AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. PR-HQ-03-10012/0001	3. EFFECTIVE DATE 11/19/02	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-03-10012		5. PROJECT NO. (If applicable)
6. ISSUED BY CODE		7. ADMINISTERED BY (If other than item 6) CODE		

Environmental Protection Agency
Bid and Proposal Room, Ariel Rios Building (3802R)
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	(✓)	9A. AMENDMENT OF SOLICITATION NO.
		PR-HQ-03-10012
	✓	9B. DATED (SEE ITEM 11) 11/07/02
		10A. MODIFICATION OF CONTRACT/ORDER NO.
CODE / FACILITY CODE		10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended, [X] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	c. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		RACHEL SCHWARTZ	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

The purpose of this amendment is delete the Section B clause entitled "OTHER DIRECT COSTS" from the solicitation and to answer the questions submitted by prospective offerors. The technical proposal instructions and the EPAAR clause entitled "EVALUATION FACTORS FOR AWARD" have been modified accordingly. Changes are indicated by bold print. The date and time for receipt of offers remains the same.

1. Questions and Answers are as follows:

Question 1

The description of the Management Approach section in the Technical Proposal Instructions (p.3-8) contains more elements and is differently organized than the description of the same section in the Evaluation Criteria (p. M-4). evaluation For example, "management structure" must be addressed in both sections 5a and 5b of the former, but section 5b only of the latter; quick-turnaround support is specified in section 5a of the former but not in the latter; etc. Which set of specifications should offerors follow when writing the Management Approach section?

Question 2

The Technical Proposal instructions specify that "The offeror shall describe the qualifications of all proposed consultants and/or subcontractors . . ." as part of Section 5, Management Approach. Substantially the same information is requested in Section 3, Personnel Qualifications and Section 6, Corporate Experience. Given that there is a page limit, can EPA remove the redundant requirement from Section 5?

Answer to Questions 1 and 2

The Management Approach element of the technical proposal instructions (paragraph 2(B)(5)(a) and (b)) and the evaluation criteria for Management Approach contained in paragraph (b)(5)(a) and (b) of EPAAR clause 1552.215-71, entitled "Evaluation Factors for Award" (Section M of the solicitation) have been modified to remove inconsistencies and redundancies.

Question 3

The requirements for the Personnel Qualifications chapter differ between the Technical Proposal Instructions (Attachment 3) and the Evaluation Criteria (Section M). Attachment 3 requires a Team Organization Chart, but Section M doesn't. Section M requires extensive information on "project lead personnel," "project technical personnel," and "project management personnel," but Attachment 3 requests details only for "key personnel," with 2-page resumes for everyone else. Which set of specifications should offerors follow?

Answer to Question 3

The team organization chart contained in paragraph 2(B)5(a) itself will not be evaluated. However, it will provide the government with an important quick-reference tool for understanding how the SOW tasks will be supported by your team.

Resumes are required for all proposed personnel. Each resume shall indicate the appropriate personnel category in accordance with paragraph 2(B)(5)(b) of the Technical Proposal Instructions. The evaluation criteria contained in paragraph (b)(5)(a) and (b) of EPAAR clause 1552.215-71, entitled "Evaluation Factors for Award" (Section M of the solicitation) provides the standards that will be used to evaluate the resumes of the personnel assigned to each of these personnel categories.

The chart contained in paragraph 2(B)(3)(c) of the technical proposal instructions is required for all key personnel (the personnel you identified as key in the Team Organization Chart for element 3(a)).

In summary provide the following:

1. Team Organization Chart in accordance with paragraph 2(B)3(a) of the technical proposal instructions.

2. Resumes for all personnel in accordance with paragraph 2(B)3(b) of the technical proposal instructions.

3. A chart in the format prescribed by paragraph 2(B)3(c) of the technical proposal instructions for each of the key personnel.

Question 4

The Personnel Qualifications section of the evaluation criteria (page M3) says that staff will be evaluated for qualifications in software re-engineering. This topic does not appear in the Statement of Work. Is this an oversight, or should we address it in our technical approach?

Question 5

The Personnel Qualifications section of the evaluation criteria (page M3) specifies that Project Management Personnel will be evaluated for qualifications in "managing technical personnel . . . who support the development of program implementation guidance, software re-engineering, and public outreach materials." No other topics are listed. Will EPA not give credit for the experience of Project Management Personnel in other areas of the Statement of Work?

Answer to Questions 4 and 5

The wording for the evaluation criteria contained in paragraph b(3) and (b)(3)(c) of EPAAR clause 1552.215-71, entitled "Evaluation Factors for Award (Section M of the solicitation) for Personnel Qualifications has been modified.

Question 6

Per Subsection (b) of Section L.13, Past Performance Information, "Offerors shall submit a list of all or at least five contracts and subcontracts completed in the last three years, and all contracts and subcontracts currently in process, which are similar in nature to this requirement." Does EPA want this information for the prime and each of its subcontractors?

Answer to Question 6

Yes. Please provide the information for the prime and all subcontractors expected to exceed $100,000. Past performance information is excluded from the page limitation.

2. The Section M clause entitled "EVALUATION FACTORS FOR AWARD (EPAAR 1552.215-71) (AUG 1999)" has been modified. The text is as follows:

(a) The Government will make award to the responsible offeror(s) whose offer conforms to the solicitation and is most advantageous to the Government cost or other factors considered. For this solicitation, all evaluation factors other than cost or price when combined are significantly more important than cost or price. The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary.

(b) Evaluation factors and significant subfactors to determine quality of product or service:

Factor	Points
1. Technical Approach	20
2. Sample Work Assignments	20
3. Personnel Qualifications	20
4. Past Performance	15
5. Management Approach	10
6. Corporate Experience	10
7. Small Disadvantaged Business Participation	5
TOTAL	100

The technical proposal instructions in attachment 3 to this solicitation are hereby incorporated into the technical evaluation criteria listed below:

1. Technical Approach - 20 points

The offerors will be evaluated on the extent to which the technical proposal demonstrates a thorough understanding of the mission of the Clean Air Markets Division (formerly the Acid Rain Division), the goals of the program, and the capability to successfully perform work in the seven (7) task areas specified in the Statement of Work (SOW). The task areas are listed below:

A - Environmental, Evaluative, Economic, Statistical, and Financial Analyses and Support

B - Analysis of Greenhouse Gas and Criteria Pollutant Emissions

C - Analyses of Strategies for Limiting Global Atmospheric Changes

D - Support for Market Mechanisms in Developing Countries and Economies in Transition

E - Information Technology (IT) Support and Data System Operations

F - Communication, Outreach, Guidance, and Regulatory Program Support

G - Technical and Engineering Analyses

2. Sample Work Assignments - 20 points

Offerors will be evaluated for this factor based on the adequacy of their technical approach, management plan, and demonstrated experience to perform two Sample Work Assignments, the realism of the proposed methodology, and their understanding of the problems associated with each sample work assignment. Sample work assignments will not be subject to discussions or revised proposals because they are tantamount to tests of the offerors' capabilities at that point in time.

3. Personnel Qualifications - 20 points

Experience, educational background, expertise, and availability of the personnel who will be working on the contract will be evaluated. The review and evaluation of personnel will include any resumes submitted.

Each of the personnel categories below will be evaluated separately. Experience, educational background, expertise, and availability will be evaluated based on factors relevant to the duties, responsibilities and organizational relationship of the applicable personnel category. Specifically, the Agency will evaluate experience in health and cost/benefit assessments, market-based air pollution control program support, environmental engineering, market mechanisms for developing countries and economies in transition (EITs), and all other task areas in the SOW.

a. Project Lead Personnel -- 10 points
(Individuals who will be responsible for the management of individual work assignments)

Experience, educational background, expertise, availability and organizational relationship of the Project Lead Personnel in overseeing the development of regulatory impact and cost/benefit analyses, business process and software re-engineering, background information documents, issue papers, implementation guidance materials, economic, legal and policy analyses, and all other task areas in the SOW.

b. Project Technical Personnel -- 5 points
(Individuals who will provide support to project leaders in carrying out specific work assignments)

Experience, educational background, expertise, availability and organizational relationship of all personnel will be evaluated based on factors relevant to the duties and responsibilities described in

the SOW. Offeror must demonstrate staff competence and experience in analysis and understanding of Acid Rain and NOx Budget/Ozone Transport program implementation support; similar market-based air emission reduction program support; acid deposition monitoring and transport studies; preparation of background information documents, issue papers, implementation guidance materials, and regulatory impact analyses; economic, legal and policy analyses; public outreach programs and materials; and other task areas in the SOW. If personnel are not currently available for specific requirements, offerors must include a staffing plan for securing the necessary staff.

c. Project Management Personnel - 5 points
(Program Manager/Project Manager for the entire contract.)

Experience in supervising projects of similar nature. Project management personnel shall have extensive experience, educational background, expertise, availability and organizational relationship for managing technical personnel (including subcontractors and consultants) **performing the tasks included in the statement of work.**

4. Past Performance - 15 points

Offerors' past performance will be evaluated based on past performance information presented in their proposals, information obtained by contacting the references supplied by the offerors, information obtained through the National Institute of Health (NIH) Contractor Performance system (CPS)(if applicable), and other information obtained by the Government from other sources. Offerors will be evaluated on the following qualitative factors, all of which are of equal importance:

a) Quality of services/supplies,
b) Timeliness of performance,
c) Effectiveness of management (including subcontractors),
d) Initiative in meeting requirements,
e) Response to Technical Direction,
f) Responsiveness to performance issues
g) Compliance with cost/price estimates and deadlines
h) Customer satisfaction,
i) Small Disadvantaged Business Participation, and
j) Overall performance.

If an Offeror does not submit the required past performance information, and EPA becomes aware that the offeror, in fact, has relevant past performance history, the offeror may be deemed ineligible for award.

5. Management Approach - 10 points

a. Management Plan - 5 points

The offeror will be evaluated on the overall management

approach for fulfilling the requirements of the SOW, including programmatic, organizational and functional processes and quality control to support the general management of the resulting contract. Offerors will be evaluated for appropriateness, completeness and overall quality of their proposed program, contract, subcontract, and personnel management policies and practices. **The offeror will be evaluated on their ability to: recruit and retain personnel; provide quick turnaround support, respond to change, and handle temporary increased work loads; integrate the complex tasks of the SOW and oversee their concurrent implementation; resolve problems encountered during performance of a contract similar in size and scope to this requirement; administer, gather, and share information; manage and distribute work among the team subcontractors/consultants; and communicate with the work assignment managers and contracting officer efficiently and effectively.**

b. Management Structure - 5 points

Offerors will be evaluated on the clarity of their corporate structure, and the lines of management authority, **responsibility, and communication within the organization.**

6. Corporate Experience - 10 points

Offerors will be evaluated on their synopsis of recent, relevant experience on government and/or commercial contracts related to the services defined in the SOW. Offerors must have demonstrated experience in supporting the development of environmental implementation and/or guidance programs, particularly of air emission reduction and other market-based approaches.

7. Small Disadvantaged Business (SDB) Participation - 5 points

See EPAAR clause 1552.219-74 entitled "Small Disadvantaged Business Participation Evaluation Factor" in section M of this solicitation.

3. The attachment entitled "TECHNICAL PROPOSAL INSTRUCTIONS" has been modified. The text is as follows:

INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL PROPOSALS

(1) Seven (7) copies of the technical proposal shall be submitted as a separate part of the total proposal package. Omit all cost or pricing details from the technical proposal.

(2) Special technical proposal instructions:

You are advised to closely read the technical proposal instructions and technical evaluation criteria before preparing a technical proposal. Written proposals shall consist of seven (7) sections, each linked to the corresponding evaluation criteria detailed in Section M of this RFP. The past performance information submitted by the offerors will be used to contact references and to evaluate the offerors' past performance.

A. GENERAL INSTRUCTIONS

The written technical proposal shall be prepared using the following guidance:

1. Length - The maximum length of the submitted written technical proposal shall be no more than 100 typewritten pages including all tables and figures. Pages beyond the page number limitation will not be considered or evaluated. The written technical proposal shall be submitted on 8 ½ " x 11" paper, double-sided, with each page numbered, using no less than ten (10) point font size and no less than a 3/4" margin on all sides of the page. The following items are excluded from the above stated page limit: letters of transmittal, cover page, table of contents, letters of commitment, dividers, and past performance information. Resumes are excluded from the above stated page limit, but are limited to two (2) pages per individual. Foldout pages shall be considered more than one page if they exceed a standard 8 ½" x 11" page size. Offerors are strongly encouraged to be as succinct, clear, and concise as possible in their proposal. "Bulletized" or outline formats are welcomed where appropriate.

2. Organization - Offerors are advised to supply all information in the sequence and format specified below. The offeror's proposal and supporting documentation must provide a sufficient basis for a thorough evaluation of the proposal in accordance with the evaluation factors set forth in Section M. It is strongly suggested that proposals be placed in a binder with dividers that clearly identify and separate the following seven (7) sections:

a. Technical Approach
b. Sample Work Assignments
c. Personnel Qualifications
d. Past Performance
e. Management Approach
f. Corporate Experience
g. Small Disadvantaged Business (SDB) Participation

3. Exceptions - Any exceptions or conditional assumptions taken with respect to the requirements of this RFP shall be fully explained in the proposal. Please note, however, that exceptions or deviations may render your proposal ineligible for an award without discussions.

B. REQUIRED SECTIONS OF THE TECHNICAL PROPOSAL

1. Technical Approach - The offeror shall provide a Strategic Overview that demonstrates their understanding of Clean Air Markets Division's overall mission, strategy, and goals. Based on the information presented in the Statement of Work, the offeror shall describe what they see as their overall responsibilities and objectives in a way that shows that the offeror understands the areas of work described, the purpose of these tasks, how the tasks interconnect, and the desired program outcomes.

After providing a Strategic Overview, offerors shall demonstrate their technical capability and approach to accomplishing the work described in each task area below. Offerors shall provide a clear, concise, and complete explanation of how they propose to accomplish the required services and functions specified in the Statement of Work (SOW). Offerors are discouraged from simply reiterating or rephrasing the SOW task areas. Offerors are also cautioned against using such phrases as "standard procedures will be employed" or "well-known techniques will be used." The technical approach should express how you propose to comply with the work statement and provide a full explanation of the techniques and procedures you propose to follow. The SOW task areas are listed below:

Task A: Environmental, Evaluative, Economic, Statistical, and Financial Analyses and Support
Task B: Analysis of Greenhouse Gas and Criteria Pollutant Emissions
Task C: Analyses of Strategies for Limiting Global Atmospheric Changes
Task D: Support for Market Mechanisms in Developing Countries and Economies in Transition
Task E: Information Technology (IT) Support and Data System Operations
Task F: Communication, Outreach, Guidance, and Regulatory Program Support
Task G: Technical and Engineering Analyses

2. Sample Work Assignments - The offeror shall develop a written technical approach or study plan and other work products as specified below for each of two sample work assignments. For the first sample work assignment only, the offeror shall include a milestone chart with a matrix showing the personnel (Position Level/job title) and labor hours required for each major task. The milestone chart and the labor hours matrix shall have sufficient detail for assessing the realism of the proposed methodology. These two sample work assignments are included in the 100-page limitation for the technical proposal.

a. Work Assignment 1

(1) *Title*: Regulatory Impact Analysis for the proposed Clear Skies Act of 2002.

(2) *EPA Work Assignment Manager*:
Policy Development Branch
Clean Air Markets Division
USEPA/HQ (6204N)
1200 Pennsylvania Ave. NW
Washington, DC 20460

(3) *Background:*

The proposed Clear Skies Act of 2002 (Clear Skies Act) would amend Title IV of the Clean Air Act to establish new cap-and-trade programs requiring reductions of sulfur dioxide (SO_2), nitrogen oxides (NO_x), and mercury emissions from electric generating facilities and would amend Title I of the Clean Air Act to provide an alternative regulatory classification for units subject to the cap-and-trade programs. This Administration-endorsed legislative proposal was introduced in both the House of Representatives and the Senate in July 2002. See www.epa.gov/clearskies for additional information.

The proposed Clear Skies Act contains the program elements shared by the SO_2, NO_x, and mercury programs. A national cap-and-trade program would be implemented for each pollutant. Common definitions, allowance system procedures, monitoring, permitting and compliance requirements, penalties for non-compliance, opt-ins and auction procedures apply to the new trading programs and are modeled largely after the existing Acid Rain Program.

The proposed Clear Skies Act retains the relevant requirements of the existing Acid Rain Program through December 31, 2009, and provides new, lower annual caps on total SO_2 emissions and new allowance allocation procedures starting January 1, 2010.

The proposed Clear Skies Act also retains the requirements of the existing Acid Rain Program for NO_x emissions and the requirements of the existing NO_x State Implementation Plan (SIP) call under Section 110 of the Clean Air Act through December 31, 2007; and provides new, annual caps on NO_x emissions and new allowance allocation procedures starting January 1, 2008.

The proposed Clear Skies Act would also establish annual caps on mercury emissions with allowance allocation procedures starting January 1, 2010. Coal-fired units that would be affected by the new SO_2 and NO_x emission provisions would also be subject to the mercury program.

The proposed Clear Skies Act would exempt affected units from New Source Review (NSR) requirements. The Act would also exempt these sources from the requirement to install best available retrofit Technology (BART). The proposed Clear Skies Act contains

performance standards for all new boilers, combustion turbines, and integrated gasification combined cycle plants (IGCCs) covered under the Act to ensure that all new affected units have appropriate controls.

(4) *Work Statement*:

The offeror shall develop a written technical approach which describes the basic analytical framework, proposed methodology, and underlying assumptions for a Regulatory Impact Analysis (RIA) for the Clear Skies Act proposal. This sample work assignment should focus on the basic RIA and need not include small business impact and unfunded mandate analyses. The analysis may include the changing roles of non-utility generators (NUGs), Independent Powers Producers (IPPs) and other boiler operators. Offerors should briefly explain the rationale for their approach, limitations of the proposed methodology, and factors influencing the accuracy of the estimates.

The offeror should also develop a milestone chart with a matrix showing the personnel (Position Level/job title) and labor hours required for each major task. The milestone chart and the labor hours matrix should have sufficient detail for assessing the realism of the proposed methodology.

b. Work Assignment 2

(1) *Title:* Environmental Assessment Indicators for Measuring Progress of the Acid Rain Program

(2) *EPA Work Assignment Manager:*
Assessment and Communications Branch
Clean Air Markets Division
USEPA/HQ (6204NJ)
1200 Pennsylvania Ave. NW
Washington, DC 20460

(3) *Background:*

In 1990, Congress established the Acid Rain Program under Title IV of the Clean Air Act Amendments (CAAA). The purpose of Title IV is to reduce the adverse effects of acid deposition through reductions in annual emissions of ten million tons of sulfur dioxide (SO_2) and of approximately two million tons of nitrogen oxides (NO_x), precursor emissions of acid deposition or "acid rain" (See Sec. 401 (b), 1990 CAAA). In the environment, acid deposition causes soils, lakes, and streams to acidify (making the water unsuitable for some fish and other wildlife), and damages some trees, particularly at high elevations. It also accelerates the decay of building materials and paints, including irreplaceable buildings, statues, and sculptures that are part of our nation's cultural heritage. Prior to falling to the earth, SO_2 and NO_x gases and their particulate matter derivatives, sulfates and nitrates, contribute to visibility degradation and harm public health. See http://www.epa.gov/airmarkt/acidrain/index.html for more information.

EPA's market-based national cap and trade program to reduce SO_2 emissions from power plants has successfully reduced this air pollutant from 16 million tons in 1990 to 10.6 million tons in 2001. Two of the environmental benefits resulting from this reduction are: (1) sulfate deposition has been reduced by 10% - 25% over a large area of the eastern United States; and (2) visibility has improved in the East. The Acid Rain Program also has reduced year-round NO_x emissions from power plants by 2 million tons from the 1990 baseline.

While the program's progress towards achievement of Title IV's emissions reductions goals has been measured, tracked, assessed, and communicated broadly every year since 1994, substantially less is known about the progress that has been made towards the ultimate environmental objective of reducing the adverse effects of acid deposition. In a recent review of indicators used by various Agency programs for Government Performance and Results Act (GPRA) reporting and other purposes, representatives from Agency's Science Advisory Board (SAB) noted there has been "little or no attempt yet to trace a path from atmospheric change to ecological or environmental change or impact" (Reference: Notes from indicator expert review meeting, June 2002). These reviewers went on to say that this situation "creates some important and significant gaps which EPA will need to derive a strategy for addressing." They identified the acid deposition indicators as an area where more could be done, noting a lack of "information that indicates how ecosystems are responding to reductions in sulfate loading that are happening because of the Clean Air Act. But there are ecological impacts that we know occurred because of acid deposition: we ought to be tracking them to see if there is an improvement as we reduce the exposure to harmful agents."

The Acid Rain Program manages the Clean Air Status and Trends Network (CASTNet) for dry acid deposition monitoring, see http://www.epa.gov/castnet; and provides critical operational support for the National Atmospheric Deposition Program (NADP) network for wet acid deposition monitoring, see http://www.epa.gov/airmarkets/deposition/index.html/ and http://nadp.sws.uiuc.edu/. This monitoring provides a foundation for the program to work towards more definitive assessment of environmental results, useful for refining the control strategy.

(4) *Work Statement:*

The offeror shall propose at least two environmental outcome indicators for assessing the progress of the Acid Rain Program in achieving its environmental objectives. The offeror should define each indicator; describe existing and proposed data sources for measurement; assess data quality and coverage; and discuss the underlying rationale, merits, and limitations of the proposed indicator set. The offeror shall develop a study plan for using these proposed indicators to assess the Acid Rain Program's progress over a range of time frames of approximately 5, 10, and 20 years. Longer or shorter periods may be proposed in addition to those specified and different periods may be proposed for different indicators. Offerors should briefly explain the rationale for their approach.

3. Personnel Qualifications - Describe the suitability of the firm's proposed organization of staff to perform work on this contract; professional experience and qualifications of personnel assigned to the project team; and the extent to which the firm proposes to use subcontractors and consultants. Offerors shall describe relevant, specific experience and education for all proposed personnel, including subcontractors and consultants. A letter of commitment should be provided for each subcontractor should be included at the end of the resume section of the proposal (see item 3(b)).

a. Team Organization Chart - Submit an organization chart showing how the proposed team for this contract will be staffed **by identifying the proposed Program Manager and indicating which staff will be assigned to the various SOW task areas. The chart shall include the title, organizational affiliation, and P-level of all individuals. The offeror shall also identify all "key personnel" (those who are considered instrumental to successful performance of this contract and who will be inserted into the Key Personnel clause of the contract upon award of the contract).**

b. Resumes - Submit a resume no longer than two (2) pages in length for each of the proposed personnel including proposed consultants and subcontractors. The resume should include educational background, experience, any special qualifications; the names and telephone numbers of two (2) business references; and signatures of the individual and an authorized official of the offeror's firm. The appropriate personnel category (*i.e.*, Project Lead Personnel, Project Technical Personnel, Project Management Personnel) should be identified for each of the proposed personnel.

c. Required Information on Key Personnel - In addition to the resume required in paragraph (b) above, the offeror shall submit a table in the format provided below for each of the key personnel. Describe how the key personnel are intended to be employed on the contract and to summarize relevant experience for the SOW task area(s). The table cell size may be expanded or reduced to fit the information, but the table should not exceed one (1) page for each key person. Border style, font size, and font type may be altered, but font size should not be less than ten (10) point.

Name of individual:	Firm affiliation:
Job title & percent availability:	Office location:
SOW task area(s)/personnel category for which individual is proposed:	Relevant years of experience in SOW task area(s):

List up to 5 relevant projects/contracts in which individual has served as a primary contributor; describe role individual had in each project (e.g., project manager, task leader, principal investigator)
List up to 4 relevant publications/documents authored or co-authored:
Relevant special knowledge *(e.g., software packages, database tools, programming skills, foreign languages)* and/or professional licenses/accreditations:

NOTE:
Office location should refer to the location the individual normally works.
Personnel category should refer to the categories (Project Lead Personnel, Project Technical Personnel, Project Management Personnel) defined in Section M (Evaluation Factors for Award). An individual may be in different personnel categories for different SOW task areas.
Relevant projects/contracts should refer, as often as possible, to projects/contracts on the corporate experience list (see item 6 below). Include start/finish dates of the project and the individual's involvement. Relevant experience in projects/contracts performed outside the corporate experience should be explained in the individual's detailed resume.

Please ensure the information submitted for all individuals is accurate.

4.____ <u>Past Performance</u>

Offerors shall provide the past performance information required by EPAAR clause 1552.215-75 entitled, "Past Performance Information", contained in section L of this solicitation.

The offeror shall complete the top portion of the Past Performance Questionnaire included in attachment 5 to this solicitation for at least five contracts and subcontracts completed in the past three years, and all contracts and subcontracts that are currently in process, which are similar in nature to this requirement. Offerors should submit one form directly to each client or reference utilizing the client authorization letter in attachment 5 to this solicitation. The offeror shall request that the reference complete the questionnaire and forward it to the Contracting Officer either via E-mail to schwartz.rachel@epa.gov or to the following mailing address no later than the proposal due date:

U.S. Environmental Protection Agency
Rachel Schwartz (3803R)
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

5. Management Approach

a. Management Plan - The offeror shall explain their management approach. The offeror shall demonstrate their ability to recruit and retain personnel to assure continuous availability of key project and technical persons and maintain a high degree of responsiveness to the periodic, unpredictable nature of activities associated with the SOW. The offeror shall delineate how they will provide quick turnaround support, respond to changes, and handle temporary increased workloads. The offeror shall demonstrate the ability to successfully integrate the complex tasks of the SOW and oversee their concurrent implementation, using a creative approach and state-of-the-art business techniques. The offeror shall illustrate how problems encountered during performance of the contract will be resolved, citing examples from other contract management experiences of a similar nature. The management plan should also illustrate effective administrative information gathering and sharing within the management process throughout life of the contract. The offeror shall describe how the work will be managed and distributed between any proposed consultants and/or subcontractors. The offeror shall also discuss a strategy for frequent and effective communication with the Contracting Officer and Work Assignment Managers.

b. Management Structure - The offeror shall give a detailed description of the **management strategy they will employ addressing management structure; the lines of responsibility, supervision, and communication. Include an organizational chart identifying the portion of your overall organization assigned to this project. Describe the overall structure of your firm and how the departments/offices interrelate.** The offeror shall also describe any planned staffing changes required for the contract effort.

6. Corporate Experience - Offerors shall provide a synopsis of recent, relevant experience on complex multidisciplinary government and/or commercial contracts related to the services defined in the SOW. List up to ten (10) contracts and/or subcontracts during the past three (3) years in which the offeror (including team consultants and subcontractors)has performed services or developed products of a comparable or related nature and complexity to those in the SOW. Furnish the following information for each contract and/or subcontract using the basic format provided below. The table cell size may be expanded or reduced to fit the information but the table should not exceed one (1) page. Border style, font size, and font type may be altered but font size may not be less than ten (10) point:

Project/contract name:	**Firm(s) showing experience:**
Project/contract type:	**Project/contract start/finish dates:**
Client:	**Project/contract dollar amount:**
Firm(s) who performed the work/role of each firm:	
Key staff:	
Description of project:	
Was the project a success? If so, why? If not, why not?:	
Project/contract shows experience in the following SOW task area(s):	
Client Contract Officer (name and phone number):	Client Technical Project Manager (name and phone number):

NOTE:
Project/contract name should include the government contract number, if applicable.
Project/contract type should indicate the type of government contract (*e.g.*, FFP, CPFF, CPAF) or whether the work was commercial.
Project/contract dollar amount refers to the actual cost (based on work assignments/tasks ordered, hours expended), not the maximum contract value.
Firm(s) who performed the work should identify the primary contractor.
List key staff only from firm(s) listed as performing the work.

7. <u>Small Disadvantaged Business (SDB) Participation</u> - The offeror shall submit the information required by EPAAR clause 1552.219-72 contained in section L of this solicitation. The Agency's subcontracting goals are listed below:

Small Business: 50%
Small Disadvantaged Business: 20%
Women-owned Business: 6%
HUB Zone: 2.5%
Service Disabled Veterans: 3%