

**Announcement and Statement of Work for Student Services Contract**  
**Office of Research and Development**  
**Science Communication Staff**  
**Arlington, Virginia**  
**RFQ-DC-13-060113**

**1. Project Description**

The Office of Science Policy, Office of Research and Development (ORD) has an opening for a Student Service contractor position. This position is located in Washington, D.C. ORD is seeking one or two (1-2) graduate students with a strong background and interest in environmental science and engineering, public health, and environmental risk assessment; exceptional organizational, computer, and writing skills; and familiarity with conducting literature searches using scientific/technical documents and research publications. This is a six-month contractor position with options to renew for additional 6 month intervals.

**2. Period of Performance**

The period of performance is for six (6) months. Estimated to start July 31, 2013 – January 31, 2014. This Award will also have four (4) six month option periods as follows:

Option Period I: February 1, 2014 – July 30, 2015  
Option Period II: July 31, 2015 – January 31, 2016  
Option Period III: February 1, 2016 – July 30, 2016  
Option Period IV: July 31, 2016 – January 31, 2017

Total potential hours initially: 40 hours per week, depending on the student's availability and the needs of the government. Maximum of 1928 hours, each year; (excludes holidays) which will not be paid.

**3. Description of Student Services:**

Student contractor responsibilities will include assistance or management with any or all of the following:

1. Performs special assignments at the request and in support of the leader, Hydraulic Fracturing Research Task Force. These assignments may be broad-based, touching upon a wide array of program areas and activities related to hydraulic fracturing and impacts on water and other environmental resources, and related data analysis, statistics, risk assessment and stakeholder outreach.
2. Independently locates, analyzes and organizes material for reports from a variety of sources; apply environmental engineering software and models, statistical tools, databases, graphical analysis, Microsoft Project, Excel, WORD, Access, and other software to analyze and interpret information.
3. Verifies accuracy of data, tables, figures, etc.;
4. Develops format, organizes material to be presented in the most logical and effective manner and sequence;
5. Provides general assistance to the Office of Science Policy staff to assist on priority work assignments;

6. Assists in implementation of key activities, including stakeholder outreach, meeting organization, tracking milestones and related topics
7. Maintains records, correspondence and action documents and maintains a system to track work in progress;
8. Writes memoranda, letters, reports, and forms involving very rough drafts or from oral instructions directly into final form.

#### **4. Required Expertise, Skills, Education and/or Experience:**

The student needs to have completed an undergraduate degree in environmental engineering, public health, environmental chemistry, public policy with science or engineering double major, or related field. Completion of Master's degree preferred. Prior experience performing hydraulic fracturing-related research preferred.

#### **5. Required Background Investigation and Suitability Determination:**

Students under this contract are required to undergo a background investigation, a check of FBI fingerprint files, and a suitability determination by the Environmental Protection Agency. Students awarded a contract will have to complete a Standard Form 85 (SF-85) "Questionnaire for Non-Sensitive Positions" and Standard Form 87 (SF-87) "Fingerprint Charts." All completed forms will be submitted to the Contract Officer, Patrice Cunningham, [cunningham.patrice@epa.gov](mailto:cunningham.patrice@epa.gov), at least 14 business days after reporting to work. Fingerprints will either be taken at the ORD duty station (upon reporting for work) or students will be notified to have their fingerprints taken at their local police department. If a background check reveals information to indicate the student represents a risk to the interest of EPA and the national security, the contract may be terminated.

#### **6. Work Hours:**

This work is expected to begin approximately July 31, 2013 and end approximately January 31, 2014. Work hours are between the hours of 07:30 AM to 04:00 PM or 8:30AM to 5:00PM 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 mentor and COR. The contractor will not exceed 40 hours per week. Any additional hours above 40 hours will not be paid.

#### **7. Compensation:**

The hourly rate of compensation for this position is as follows:

|  |                 |
|--|-----------------|
| Bachelor's Degree (BA/BS) obtained:          | \$23.06         |
| BA/BS + 1 year of Graduate School completed: | \$28.15         |
| Master's Degree (MA/MS) obtained:            | \$30.99         |
| Pursuing PhD (pre-doc):                      | \$ 37.28 per hr |

This includes the cost of self-employment taxes for social security and Medicare.

This position is for 20-40 hours per week. 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.

Student contractor are responsible for all costs 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. Travel away from the duty station is not anticipated. No relocation expenses will be reimbursed under this award.

## **8. Taxes:**

The student is responsible for paying all Federal, State, or local income taxes required as a result of income received under this order.

## **9. Principal Duty Station:**

U.S. Environmental Protection Agency  
Ronald Reagan Building  
1300 Pennsylvania Ave, NW  
Washington, DC 20004

The mentor/ COR for this project is To Be inserted At Time of Award

## **10. Evaluation Criteria:**

**The Government will be conducting this procurement under FAR Part 13 “Simplified Acquisition Procedures”.**

- Satisfactory completion of an undergraduate degree in environmental engineering, public health, environmental chemistry, public policy with engineering or science double major, or related field.
- Coursework in areas relevant to environmental science, public health, chemistry, risk assessment, environmental policy
- Quality of academic work as reflected by GPA or other measures, such as scores on standardized tests, where appropriate
- Demonstrated interest in environmental research and policy
- Demonstrated skill in writing
- Demonstrated organizational and administrative skills, based either on prior employment, paid or volunteer, or on school-based extracurricular activities (or both)
- Recommendations from professors and/or prior employers (elective)

## **Student Proposals shall include**

Students’ or recent graduates’ resumes and their proposed hourly rates based on the compensation table above, will serve as the proposal for student or recent graduate services requirements. The submitted resumes should be **no more than three (3) pages** in length, exclusive of the letters of recommendation and documentary evidence from USCIS, if appropriate, and contain the following information:

- A) Full legal name
- B) Mailing address

- C) Email address
- D) Telephone number
- E) Place of Birth
- F) Statement of college or university attended with dates and GPA
- G) Citizenship or immigration/visa status (if not U.S. citizen, documentary evidence from USCIS)
- H) Experience related to the description of tasks above (paid or volunteer work and academic)

## 11. Instructions for the Submission of Proposals:

Interested students or recent graduates should submit their resume or statement of qualifications and rate proposal **electronically** to: Patrice Cunningham, Contracting Officer, [Cunningham.Patrice@epa.gov](mailto:Cunningham.Patrice@epa.gov). The deadline for submission is **12:00 pm Eastern Daylight Savings Time, June 28, 2013**. Students or recent graduates are responsible for submitting proposals 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 ORD representative 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 installation and was under the Government’s control prior to the time set 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 unsuccessful proposal that makes its terms more favorable to the Government may 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.

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. **Personal interviews will be conducted with the most promising candidates by phone and/or in person.**

## Exclusion of Sources

EPA employees, their spouses, and children are not eligible to participate in this program or to receive these contracts

All correspondence including questions and quotes submission must have in the subject line “**2013**”

**Hydraulic Fracturing Student Service”.**

**Late Quotes will not be evaluated.**

## **12. System for Award Management (SAM) and Data Universal Number System (DUNS) Number:**

The student or recent graduate contractor selected for award must register with the System for Award Management (SAM) and Dun and Bradstreet (D&B) to obtain their Data Universal Number System (DUNS) Number or DUNS +4. SAM is a free website which consolidates Federal procurement systems and the Catalog of Federal Domestic Assistance. Currently the Central Contractor Registration (CCR), FedReg, Online Representations and Certifications Application (ORCA) and the Excluded Parties List System (EPLS) have been migrated into SAM. Failure to register in SAM may adversely affect receiving an 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 Number), Electronic Funds Transfer (EFT) information, and DUNS number.

To obtain a DUNS number, students or recent graduate contractors can call D&B at 1-866-705-5711 or contact D&B at <https://iupdate.dnb.com/iUpdate/companylookup.htm> . You will be asked to look up a company at this website. Once you enter something, it will retrieve some possible names and at the bottom of this screen you can select "Request a D-U-N-S Number". You need to essentially enter yourself into the DUNS systems as a company for the government to be able to pay you. If you go through this process on-line, at one point you will be asked to provide a "SIC Code and NAICS." You may search for "Scientific Consulting" for the SIC Code (associated with SIC Code 89990900) and "Other Scientific and Technical Services" for the NAICS (associated with NAICS Code 541690).

To register for the SAM, contractors can visit <http://www.sam.gov> and click on "Create an Account". There is no charge to register for DUNS or SAM.

### 13. Required Clauses:

The following clauses will be applicable to the resulting contract. Full text of these clauses may be found at [www.arnet.gov/far](http://www.arnet.gov/far) or <http://www.epa.gov/oamrfp12/ptod/epaar.pdf>.

| Number      | Title   | Date          |
|-------------|---|---------------|
| 52.213-04   | Terms and Conditions – Simplified Acquisitions (Other Than Commercial Items)                            | July 2002     |
| 52.227-17   | Rights in Data – Special Works  | June 1997     |
| 52.232-3    | Payments under Personal Services Contracts  | April 1984    |
| 52.232-25   | Prompt Payment  | February 2002 |
| 52.232-33   | Payment by Electronic Funds Transfer-Central Contractor Registration                                    | May 1999      |
| 52.233-01   | Alt. 1 Disputes – Alternate 1   | July 2002     |
| 52.249-12   | Termination – Personal Services   | April 1984    |
| 1552.209-70 | Organizational Conflict of Interest Notification  | April 1984    |
| 1552.209-71 | Organizational Conflicts of Interest  | April 1984    |
| 1552.211-79 | Compliance with EPA Policies for Information Resources  | October 2000  |
| 1552.235-71 | Treatment of Confidential Business Information  | April 1984    |
| 1552.235-73 | Access to Federal Insecticide, Fungicide, and Rodenticide Act Confidential Business Information         | April 1996    |
| 1552.235-75 | Access to Toxic Substances Control Act Confidential Business Information                                | April 1996    |
| 1552.235-76 | Treatment of Confidential Business Info. (TSCA)   | April 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                        | Dec. 1997     |
| 1552.235-80 | Access to Confidential Business Information   | October 2000  |