

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 16	
2. AMENDMENT/MODIFICATION NO. 000002		3. EFFECTIVE DATE 01/16/2014		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY RTPPD US Environmental Protection Agency 109 T.W. Alexander Drive Mail Code: E105-02 Research Triangle Park NC 27709		CODE RTPPD		5. PROJECT NO. (If applicable)	
		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO. SOL-NC-13-00024	
		x		9B. DATED (SEE ITEM 11) 12/19/2013	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> 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 9 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 ACKNOWLEDGEMENT 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)					
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
CHECK ONE	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)				
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not. <input type="checkbox"/> 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.)					

The purpose of this amendment is to (1) respond to bidder's questions, (2), revise clauses G.2, L.5, L.6, L.12, L.18, and L.25, (3) provide a revised Section M, and (4) revise the statement of work.

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 <i>(Type or print)</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER <i>(Type or print)</i>	
		Robert D. Flowers	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____		_____	
<i>(Signature of person authorized to sign)</i>		<i>(Signature of Contracting Officer)</i>	

***The purpose of this amendment is to (1) respond to bidder's questions, (2), revise clauses G.2, L.5, L.6, L.12, L.18, and L.25, (3) provide a revised Section M, and (4) revise the statement of work.***

Q1. Page 1, SF 33, Block 9. The RFP indicates that offerors should submit an original proposal with the number of copies left blank. Would EPA confirm that offerors should only submit one original proposal in response to the solicitation?

A1. ***Please see updated clauses L.12 and L.25***

Q2. Page L-18, Section L.18, Evaluation of Other Direct Costs (EP 52.215-130) (Apr 1984). The table in this section includes dollar amounts for Optional Quantities and Optional Increments. We noticed the Optional Quantities for Travel and Photocopying are not divisible by the ten (10) Optional Increments listed below them. Would EPA confirm that the total Optional Quantities for Travel should instead be \$1,500, \$1,560, \$1,620, \$1,690 and \$1,750, and not the amounts listed? Also, would EPA confirm that the Optional Increments for Photocopying should instead be \$15.00, \$15.60, \$16.20, \$16.90 and \$17.50, and not the amounts listed?

A2. ***Please see updated clause L.18.***

Q3. Attachment 1, Page 1 of 7, Statement of Work. Item 1) includes Paragraph "a" and Paragraph "c", but is missing Paragraph "b". Since the missing paragraph is referenced in Paragraph "c", would EPA provide Paragraph "b" or correct the reference in Paragraph "c"?

A3. ***Please see updated SOW.***

Q4. Under Task no. 3, b., Conduct Benefits Analyses, EPA states: "Provide a qualitative description of identified benefits in terms of the quantity of reductions, location, and the associated risk due to exposure." Will EPA please clarify the intent, aim of the question? For example, by "quantity of reductions," does it mean reductions of health incidence, emissions and other? Then this seems to be quantitative analysis. Also by "location," does it mean identify the most polluted locations?

A4. ***The goals of this question are twofold: (1) describe the health and ecological endpoints affected by the change in air pollution; (2) characterize the geographic scope and magnitude of the change in exposure, describing how this may affect population and ecological risk.***

Q5. Under Task no. 3, c., Conduct Benefits Analyses, EPA states: "...Contractor may be required to quantify the benefits in terms of changes in emissions, mortality and morbidity, the number of lost work days, activity participation and site visitation, color, odor,..." The question is: by color, does EPA mean the fall-color tourism impact and aesthetic damage to fall color vistas? Other? Please clarify.

A5. ***Correct, EPA is referring to the fall-color tourism impact and aesthetic damage to fall color vistas.***

Q6. Please provide a reference to the World Health Organization's four-tiered analysis framework.

A6. ***World Health Organization (WHO). 2008. Part 1: Guidance Document on Characterizing and Communicating Uncertainty in Exposure Assessment, Harmonization Project Document No. 6. Published under joint sponsorship of the World Health Organization, the International Labour Organization and the United Nations Environment Programme. WHO Press: Geneva, Switzerland. Available on the Internet at <[www.who.int/ipcs/methods/harmonization/areas/uncertainty%20.pdf](http://www.who.int/ipcs/methods/harmonization/areas/uncertainty%20.pdf)>.***

## G.2 SUBMISSION OF INVOICES (EPAAR 1552.232-70) (JUN 1996) DEVIATION

In order to be considered properly submitted, an invoice or request for contract financing payment must meet the following requirements in addition to the requirements of FAR 32.905:

- (a) Unless otherwise specified in the contract, an invoice or request for contract financing payment shall be

SOL-NC-13-00024  
Amendment 2

submitted as one original and four (4) copies. In addition, the Contractor shall submit an individual electronic invoice for each work assignment to each respective Work Assignment Manager. The contractor shall submit the invoice or request for contract financing payment to the following offices/individuals in the contract: 1. the original and two copies to the Accounting Operations office shown in Block 12 on the cover of the contract; 2. one copy to the Project Officer and one to the Contracting Officer; and 3. one electronic copy to the Project Officer and one to the Contracting Officer.

(b) The Contractor shall prepare its invoice or request for contract financing payment on the prescribed Government forms. Standard Forms Number 1034, Public Voucher for Purchases and Services other than Personal, shall be used by contractors to show the amount claimed for reimbursement. Standard Form 1035, Public Voucher for Purchases and Services other than Personal -Continuation Sheet, shall be used to furnish the necessary supporting detail or additional information required by the Contracting Officer. The Contractor may submit self-designed forms which contain the required information.

(c)(1) The Contractor shall prepare a contract level invoice or request for contract financing payment in accordance with the invoice preparation instructions identified as a separate attachment in Section J of the contract. If contract work is authorized by individual work assignments, the invoice or request for contract financing payment shall also include a summary of the current and cumulative amounts claimed by cost element for each work assignment and for the contract total for labor hours and dollars, as well as any supporting data for each work assignment as identified in the instructions.

(2) The invoice or request for contract financing payment shall include current and cumulative charges by major cost element such as direct labor, overhead, travel, equipment, and other direct costs. For current costs, each major cost element shall include the appropriate supporting schedule identified in the invoice preparation instructions. Cumulative charges represent the net sum of current charges by cost element for the contract period.

(d)(1) The charges for subcontracts shall be further detailed in a supporting schedule showing the major cost elements for each subcontract.

(d)(2) On a case-by-case basis, when needed to verify the reasonableness of subcontractor costs, the Contracting Officer may require that the contractor obtain from the subcontractor cost information in the detail set forth in (c)(2). This information should be obtained through a means which maintains subcontractor confidentiality (for example, via sealed envelopes), if the subcontractor expresses CBI concerns.

(e) Invoices or requests for contract financing payment must clearly indicate the period of performance for which payment is requested. Separate invoices or requests for contract financing payment are required for charges applicable to the basic contract and each option period.

(f)(1) Notwithstanding the provisions of the clause of this contract at FAR 52.216-7, Allowable Cost and Payment, invoices or requests for contract financing payment shall be submitted once per month unless there has been a demonstrated need and Contracting Officer approval for more frequent billings. When submitted on a monthly basis, the period covered by invoices or requests for contractor financing payments shall be the same as the period for monthly progress reports required under this contract.

(2) If the Contracting Officer allows submissions more frequently than monthly, one submittal each month shall have the same ending period of performance as the monthly progress report.

(3) Where cumulative amounts on the monthly progress report differ from the aggregate amounts claimed in the invoice(s) or request(s) for contract financing payments covering the same period, the contractor shall provide a reconciliation of the difference as part of the payment request.

**L.5 SERVICE OF PROTEST (FAR 52.233-2) (SEP 2006)**

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO),

SOL-NC-13-00024  
Amendment 2

shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Robert D. Flowers  
Hand-Carried Address:

Environmental Protection Agency  
RTP Procurement Operations Division (SOL-NC-13-00024)  
4930 Old Page Road  
Research Triangle Park, NC 27709

Mailing Address:

Environmental Protection Agency  
RTP Procurement Operations Division (D143-01)  
ATTN: Robert D. Flowers (SOL-NC-13-00024)  
Research Triangle Park, NC 27711

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.6 IDENTIFICATION OF UNCOMPENSATED OVERTIME (FAR 52.237-10) (OCT 1997)

(a) *Definitions.* As used in the provision--

*Uncompensated overtime* means the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours.

*Uncompensated overtime rate* is the rate that results from multiplying the hourly rate for a 40-hour work week by 40, and then dividing by the proposed hours per week. For example, 45 hours proposed on a 40-hour work week basis at \$20 per hour would be converted to an uncompensated overtime rate of \$17.78 per hour (\$20.00 x40 divided by 45=\$17.78).

(b) For any proposed hours against which an uncompensated overtime rate is applied, the offeror shall identify in its proposal the hours in excess of an average of 40 hours per week, by labor category at the same level of detail as compensated hours, and the uncompensated overtime rate per hour, whether at the prime or subcontract level. This includes uncompensated overtime hours that are in indirect cost pools for personnel whose regular hours are normally charged direct.

(c) The offeror's accounting practices used to estimate uncompensated overtime must be consistent with its cost accounting practices used to accumulate and report uncompensated overtime hours.

(d) Proposals that include unrealistically low labor rates, or that do not otherwise demonstrate cost realism, will be considered in a risk assessment and will be evaluated for award in accordance with that assessment.

(e) The offeror shall include a copy of its policy addressing uncompensated overtime with its proposal.

(End of provision)

L.12 INSTRUCTIONS FOR THE PREPARATION OF PROPOSALS (EPAAR 1552.215-72) (AUG 1999)

(a) Other than cost proposal instructions.

(1) Submit one (1) original proposal and nine (9) copies for other than cost factors as a separate part of the total proposal package. Omit all cost or pricing details from this proposal.

(2) Special proposal instructions:

See Section M - Evaluation Factors and the L Provision entitled, "Past Performance Information."

The technical proposal shall be organized in accordance with the technical Evaluation Factors.

You are advised to closely read the technical proposal instructions and technical evaluation factors before preparing a technical proposal. The following sections provide further details regarding the technical proposal. Please note that the terms "offerors", "you", "your", etc., as used below, refer to the prime contractor, all subcontractors, consultants, and any other team contractors.

A. General Instructions:

The technical proposals should consist of six (6) sections: Technical Approach, Past Performance, Qualifications of Personnel, Management Plan, Quality Assurance/Quality Control, and Small Disadvantaged Business (SDB) Participation which are each linked to the corresponding evaluation factors detailed in provision "EPAAR 1552.215-71 Evaluation factors for award" of this RFP. Further detail on the format and content of the requested information is discussed below.

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

1. Organization - The offerors shall 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 and provide the information needed to evaluate the proposal, in accordance with the evaluation factors set forth in provision "EPAAR 1552.215-71 Evaluation factors for award". The contractor shall submit proposals in binders with dividers clearly indicating the following sections:

- I. Technical Approach
- II. Past Performance
- III. Qualifications of Personnel
- IV. Management Plan
- V. Quality Assurance/Quality Control
- VI. Small Disadvantaged Business (SDB) Participation

2. Charts - In the written proposal, the offerors shall use quantitative and graphical methods to portray facts whenever possible, through the use of charts, lists, matrices, diagrams, tabulations, etc.

3. Prohibition of Cost Data - All costs or pricing details shall be omitted from the technical proposal.

4. 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) Cost or pricing proposal instructions. The offeror shall prepare and submit cost or pricing information data and supporting attachments in accordance with Table 15-2 of FAR 15.408. In addition to three (3) hard copies of the information, offerors shall submit a compact disk (CD) containing the financial data required. Submit this information using Microsoft Excel. Offerors should include the formulas and factors used in calculating the financial data.

SOL-NC-13-00024  
Amendment 2

(1) General-Submit cost or pricing information prepared in accordance with FAR Table 15-2, Instructions for Submitting Cost/Price Proposals When Cost or Pricing Information Are Required and the following:

(i) Clearly identify separate cost or pricing information associated with any:

(A) Options to extend the term of the contract;

(B) Options for the Government to order incremental quantities; and/or

(C) Major tasks, if required by the special instructions.

(ii) If the contract schedule includes a "Fixed Rate for Services" clause, please provide in the cost proposal a schedule duplicating the format in the clause and include proposed fixed hourly rates per labor category for the base and any optional contract periods.

(iii) If the contract includes the clause at EPAAR 1552.232-73 "Payments-Fixed-Rate Services Contract," or the clause at FAR 52.232-7, "Payments Under Time and Materials and Labor-Hour Contracts," include in the cost proposal the estimated costs and burden rate to be applied to materials, other direct costs, or subcontracts. The Government will include these costs as part of its cost proposal evaluation.

(iv) If other divisions, subsidiaries, a parent or affiliated companies will perform work, provide the name and location of such affiliate and offeror's intercompany pricing policy. Separately identify costs and supporting data for each entity proposed.

(v) The realism of costs, including personnel compensation rates (including effective hourly rates due to uncompensated overtime) will be part of the proposal evaluation. Any reductions to proposed costs or differences between proposed and known EPA/DCAA recommended rates must be fully explained. If an offeror makes a reduction which makes its offer or portions of its offer below anticipated costs, the offeror shall identify where (i.e., which elements of costs) the proposed reductions will be made. Unsubstantiated rates may result in an upward or downward adjustment of the cost proposals to reflect more realistic costs. Based on this analysis, a projected cost for the offeror will be calculated to reflect the Government's estimate of the offeror's probable costs. Any inconsistency, whether real or apparent, between the promised performance and cost or price should be explained. The burden of proof for cost credibility rests with the offeror.

(2) Direct Labor.

(i) The direct technical labor hours (level-of-effort) appearing in the solicitation are for professional and technical labor only. These hours do not include management at a level higher than project management, e.g., corporate and day-to-day management, nor do they include clerical and support staff at a level lower than technician. If it is the offeror's normal practice to charge these types of costs as direct costs, include these costs along with an estimate of the directly chargeable labor-hours for these personnel. These direct charges are to be shown separately from the technical (level-of-effort) effort. If this type of effort is normally included in the offeror's indirect cost allocations, no estimate is required. However, direct charging of these on any resulting contract will not be allowed. Additionally the direct technical labor hours are the workable hours required by the Government and do not include release time (i.e., holidays, vacation, etc.) Submit the proposal utilizing the labor categories and distribution of the level-of-effort specified in the solicitation. These are approximate distribution levels and do not necessarily represent the actual levels which may be experienced during contract performance.

(ii) Explain the basis of the proposed labor rates, including a complete justification for all

SOL-NC-13-00024  
Amendment 2

judgmental factors used to develop weights applied to company's category or individual rates that comprise the rates for labor categories specified in the solicitation. This explanation should describe how technical approach coincides with the proposed costs. If the proposed direct labor rates are based on an average of the individuals proposed to work on the contract, provide a list of the individuals proposed and the hours associated with each individual in deriving the rates. If the proposed direct labor rates are based on an average of company category rates, identify and describe the labor categories and the percentages associated with each category in deriving the rates, explaining in detail the basis for the percentages assigned.

(iii) Describe for each labor category proposed, the company's qualifications and experience requirements. If individual rates are used, provide the employee's name. If specific individuals are identified in the technical proposal, correlate these individuals with the labor categories specified in the solicitation.

(iv) Provide a matrix summarizing the effort proposed, including the subcontracts, by professional and technical level specified in the solicitation.

(v) Indicate whether current rates or escalated rates are used. If escalation is included, state the degree (percent) and methodology. The methodology shall include the effective date of the base rates and the policy on salary reviews (e.g. anniversary date of employee or salary reviews for all employees on a specific date).

(vi) State whether any additional direct labor (new hire or temporary hires) will be required during the performance period of this acquisition. If so, state the number required, the professional or technical level and the methodology used to estimate proposed labor rates.

(vii) With respect to educational institutions, include the following information for those professional staff members whose salary is expected to be covered by a stipulated salary support agreement pursuant to OMB Circular A-21.

(A) Individual's name;

(B) Annual salary and the period for which the salary is applicable;

(C) List of other research Projects or proposals for which salaries are allocated, and the proportionate time charged to each; and

(D) Other duties, such as teaching assignments, administrative assignments, and other institutional activities. Show the proportionate time charged to each. (Show proportionate time charges as a percentage of 100% of time for the entire academic year, exclusive of vacation or sabbatical leave.)

(viii) Uncompensated overtime. The decision to propose uncompensated overtime is the offeror's decision. Should the offeror, however, elect to propose uncompensated overtime, the offeror must propose a methodology that is consistent with their cost accounting practices and company policy. If proposed, provide an estimate of any uncompensated overtime proposed for exempt personnel working at the offeror's facilities. This estimate should identify the number of uncompensated labor hours and the percentage of compensated labor. Uncompensated labor hours are defined as hours for exempt personnel in excess of regular hours for a pay period which are actually worked and recorded in accordance with company policy. Provide a copy of the company policy on uncompensated overtime. Provide historical percentages of uncompensated overtime for the past three years. If proposed for subcontractors, provide separately with subcontractor information.

SOL-NC-13-00024  
Amendment 2

(ix) For labor rate contracts, for each fixed labor rate, offerors shall identify the basis for the loaded fixed hourly rate for each contract period for example, the rate might consist of the following cost elements: raw wage or salary rate, plus fringe benefits (if applicable), plus overhead rate (if applicable), plus G&A expense rate (if applicable), plus profit.

When determining the composite raw wage for a labor category, the offeror shall:

(A) provide in narrative form the basis for the raw wage for each labor category. If actual wages of current employees are used, the basis for the projections should be explained.

(B) If employees are subject to the Service Contract Act or Davis Bacon Act, they must be compensated at least at the minimum wage rate required by the applicable Wage Determination.

(3) Indirect costs (fringe, overhead, general, and administrative expenses).

(i) If the rates have been recently approved, include a copy of the rate agreement. If the agreement does not cover the projected performance period of the proposed effort, provide the rationale and any estimated rate calculations for the proposed performance period.

(ii) Submit supporting documentation for rates which have not been approved or audited. Indicate whether computations are based upon historical or projected data.

(iii) Provide actual pool expenses, base dollars, or hours (as applicable for the past five years). Include the actual indirect rates for the past five years including the indirect rates proposed, the actual indirect rates experienced and, if available, the final negotiated rate. Indicate the amount of unallowable costs included in the historical data.

(iv) Offerors who propose indirect rates for new or substantially reorganized cost centers should consider offering to accept ceilings on the indirect rates at the proposed rates. Similarly, offerors whose subcontractors propose indirect rates for new or substantially reorganized cost centers should likewise consider offering to accept ceilings on the subcontractors' indirect rates at the proposed rates. Note to paragraph(b)(3)(iv). The Government reserves the right to adjust an offeror's or its subcontractor's estimated indirect costs for evaluation purposes based on the Agency's judgment of the most probable costs up to the amount of any stated ceiling.

(v) If the employees are subject to the Service Contract Act or Davis Bacon Act, employees must receive the minimum level of benefits stated in the applicable Wage Determination.

(4) Travel expense.

(i) If the solicitation specifies the amount of travel costs, this amount is exclusive of any applicable indirect costs and fee.

(ii) If the solicitation does not specify the amount of travel costs, attach a schedule illustrating how travel was computed. Include a breakdown indicating number of trips, number of travelers, destinations from and to, purpose and cost, e.g., mileage, transportation costs, subsistence rates.



SOL-NC-13-00024  
Amendment 2

(5) Equipment, facilities and special equipment, including tooling.

(i) If direct charges for use of existing contractor equipment are proposed, provide a description of these items, including estimated usage hours, rates, and total costs.

(ii) If equipment purchases are proposed, provide a description of these items, and a justification as to why the Government should furnish the equipment or allow its purchase with contract funds. (Unless specified elsewhere in this solicitation, FAR 45.302-1 requires contractors to furnish all facilities in performance of contracts with certain limited exceptions.)

(iii) Identify Government-owned property in the possession of the offeror or proposed to be used in the performance of the contract, and the Government agency which has cognizance over the property.

(iv) Submit proposed rates or use charges for equipment, along with documentation to support those rates.

(v) If special purposes facilities or equipment are being proposed, provide a description of these items, details for the proposed costs including competitive prices, and justification as to why the Government should furnish the equipment or allow its purchase with contract funds.

(vi) If fabrication by the prime contractor is contemplated, include details of material, labor, and overhead.

(6) Other Direct Costs (ODC).

(i) If the solicitation specifies the amount of other direct costs, this amount is exclusive of any applicable indirect cost and fee.

(ii) If the amount is not specified in the solicitation, attach a schedule detailing how other direct costs were computed. Identify the major ODC items that under the accounting system would be a direct charge on any resulting contract.

(iii) If any of the cost elements identified as part of the specified other direct costs are recovered as an indirect cost, in accordance with the offeror's accounting system, those costs should not be included as a direct cost. Complete explanation of this adjustment and the contractor's practice should be provided.

(iv) Provide historical other direct costs dollars per level of effort hour on similar contracts or work assignments.

(7) Team Subcontracts. When the cost of a subcontract is substantial (5 percent of the total estimated contract dollar value or \$100,000, whichever is less), the offeror shall include the following subcontractor information:

(i) Provide details of subcontract costs in the same format as the prime contractor's costs. This detailed information may be provided separately to the EPA if the subcontractor does not wish to provide this data to the prime contractor. Cost data provided separately by a contractor must be received by the time, date and at the location specified for the receipt of proposals. The subcontractor's package should be clearly marked with the RFP number, the name of the prime offeror, and a statement that the package is subcontractor data relevant to the proposal from the prime offeror. If submitted with the prime contractor's proposal, identify the subcontractors. State the amount of service estimated to be required and the quoted daily or hourly rate. Offerors are encouraged to provide letters

SOL-NC-13-00024  
Amendment 2

of intent, signed by subcontractors, agreeing to a specified rate for life of the contract. Include a cost or price analysis of the subcontractor cost showing the reasons why the costs are considered reasonable;

(ii) Describe how the prospective team subcontractors were chosen as part of the offeror's proposed team; and rationale for selection;

(iii) Describe the necessity for the subcontractor's effort as either a supplement or complement to the offeror's in-house expertise;

(iv) Identify the areas of the scope of work and the level of effort the subcontractors are anticipated to perform. Provide a reconciliation summary of the proposed hours and ODCs for the prime contractor and proposed subcontractor(s).

(v) Describe the prime contractor's management structure and internal controls to ensure efficient and quality performance of team subcontractors.

(8) Facilities Capital Cost of Money (FCCM). When an offeror elects to claim FCCM as an allowable cost, the offeror must submit Form CASB-CNF and show calculation of the proposed amount. FCCM will be an allowable cost under the contemplated contract, if the criteria for allowability at FAR 31.205-10(a)(2) are met.

(End of provision)

L.18 EVALUATION OF OTHER DIRECT COSTS (EP 52.215-130) (APR 1984)

For evaluation purposes, offerors shall propose the following amounts for each period, it is normal practice to charge these costs directly to the contract. If some of these costs are normally treated as indirect, exclude the appropriate amount(s) and explain why the cost was excluded.

ODCs are broken out below by contract period, base quantity and option quantity for each contract period.

Base Quantity ( 6,500 hours)					
	Base Period	Option Period I	Option Period II	Option Period III	Option Period IV
Travel	\$6,002.00	\$6,002.00	\$6,002.00	\$6,002.00	\$6,002.00
Miscellaneous Supplies	\$33,500.00	\$34,840.00	\$36,234.00	\$37,683.00	\$39,190.00
Postage/Shipping	\$100.00	\$104.00	\$108.00	\$112.00	\$117.00
Photocopying	\$300.00	\$312.00	\$324.00	\$337.00	\$351.00
Telephone	\$100.00	\$104.00	\$108.00	\$112.00	\$117.00
Computer Charges	\$21,800.00	\$22,672.00	\$23,579.00	\$24,522.00	\$25,503.00
Optional Quantity (10,000 hours)					

SOL-NC-13-00024  
Amendment 2

	Base Period	Option Period I	Option Period II	Option Period III	Option Period IV
Travel	\$3,001.00	\$3,001.00	\$3,001.00	\$3,001.00	\$3,001.00
Miscellaneous Supplies	\$16,750.00	\$17,420.00	\$18,117.00	\$18,841.00	\$19,595.00
Postage/Shipping	\$50.00	\$52.00	\$54.00	\$56.00	\$58.00
Photocopying	\$150.00	\$156.00	\$162.00	\$169.00	\$175.00
Telephone	\$50.00	\$52.00	\$54.00	\$56.00	\$58.00
Computer Charges	\$10,900.00	\$11,336.00	\$11,789.00	\$12,261.00	\$12,751.00
OPTIONAL QUANTITY (10 Optional Increments) (1,000 hrs each Optional Increment)					
	Base Period	Option Period I	Option Period II	Option Period III	Option Period IV
Travel	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Miscellaneous Supplies	\$1,675.00	\$1,742.00	\$1,811.70	\$1,884.10	\$1,959.50
Postage/Shipping	\$5.00	\$5.20	\$5.40	\$5.60	\$5.80
Photocopying	\$15.00	\$15.60	\$16.20	\$16.90	\$17.50
Telephone	\$5.00	\$5.20	\$5.40	\$5.60	\$5.80
Computer Charges	\$1,090.00	\$1,133.60	\$1,178.90	\$1,226.10	\$1,275.10

(End of provision)

L.25 SUBMISSION OF COST PROPOSALS (LRT-15-11) (DEC 2001) DEVIATION

Offerors shall submit cost proposals in three (3) hard copies and on a CD compatible with IBM equipment for each of the following:

- 1) A summary proposal for the entire contract period
- 2) For the Base contract period:
  - i) a Summary Proposal (assume all options to be exercised)
  - ii) a proposal for the base (6,500 hours)
  - iii) a proposal for the 1,000-hour increment
  - iv) a proposal for the total of the options for increased quantity (1,000 X 10 = 10,000 hours)
- 3) For Option I, Option II, Option III, & Option IV contract periods:
  - i) a Summary Proposal (assume all options to be exercised)
  - ii) a proposal for the base (6,500 hours)
  - iii) a proposal for the 1,000-hour increment
  - iv) a proposal for the total of the options for increased quantity (1,000 X 10 = 10,000 hours)

Additionally, offerors shall submit a chart outlining the level of effort in hours and associated costs for the prime contractor and each team subcontractor (including interdivisional transfers and/or subsidiaries, if any) for:

- 1) The base period base quantity.
- 2) The base period option for increased quantity.
- 3) The Option I period basic quantity.
- 4) The Option I period option for increased quantity.
- 5) The Option II period basic quantity.
- 6) The Option II period option for increased quantity.
- 7) The Option III period basic quantity.
- 8) The Option III period option for increased quantity.
- 9) The Option IV period basic quantity.
- 10) The Option IV period option for increased quantity.
- 11) The total contract.

Offerors shall submit a similar chart outlining travel and ODCs for the prime contractor and each team subcontractor (including interdivisional transfers and/or subsidiaries) for the periods and optional increments outlined above.

In addition to the instructions set forth in paragraph (b) of the provision entitled "Instructions for the Preparation of Technical and Cost or Pricing Proposals," offerors shall submit a chart showing each firm's (prime and subcontractors) fully loaded hourly rate for each period and optional increment. The fully loaded rates should be a computation (total cost divided by total technical hours) based on the end result of your cost proposal.

Offerors shall provide a summary chart of the professional skill mix by the RFP specified labor categories (Prof. Level 4, Prof. Level 3, etc.) for the prime contractor and each team subcontractor (including interdivisional transfers and/or subsidiaries).

Offerors shall submit the following information regarding indirect costs:

- 1) State the basis of proposed indirect rates;
- 2) If the rates are based upon a written agreement with a Government agency, then the offeror is required to provide a copy of the referenced agreement as an attachment to the cost proposal.
- 3) If the rates have been accepted by a Government agency other than by a written agreement, then the offeror shall state this in the cost proposal and shall provide information as to when and by whom the rates were accepted.

Offerors will prepare proposals by computer and shall submit a computer disk (CD) of the proposal and supporting cost data (including all rates, factors and formulas) using EXCEL. The CD shall be compatible with the IBM personal computer.

Proposals should include the results of the Prime Contractor's evaluation of subcontract cost as required by FAR 15.404-3(b)(2).

## **SECTION M - EVALUATION FACTORS FOR AWARD**

### **M.1 EPA SOURCE EVALUATION AND SELECTION PROCEDURES--NEGOTIATED PROCUREMENTS (EPAAR 1552.215-70) (AUG 1999)**

(a) The Government will perform source selection in accordance with FAR part 15 and the EPA Source Evaluation and Selection Procedures in EPAAR part 1515 (48 CFR part 1515). The significant features of this procedure are:

SOL-NC-13-00024  
Amendment 2

(1) The Government will perform either cost analysis or price analysis of the offeror's cost/business proposal in accordance with FAR parts 15 and 31, as appropriate. In addition, the Government will also evaluate proposals to determine contract cost or price realism.

Cost or price realism relates to an offeror's demonstrating that the proposed cost or price provides an adequate reflection of the offeror's understanding of the requirements of this solicitation, i.e., that the cost or price is not unrealistically low or unreasonably high.

(2) The Government will evaluate technical proposals as specified in 1552.215–71, Evaluation Factors for Award.

(b) In addition to evaluation of the previously discussed elements, the Government will consider in any award decision the responsibility factors set forth in FAR Part 9.

(End of provision)

M.2 EVALUATION FACTORS FOR AWARD (EPAAR 1552.215-71) (AUG 1999)

(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.

(b) Technical Evaluation factors:

Proposals will be evaluated using six (6) major factors: Technical Approach, Past Performance, Qualifications of Personnel, Management Plan, Quality Assurance/Quality Control, and Small-Disadvantaged Business (SDB) Participation. The specific factors of importance under each major factor are listed below, with the maximum point value for each in parentheses. Maximum total points = 100. Except as specifically noted, all subfactors within each factor section will be considered of equal importance.

Evaluation factors and significant subfactors to determine the quality of product or service:

(WEIGHT)

I. Technical Approach – 40 points

This factor is intended as a measure of the offeror's ability to manage a variety of concurrent work assignments for objectives described in the statement of work. The proposed technical approach will be evaluated based on the demonstrated understanding of, and approach to, performing the tasks listed in the statement of work (SOW).

Offerors must show:

A. *Project Management – (20 points)*

The offeror will be evaluated on its organizational structure, commitment of personnel, ability to match the right personnel expertise to each task, scheduling and cost control, personnel supervision and training, procedures for replacing lost key personnel, and communications (access to and use of e-mail and other technological tools) processes. Offerors will be evaluated on the proposed structure for managing the contract, detailing how work will be managed and distributed between the contractor and any proposed subcontractors and consultants. Offerors must provide specific examples which illustrate project management abilities.

*B. Understanding of the Statement of Work – (20 points)*

The offeror will be evaluated on its knowledge and understanding of the Clean Air Act; understanding of the different Clean Air Act standard setting processes; a general understanding of benefits analysis as described in the SOW, including an understanding of the challenges associated with the development of technical and scientific analysis, and the practices and methodologies currently accepted by EPA/the scientific community and the overall trajectory of the science. Offerors will be evaluated on their ability to identify outdated assumptions, tools, or data – and the ability to provide recommendations on approaches that reflect evolving scientific literature. Offerors must address each SOW task individually and describe the methods and processes used to complete the task.

**II. Past Performance – (20 points)**

The offeror will be evaluated on successful past performance of the offeror and any major subcontractors as evidenced by information gathered concerning the identified list of contracts and subcontracts completed during the past three years and those currently in process for similar work. Examples of work that would be considered similar include: (1) review data inputs and technical support documents, (2) develop methods and databases for benefits and risk analyses, (3) conduct benefits analyses, (4) conduct and support risk analyses, (5) prepare profiles of affected entities, (6) develop analysis methods and conduct economic analyses, (7) develop control strategies and conduct emissions inventory, air quality, and control cost analyses, (8) conduct surveys and focus group sessions, (9) review and revise resource manuals, (10) revise analyses and related documentation, (11) prepare docket materials and reference documents, (12) provide technical and administrative support for workshops, seminars, meetings, public hearings, and peer review panels, (13) provide support for responses to public comments, and (14) conduct training on models or methods and provide support for modeling and software development. These fourteen areas are defined as established in the contract SOW. The offeror's past performance will be evaluated based on the information obtained through the Past Performance Questionnaire (see Section J which identifies this attachment.), and other sources.

As addressed in the section L Provision entitled, Past Performance Information, offerors shall submit information on the five most recent contracts and subcontracts for similar work completed during the past three years and all similar contracts and subcontracts currently in process. In addition to the five contract and subcontracts, information on similar contracts with other Federal, State, and local governments and commercial businesses may be included. Information should be provided as indicated in the provision found in Section L. If an offeror has no available past performance, a neutral rating of adequate (a score of "3") will be assigned for the past performance factors.

**III. Qualifications of Personnel (20 points)**

The offeror will be evaluated on resumes which describe specific, relevant, experience and availability for all personnel in providing recent service similar in scope to those described in the SOW. The offeror shall provide contract numbers, dates and Project Managers/Team Leaders for projects listed. Offerors should specifically address the expertise/experience of the proposed individuals as described in the clause entitled "Definition of Labor Classifications" of the solicitation. The offeror shall include similar information for any consultants or subcontractors required for this contractual effort. The offeror will be evaluated on its expertise in the following areas:

*A. Knowledge of Clean Air Act and Benefits and Risk Analysis – (5 points)*

Offerors will be evaluated on its proposed relevant personnel experience as it relates to benefits and risk analysis and regulatory activities under the Clean Air Act, including relevant working knowledge of and/or experience in the regulatory development process, i.e., those pertaining to Title I and other associated Titles of the Act dealing with protection of air quality.

*B. Benefits Analysis Development – (5 points)*

The offeror will be evaluated on its experience in quantifying and estimating the economic value of changes in air quality. The offeror will be evaluated on its knowledge of the critical scientific literature used to quantify these outcomes, include epidemiology, toxicology and economics. The offeror will be evaluated on its relevant experience in technical and scientific reviews of relevant documents, studies, etc., produced here and abroad, to support regulatory development.

*C. Database Development and Benefits and Risk Analysis Tools and Models – (5 points)*

The offeror will be evaluated on its relevant experience in benefits and risk analysis, including databases for data related to human activity, demography, geography, ecosystem, micro-environmental and ambient emissions; indoor air emissions; and health-criteria. The offeror will be evaluated on experience in the use of existing benefits and risk modeling tools (i.e., performing model enhancements, updating databases, debugging code, and porting models to new operating systems).

*D. Administrative Support – (5 points)*

The offeror will be evaluated on demonstrated experience in the production of clean, concise, high quality, and effective presentation materials. The offeror will be evaluated on the demonstrated ability to effectively assign qualified personnel for peer review. The offeror will be evaluated on its experience in facilitation and logistical support for meetings/hearings. The offeror will be evaluated on its experience in communication and outreach activities.

IV. Management Plan

10 points

This section is specifically referring to the offeror's management chain. This rating will be based on the responsiveness of the proposed management system in achieving the contract effort objective, in terms of management structure, the lines of responsibility, supervision, communication, and the assignment of key managerial personnel. The management plan must demonstrate effective administrative information gathering and sharing within the management process throughout the contract. The offeror will be evaluated on the ability to successfully manage all aspects of the contract, using a creative approach and state-of-the-art business techniques. Specific information regarding the following areas should be provided:

*A. Management Structure – (5 points)*

Offerors must include in the management structure section, identification of key project personnel (i.e., Program Managers and Deputy Program Managers) that will fulfill the requirements of each SOW task area and their specific responsibilities; describe the position in the management structure each individual will fill, by technical discipline or by supervisory title; the percentage of time each individual manager will devote to this contract effort; the method for replacing key management personnel; and, where applicable, identify manager's supervisory roles. Also, offerors should describe any anticipated management staffing changes required for this contract effort.

*B. Subcontracting plan – (5 points)*

The offeror will be evaluated on the qualifications of all proposed consultants, and/or subcontractors, their precise purpose in the overall effort, and the hours anticipated for each. Letters of agreement shall be proposed for individuals not currently employed.

V. Quality Assurance/Quality Control

5 points

Offeror's will be evaluated on their demonstrated ability to respond to the Quality Assurance/Quality Control

SOL-NC-13-00024  
Amendment 2

Program as addressed by the offeror's QA/QC Program Plan (See Section E of the solicitation)

VI. Small, Disadvantaged Business (SDB) Participation 5 points

Offerors shall submit the specific identification of SDB's proposed to participate in performance of the contract and the extent of their participation in terms of the value of the total subcontract dollars based upon the Agency's SDB subcontracting goals of 5%, offerors will be evaluated as follows: 5 points for SDB participation greater than 150% of the Agency goal, 4 points for SDB participation of greater than 100% and up to 150% of the Agency goal, 3 points for SDB participation at 100% of the Agency goal, 2 points for SDB participation greater than 50% and less than 100% of the Agency goal, 1 point for SDB participation greater than 0% and up to 50% of the Agency goal, and 0 points for no SDB participation.

Total Points: 100

M.3 EVALUATION OF CONTRACT OPTIONS (EPAAR 1552.217-70) (APR 1984)

For award purposes, in addition to an offeror's response to the basic requirement, the Government will evaluate its response to all options, both technical and cost. Evaluation of options will not obligate the Government to exercise the options. For this solicitation the options are as specified in Section H.

M.4 EVALUATION OF CONFLICT OF INTEREST PLAN (LRT-09-07) (DEC 2001)

The plan described in Section L entitled, "Conflict of Interest Plan" will be evaluated as acceptable or not acceptable. Notwithstanding the evaluation of an offeror with respect to the technical evaluation factors or the evaluation of an offeror's cost, an offeror that submits a plan that ultimately is unacceptable after the completion of negotiations will not be eligible for a contract award. The contractor's COI plan will be evaluated as part of the contractor's responsibility determination.