ed Hudgens, hudgens.edward@epa.gov.

The Government will make contract award based on the student’s work experience, knowledge and skills, training and course work as it relates to the services described in this Announcement. Please check the evaluation factors document on the website given above for the specific factors and the order of importance. Personal interviews may be conducted with the most promising candidates. Student contractors who perform under contract for EPA will 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 (EFT). **Responses to this Announcement will be accepted through November 14, 2008, 12:00 p.m., ET.**