

**Announcement, Statement of Work, and Terms & Conditions
for Student Services Contract
Office of Research and Development (ORD)
Office of Science Information Management (OSIM)
Cincinnati, Ohio**

SOFTWARE APPLICATION SUPPORT

1. Project Description

The Office of Science Information Management (OSIM), part of the Office of Research and Development (ORD) at the U.S. Environmental Protection Agency located in Cincinnati, Ohio, oversees numerous information management systems and provides leadership with enterprise information management and technology operations and support. There are two primary on-going efforts requiring support.

Application Inventory: OSIM is in the process of improving application planning and management in ORD. A major component of the program is the development of single, centralized data base containing metadata on all ORD applications designed to serve as an ongoing resource for application developers in ORD, decrease redundancy, improve the quality of responses to data calls and improve compliance with agency IM/IT policies. The interim inventory was developed and initially populated with data from a number of sources including the RAPs and other agency and ORD systems. OSIM is seeking a student to conduct interviews to verify/ collect metadata for existing applications and to identify new applications.

Developing and Deploying EPA Software - Community of Practice (CoP): A cross-Agency group (including staff from ORD, CREM, and OEI) has identified challenges associated with development and deployment of EPA software (DDES). The group has formed a community of practice (CoP) and ad-hoc committees to address cross-Agency DDES issues, with the intent of increasing efficiency and innovation. As environmental problems have evolved to require transdisciplinary solutions, it is necessary to build systems that integrate software from across domain groups. This scale of integration presents new challenges with respect to both science (semantics and ontologies) and technology (software languages, file formats, platforms, operating systems). To achieve efficient and quality integration it will require that domain-specific software components and systems be designed, implemented, and deployed for reuse and interoperability by the larger community. This, in turn, will require that the community of environmental science software developers adopt common standards and practices to enable integration (i.e., reuse and interoperability). OSIM requires support in this area, which may include reviewing requirements, standards, metadata, or other related information and organizing/maintaining the information according to specific instructions.

The OSIM is seeking individuals, at least 18 years of age who have completed a Bachelor's degree, preferably in one of the following disciplines: Environmental Science/Engineering/or other Science Degree, Information Management, Mathematics, Software Engineering, Computer Science, or Information Science. Potentially, one (1) student contractor position may be filled through this announcement, but additional awards may result from this announcement if found to be in the best interest of the Government.

2. Description of Student Services

For the application inventory, the student contractor will perform duties such as:

1. Evaluating the inventory metadata to identify duplicate entries
2. Making preliminary contact with application owners to obtain clarifying information including the status of an application

3. Interviewing application owners to update/create metadata
4. Identifying applications that need to be retired/decommissioned
5. Completing standard forms as required by the evaluation process and posting forms to OSIM share drive
6. Communicating information back to the application owner
7. Identifying and assessing new applications and working with application owners to add metadata to inventory;
8. Performing other duties as required (see below)

For the DDES, the student contractor will perform duties such as:

1. Reviewing requirements, standards, metadata, and other related information according to specific instructions
2. Organizing and maintaining information related to the CoP either on a share drive or on a SharePoint site or web site
3. Participating on conference calls and webinars
4. Assisting with workshop preparation, implementation, and post-workshop activities

Other duties as required: The student may also be asked to assist with day-to-day activities including:

- Responding to requests related to the R user group or Geospatial user group
- Capturing minutes from meetings
- Responding to data calls
- Updating web sites
- Creating/Maintaining spreadsheets and reports
- Assisting with application requirements related to hosting, privacy, security, etc.
- Assisting with managing SharePoint sites
- Supporting other divisions in OSIM with IM/IT needs

Quality Assurance: Activities conducted by the student contractor will be governed by the EPA quality system, as described in the approved Quality Management Plan for the Office of Science Information Management. Therefore, the student contractor must consult with the Mentor or OSIM's quality assurance manager prior to beginning work to ensure compliance with current QA processes and documents. Additionally, throughout performance of the contract, the student contractor(s) will maintain computer files and documentation so that work products can be reviewed for accuracy.

3. Period of Performance

The period of performance of this order is one year from Date-of-Award.

There is one (1) additional 12 month option period that may be exercised through a mutual agreement of the parties. The maximum period of performance for the total contract shall not-to-exceed 24 months from the date of award if the optional period is exercised.

Part-time to Full-time Schedule; 20 - 40 hours per week, for a maximum NOT-TO-EXCEED of 2,080 hours per period. If additional option periods are exercised, the student contractor may work up to 40 hours per week for a maximum NOT-TO-EXCEED of 2,080 hours per period hours under each additional option period, or a maximum of 4,160 hours for the total contract.

Students or recent graduates may bill their time and be compensated in increments of a quarter of an hour. If the student or recent graduate works eight minutes or more, the total will be rounded up and seven minutes or less the total will be rounded down (on a daily basis).

4. Work Hours/Conditions

Work hours are between 07:00 AM to 06:00 PM Monday thru Friday. This position is based on a maximum of forty (40) hour work week. The student contractor's schedule will be discussed and approved by the Contracting Officer Representative. The contractor is may be authorized to work beyond 40 hours per week if the total number of hours incurred does not exceed the maximum of 2,080 hours per period of the contract. Hours in excess of forty (40) per week will NOT be authorized for overtime pay.

Work will be performed in an office environment in Cincinnati, Ohio. The student contractor will be supervised by a Mentor who will provide day-to-day direction, coach, provide advice, and review the student contractors' work.

Minimal travel is anticipated as part of this position.

5. Required Expertise, Skills, Education, and/or Experience

The student contractor(s) shall have:

- an Associate's, Bachelor's, or Graduate degree from an accredited college or university within the last two years; or
- Is currently enrolled as a student in good standing in a bachelor's, graduate or doctoral degree program at a recognized educational institution (with at least 60 undergraduate credit hours).

Desired Expertise, Skills, Education, and/or Experience:

- A degree, degree program, or concentration of in one of the following disciplines: Environmental Science/Engineering/or other Science Degree, Information Management, Mathematics, Software Engineering, Computer Science, or Information Science
- Strong communication skills (i.e., oral, written,), including effective multi-media technical communications and interpersonal communications
- A high level of familiarity and comfort with using a variety of software applications.
- Ability to work well independently as well as in a team
- Proactive - able to operate effectively with minimal management and act in anticipation of future problems, needs, or changes
- Scientific modeling or software application development experience a plus.

6. Acknowledgment of Special Terms

The signed acknowledgment of special terms is required for performance of this position. No work may be performed under a resulting order unless and until the student or recent graduate has signed and returned the acknowledgment form to the Contracting Officer.

7. Background Check and Suitability Determinations

Students or recent graduates who perform under contract to EPA are required to undergo background checks and checks for FBI fingerprint files and suitability determinations by EPA. Upon award, the Program Office will provide students or recent graduates with instructions for completing the required forms for submission.

The students or recent graduates must return the completed forms to the Program Office at least 14 business days prior to reporting for work. If there are not 14 business days available, the student or recent graduate will provide the completed forms to the Contracting Officer's Representative when he/she reports for his/her first day of work, which shall be forwarded to the Contracting Officer upon receipt.

Unless directed otherwise, the Contracting Officer is responsible for the submission of the forms to EPA's Office of Administration to process the background check and to make the suitability determination. If a background check reveals information that the student or recent graduate represents a risk to the interests of EPA, the Contracting Officer will immediately terminate the award. Please see "Attachment to Work Statement Agency Personal Verification Procedures for Contractor Personnel October 2006" below.

8. Electronic Funds Transfer

Students or recent graduates who perform under contract to 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) prior to award.

9. System for Award Management (SAM) & Dun and Bradstreet Requirements

Students or recent graduates who perform under contract to EPA must register with the System for Award Management (SAM) & Dun and Bradstreet (D&B).

Failure to register may adversely affect receiving award or being paid. Student or recent graduate contractors are required to provide the following business information only once to this common Government-wide data source: their Taxpayer Identification Number (Social Security Number or Employer Identification), Electronic Funds Transfer (EFT) information, and DUNS number.

To register with D&B and obtain a DUNS number, selected students or recent graduates can call D&B at 1-866-705-5711 or contact D&B at <http://www.dnb.com/update>. To register for the SAM, students or recent graduates contact SAM at <http://www.sam.gov>. There is no charge to register for DUNS or SAM.

10. Principal Duty Station

Work will be performed at the following address:

26 West Martin Luther King Drive
Mail Code: W136A
Cincinnati, OH 45268

The student or recent graduate may enter the building only during business hours or when a project member is present.

11. Compensation

The minimum level of education required for this position is an Associate's degree or equivalent education (two (2) years of college or 60 credit hours). The hourly rate of pay is commensurate with the minimum level of education and experience is as follows:

2 or more years of college	\$19.07 per hr
BA/BS	\$22.22 per hr
BA/BS completed + 1 yr of grad school	\$27.12 per hr
MA/MS	\$29.85 per hr
Pre-PhD	\$35.92 per hr

Students who have more years of education or who obtain a degree while work is underway do not move to a pay rate higher than set forth above for work that does not exceed 2 years.

These rates include the cost of self-employment taxes for social security and Medicare.

Student contractors are responsible for all cost of transportation to and from the principal duty station location. The Government does not provide housing, meals, or other living expenses while working at the principal duty station.

12. Billable Hours

Hours shown in the award are estimates. EPA will pay students or recent graduates only for the number of hours actually worked. As self-employed contractors, students or recent graduates do not accrue leave or holiday benefits. EPA will *not* pay for any non-work hours, regardless of the reason why the Agency/building is closed. This includes scheduled Government holidays, unscheduled holidays, or any other unscheduled closure (e.g., inclement weather, furloughs, security reasons.) When the Government decides to close the building after the student or recent graduate has reported to work, the Government will pay only for the hours worked before closure. Students or recent graduates may bill their time and be compensated in increments of a quarter of an hour. If the student or recent graduate works eight minutes or more, the total will be rounded up if and seven minutes or less, the total will be rounded down (on a daily basis).

13. Overtime and Withholdings

Student contractors will be paid the basic hourly rate only for the number of hours worked and do not receive overtime premium for any hours worked beyond the 40 hour week, if authorized.

As contractors, Federal, state or local income taxes or Social Security (FICA) payments will *not* be deducted from payments. Students or recent graduates, who are not employed by any other employer, whose net earnings are \$400 or more, must pay self-employment taxes to pay into the Social Security and Medicare trust funds. The student is responsible for paying all Federal, State, or local income taxes required as a result of income received under this order.

Additionally, as self-employed contractors, students or recent graduates performing under these contracts are exempt from the Fair Labor Standards Act and the Service Contract Act.

14. Invoicing and Payments

All payments will be made through electronic funds transfer (EFT). The student or recent graduate shall submit the original copy of invoices for payment to the EPA finance center (FC) designated in the award, with copies to the CO, COR, and Mentor. The student or EPA-FC will forward complete and proper invoices to the COR for review and acceptance. The student or recent graduate may submit invoices biweekly.

Once the COR has accepted the services by approving the invoice, EPA-FC will endeavor to pay all invoices for these services within two weeks after receipt of a proper invoice. However, EPA is not obligated to make payment before the 30th day, as provided in the Prompt Payment clause. Students or recent graduates who submit timely invoices and do not receive payment within the 30 days stipulated in the Prompt Payment Act are entitled to interest payments as prescribed in the clause.

To be considered a complete and proper invoice, the invoice must include the following information:

- Contractor name
- Invoice Date
- Award number
- Billing period (dates covered by the invoice)
- Daily record of hours worked

- Total number of hours worked during the billing period

15. Contracting Officers Representatives and Mentors

Contracting Officer's Representative: the Contracting Officer's Representative (COR) is the primary representative of the Contracting Officer and is responsible for technical direction and certifying that services were received and accepted. CORs do not have the authority to issue any technical direction which changes or modifies the scope of work or alters the period of performance of the order. The COR may also serve as a mentor.

The COR for this order is:

TBD

Mentor: the mentor is a Government employee who provides the day-to-day direction, coaches, advises, counsels, provides guidance and support to the student or recent graduate in their work. Mentors review the student's or recent graduate's work and provide input to the COR on the quality and quantity of this work. Mentors do *not* perform acquisition functions, such as approval of invoices.

The Mentor for this order is:

TBD

16. Technical Direction

The performance required by this order shall be subject to the technical direction of the COR or Mentor as identified below. As used here, the term "technical direction" is defined as direction to the student or recent graduate that fills in details, suggests possible lines of approach, or otherwise supplements the scope of the work set forth and shall not constitute a new assignment, and does not supersede or modify any article or clause of this order.

The COR and Mentor is not authorized to perform, formally or informally, any of the following actions:

- a. Promise, award, agree to award, or execute any contract, contract modification, or notice of intent that changes or may change this order;
- b. Waive or agree to modification of the delivery schedule;
- c. Make any final decision on any contract matter subject to the Disputes Clause;
- d. Terminate, for any reason, the student's or recent graduate's right to proceed;
- e. Obligate in any way, the payment of money by the Government. Only a Contracting Officer is authorized to obligate funds on this or any other contract action.

The student or recent graduate shall immediately notify the Contracting Officer in writing if the COR or Mentor has taken any action (or fails to take action) or issues direction (written or oral) that the student or recent graduate considers to exceed the above limitations.

Only the Contracting Officer may designate a new COR.

17. Termination

FAR clause 52.249-12, Termination (Personal Services) (APR 1984) is incorporated into this order by reference and applies in place of the termination language at 52.213-4(f) and (g). The Government may terminate this order for cause in the event students or recent graduates fail to comply with any terms and conditions, including those listed in the Acknowledgment of Special Terms, repeatedly fail to report on scheduled work days, or otherwise fail to perform services under this order.

Additionally, false statements on resumes are grounds for termination as well as results of background checks that reveal information that the student represents a risk to the interests of EPA. If the order is terminated for cause, students or recent graduates are paid only for hours worked to the point of termination and will not receive the 15 day notice described in clause 52.249-12, "Termination (Personal Services)".

18. Agency Personal Verification Procedures for Contractor Personnel (October 2006)

Background

Homeland Security Presidential Directive 12 (HSPD-12), signed on August 27, 2004, requires a Government-wide, common identification standard for all Federal and contractor employees requiring physical access to Federally controlled facilities and/or logical access to Federally controlled information systems. The goals of HSPD-12 are to enhance safety and security, increase Government efficiency, reduce identity fraud, and protect personal privacy.

HSPD-12 requires that the common identification be: (a) issued based on sound criteria for verifying an individual employee's identity; (b) strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation; (c) rapidly authenticated electronically; and (d) issued by providers whose reliability has been established by an official accreditation process.

HSPD-12 and its common identification standard require personal identity verification (PIV), background investigations, and suitability determinations for all affected contractor and subcontractor personnel. In accordance with FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel, contractors and subcontractors must comply with EPA's master plan for implementing HSPD-12.

a) Contractor Requirements for Personal Identity Verification of Contractor Personnel (including subcontractors)

Contractor Employees Requiring Access to EPA facilities or EPA Information Systems for at Least 24 Hours a Week for at Least 6 Months: All individual contractor employees whose work under the contract requires on-site access to an EPA controlled facility or logical access to an EPA information system for at least 24 hours a week for at least 6 months a year, will be required to undergo a background investigation in order to receive an EPA Personnel Access and Security System (EPASS) badge.

To begin the PIV process, the contractor should submit to the Contracting Officer Representative (COR) within ten (10) days of contract award or contract modification with this Attachment to Work Statement "Agency Personal Verification Procedures for Contractor Personnel," the following information in electronic format via secure means using the HSPD-12 Contractor Template found at

<http://epa.gov.oam/>. The template was developed to assist in the transmission of the required contractor employee information in a uniform format. The template also contains drop down menus when entering data in various data cells. Specifically, the 8 data elements, Employee Type, Program Office, Work City and State, Birth State, Birth Country, Citizenship, Previous Investigation and Investigative Agency, contain drop down menus.

- Contract number;
- Contract expiration date;
- Name, address, and phone number of the Contractor Program Manager point of contact;
- Name, date of birth, place of birth (city, state, country), and Social Security Number for all contractor employees identified above. (NOTE: This information must be protected at all times, including during transmission, according to the requirements of the Privacy Act of 1974; see <http://www.epa.gov/privacy/>);
- Employee Type, Position, Email address, Program Office, Work City and State,
- An indication of which contractor employees are foreign nationals;
- Name of each contractor employee claiming to have a previous, favorably adjudicated Federal background investigation on record, and the name of the Federal Agency that required the investigation, and the completion date.

The contract-level COR will upload this information to the Office of Administrative Services Information System (OASIS) personnel security database.

After submission of the preliminary information, the contractor will be notified by the contract-level COR or PSB when to begin providing all information on Standard Form (SF) 85P, Questionnaire for Public Trust Positions, and submit the form electronically to PSB via the Office of Personnel Management's (OPM's) Electronic Questionnaires for Investigations Processing (e-QIP) system. Instructions for using e-QIP, filling out, and submitting the SF 85P on-line, can be found at <http://www.opm.gov/e-qip/reference.asp>. As part of the investigative and EPASS badging processes, contractor employees must be fingerprinted, photographed and provide two forms of identification, at a time and location specified by the COR. These fingerprints will be sent to the Federal Bureau of Investigation (FBI) for processing.

Contractor employees with a favorably adjudicated Federal background investigation at the National Agency Check and Inquiries (NACI) level or above, completed within the past 5 years and verified by EPA, do not require an additional investigation unless one is requested by the Contracting Officer (CO) or contract-level Contracting Officer Representative (COR). These employees must still be fingerprinted at a time and location specified by the COR.

In order to prevent any interruption of contractor services pending the completion of the OPM background investigation, the Office of Administrative Services (OAS) Security Management Division (SMD) has procedures in place to issue temporary or provisional badges.

When reporting in person, as directed by the contract-level COR, contractor employees must provide two forms of original identity source documents from the lists on Form I-9, OMB No.1615-0047, Employment Eligibility Verification (available at <http://www.uscis.gov/graphics/formsfee/forms/files/i-9.pdf>). At least one document shall be a valid State or Federal Government-issued picture identification.

Contractor Employees Requiring EPA Access for Less than 24 Hours a Week for 6 Months:

These contractor employees may be subject to the above requirements, and may have limited and controlled access to facilities and information systems.

Foreign National Contractor Employees: To be eligible to work on-site at an EPA controlled facility or to access EPA information systems, a foreign national contractor employee must have been admitted to the U.S. on an Immigrant Visa or a Non-Immigrant Work Authorization Visa. Foreign nationals requiring access to an EPA controlled facility or EPA information system for at least 24 hours a week for at least 6 months a year must meet the above requirements for an EPASS badge, and in addition:

- In the "Continuation Space" on the SF 85P, provide the visa number, issuance location, and issuance date for the visa used for entry to the U.S;
- When presenting two identification source documents, as described above, provide at least one from List A on Form 1-9.

When determining a foreign national contractor employee's eligibility for an EPASS badge, EPA will consider the type of visa presented (immigrant vs. non-immigrant) and the reciprocity agreement between the U.S. and the individual's country of origin. These considerations are in addition to the "red flag" issues listed below.

Screening of the SF 85P: Information contained on the SF 85P may demonstrate that a contractor employee is not suitable to be given access to EPA facilities or information systems. PSB will screen information entered on the SF 85P prior to OPM initiating the background investigation. For individuals with admitted, derogatory information, issuance of an EPASS badge may be delayed pending further EPA review. Contractors are responsible for providing qualified personnel in accordance with requirements stated elsewhere in this contract. Contractors will only be notified by the COR if any contractor employee is found unsuitable to perform as a result of a background investigation, and must be immediately replaced by the contractor. The following are possible "red flags":

- Employment - Having been fired from a previous job, or having left under unfavorable circumstances within the past 7 years (Question 12 on the SF 85P);
- Selective Service - Failure to register with the Selective Service System; this applies to male applicants born after December 31, 1959 (Question 17 on the SF 85P);
- Police Records - Within the past 7 years, any arrest, charge, or conviction that has been upheld for violent or dangerous behavior or a pattern of arrests that demonstrates disregard for the law (Question 20 on the SF 85P);
- Illegal Drugs - Illegal use within the previous year, or drug manufacture or other involvement for profit within the past 7 years (Question 21 on the SF 85P).

b) Returning Badges

The contractor is responsible for ensuring that all badges are returned to the COR at the conclusion of the contract or when contractor on-site services are no longer required, or when an individual contractor employee leaves.

c) Subcontracts

These requirements must be incorporated into all subcontracts wherein employees' work under the subcontract requires physical access to an EPA controlled facility or logical access to an EPA information system for 6 months or longer.

d) Appeals

Contractors have the right to appeal, in writing to the COR, a determination to deny or revoke a badge. If the COR believes an appeal is justified, he/she will forward it to:

U.S. Environmental Protection Agency
Personnel Security Branch (Mail Code 3206M)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

PSB's decision on behalf of the Agency will be final and not subject to further appeal.

e) Definitions

- "EPA Information System" means an information system [44 U.S.C. 3502(8)] used or operated by EPA, or a contractor of EPA or other organization on behalf of the Agency.
- "EPA Controlled Facilities" means:
 - EPA or Federally-owned buildings or leased space, whether for single or multi-tenant occupancy, and its grounds and approaches, all or any portion of which are under the jurisdiction, custody or control of the Agency;
 - EPA or Federally controlled commercial space shared with non-government tenants. For example, if a department or agency leased the 10th floor of a commercial building, the Directive applies to the 10th floor only;
 - Government-owned contractor-operated facilities, including laboratories;
 - The term does not apply to educational institutions that conduct activities on behalf of departments or the agency or at which Federal Employees are hosted unless specifically designated as such by the sponsoring department or agency.
- "Foreign National" means an individual who is not a United States citizen.

20. Required Clauses

The following clauses will be applicable to the resulting contract.

Federal Acquisition Regulation (FAR) Clauses:

Number	Title	Date
52.213-04	Terms and Conditions – Simplified Acquisitions (Other than Commercial Items)	MAR 2012
52.227-17	Rights in Data – Special Works	DEC 2007
52.232-3	Payments under Personal Services Contracts	APR 1984
52.232-25	Prompt Payment	OCT 2008

52.232-33	Payment by Electronic Funds Transfer – Central Contractor Registration	OCT 2003
52.233-01 Alt.1	Disputes – Alternate I	JUL 2002
52.249-12	Termination (Personal Services)	APR 1984

EPA Acquisition Regulation (EPAAR) Clauses:

Number	Title	Date
1552.209-70	Organizational Conflict of Interest Notification	APR 1984
1552.209-71	Organizational Conflict of Interest	MAY 1994
1552.211-79	Compliance with EPA Policies for Information Resources Management	JAN 2012
1552.217-75	Option to Extend the Effective Period of the Contract – Time and Materials or Labor Hour Contract	APR 1984
1552.235-71	Treatment of Confidential Business Information	APR 1984
1552.235-73	Access to Federal Insecticide, Fungicide, and Rodenticide Act Confidential Business Information	APR 1996
1552.235-75	Access to Toxic Substances Control Act Confidential Business Information	APR 1996
1552.235-76	Treatment of Confidential Business Information (TSCA)	APR 1996
1552.235-77	Data Security for Federal Insecticide, Fungicide, and Rodenticide Act Confidential Business Information	DEC 1997
1552.235-79	Data Security for Toxic Substances Control Act Confidential Business Information	APR 1996
1552.235-80	Access to Confidential Business Information	OCT 2000

Full texts of FAR clauses are available at: <http://www.epa.gov/oam/ptod/far.pdf> and
EPAAR clauses are available at: <http://www.epa.gov/oam/ptod/epaar.pdf>.

21. Evaluation Criteria

The following technical factors will be used to evaluate the strengths and weaknesses of each student's resume in descending order of importance.

Phase I: Evaluation of Resume Package

A. Academic Qualifications

- Satisfactory Completion of an Associate's degree, or two years (60 credit hours) of college credit in an ongoing program of study. *Note: Candidates who do not meet this criteria at the time of evaluation will not be considered for award or further evaluation.*
- A Bachelor's degree or equivalent education. Candidates whose degree, degree program, or concentration is in the following disciplines will be rated more favorably: Environmental Science/Engineering/or other Science Degrees, Information Management, Mathematics, Software Engineering, Computer Science, or Information Science
- Extent and relevance of coursework in Environmental Science/Engineering/other science programs, Information Management, Mathematics, Software Engineering, Computer Science, or Information Science as determined by the total number of credits completed in these disciplines.

- Quality of academic work overall and in related coursework as reflected by a GPA of 3.0 or above and other information submitted.

B. Demonstrated Skills and Experience

- Extent and relevancy of experience (paid, academic, school-based extracurricular, and/or volunteer) and/or training related to defined in section 2 herein. Familiarity with scientific terminology, software application development, software life cycle stages, and/or project management will be rated more favorably.
- Extent and relevancy of experience (paid, academic, school-based extracurricular, and/or volunteer) training, and demonstrated familiarity in data analysis and information management.
- Communication and multimedia/technical skills
- Interpersonal communication skills
- Ability to work in teams effectively as evidenced by extracurricular activities and complex team-based projects and/or assignments

Phase II: Evaluation of Personal Interviews

Personal interviews may be conducted with the most highly qualified candidates.

22. Student Resume Packages / Application

Student or recent graduates' resume packages / applications shall include:

A. Resume of no more than two (2) pages of text in length containing the following information:

- Full legal name
- Mailing address
- Email address
- Telephone number
- Social Security Number (optional)
- Date of Birth (optional)
- Place of Birth (optional)
- Statement of college or university attended with dates and GPA
- Citizenship or immigration/visa status (if not U.S. citizen, documentary evidence from USCIS)
- Description or list of coursework relevant to the Statement of Work
- Experience in or related to the subject matter (paid, academic, school-based extracurricular, and/or volunteer)

Note: If resume exceeds 2 pages, additional pages will not be evaluated.

B. Copy of Transcript(s) (Unofficial Transcript is acceptable)

If all of the information stated herein is not submitted by the deadline listed below, the applicant may not be considered for award.

Please note: *The Government will make contract awards based on all other factors other than price (students'/recent graduates' knowledge and skills, academic and work experience -- training and course work as it relates to the services described in the Announcement) being significantly more important than price.*

Exclusion of Sources: Non-U.S. citizens may be eligible to participate, depending on their immigration status and the applicable regulations of the BCIS. However, foreign students in the U.S., under F-1 visas, are usually not able to participate in this program due to USCIS restrictions for off-campus work.

EPA employees, their spouses, and children are not eligible to participate in this program and to receive this contract.

23. Instructions for the Submission of Resume Packages

Applicants shall submit all application documents simultaneously in PDF format to JOSEPH W. HICKS at HICKS.JOSEPH@EPA.GOV. The deadline for submissions is midnight Eastern Time, Wednesday, July 9th, 2014.

Applicants are responsible for submitting resume packages so that they reach the Government office designated by the time specified. Any proposal received at the Government office designated after the exact time specified for receipt is "late" and will not be considered unless it is received before award is made, and the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition and:

1. It was transmitted electronically and received at the initial point of entry to the Government infrastructure not later than 5:00 pm, one working day prior to the date established for receipt; or
2. There is acceptable evidence to establish it was received at the Government installation and was under the Government's control prior to the time set for receipt; or
3. It was the only proposal received. However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted. Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel. If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated by the exact time specified, and urgent Government requirements preclude amendment of the announcement, the time specified for receipt will be deemed extended to the same time of day specified on the first work day on which normal Government processes resume.

All correspondence including questions and quotes submission must have in the subject line "ORD OSIM Software Application Support Student Contractor"