

ANNOUNCEMENT AND SOW FOR STUDENT SERVICES CONTRACTS

U.S. Environmental Protection Agency

Office of Research and Development (ORD)

Immediate Office of the Assistant Administrator (IOAA)

Washington, DC

1. Agency and Office Mission

The Office of Research and Development at the EPA supports high-quality research to improve the scientific basis for decisions on national environmental issues and help EPA achieve its environmental goals. Research is conducted in a broad range of environmental areas by scientists in EPA laboratories and at universities across the country.

The Chief Innovation Officer and the innovation team within The Office of Research and Development (ORD) at the U.S. Environmental Protection Agency (EPA) is seeking individuals, at least 18 years of age who have completed a Bachelors degree, preferably in Environmental Science or Policy to assist with the analytical and administrative duties required to support and maintain a robust innovation program.

Students or recent graduates, who are EPA ORD employees, or the spouse or child of an EPA ORD employee, are not eligible to participate.

This contract is expected to begin approximately July 2013. The hourly rate is commensurate with the minimum required level of education and experience, as follows: \$23.06 per hour for a student who has completed a BA/BS degree, \$28.15 per hour for student who has completed a BA/BS + 1 year of graduate school and \$30.99 per hour for a student who has completed a MA/MS degree. The student contractor must be currently enrolled in a degree program at an accredited University/College or a recent graduate within the last 24 months. The student contractor will be paid the basic hourly rate only for the number of hours worked and will not receive overtime pay for any hours worked beyond the 40-hour work week. The student contractor does not accrue leave or holiday benefits and are not paid for any non-work days, regardless of the reason. The student contractor is considered an independent contractor; therefore, Federal, State, Local, Social Security, and Medicare taxes will not be withheld. The student contractor is responsible for reporting income to authorities and paying all taxes.

The student contractor is responsible for all costs of transportation to and from the principal duty station location. EPA does not provide housing, meals or other living expenses while working at the principal duty station. Non-U.S. citizens may be eligible to participate, depending on their immigration status and the applicable regulations of the United States Citizenship and Immigration Service (USCIS). All non-US citizens must submit, as part of their proposal package, evidence of their immigration status that allows them to work in the United States. Students should possess a current US Visa and be able to obtain US work authorization in a timely manner if offered a contract. Students without a US Visa are not eligible.

If applicable, applicants shall submit all necessary documents to a recognized private U.S. organization that specializes in interpretation of foreign educational credentials, usually named a credential evaluation service. To be suitable, the foreign credential evaluation must include and describe (i) type of education received by the applicant (i.e., conventional, by mail, or online), (ii) degree of education relative to the U.S. education system, and testify that its comparability recommendations follow the general guidelines of the U.S. National Council for the Evaluation of Foreign Educational Credentials, (iii) the content of the applicant's educational program earned abroad and the standard obtained, (iv) the ranking of the awarding foreign schools' credit and authenticity in its own country's education system, (v) what the evaluation

service did to obtain this information, (vi) the qualifications of the evaluator, and (vii) any indications as to other concerns such as falsification. Foreign credential evaluations that do not include all the above information or indicate there is not enough information on which to make a sound evaluation will not be accepted.

Please provide a resume or no more than two (2) single-sided pages, one (1) writing sample, this proposal form and attach a copy of all your college/university transcripts (unofficial copies are acceptable, if it is apparent from the transcript copy that is a copy of an official document and that the school is identified), and submit to Patricia Bassette-Woltz, Contract Specialist, via email at bassette-woltz.patricia@epa.gov. **The submission deadline is Friday, June 14, 2013 at 3:00pm EST. All correspondence including questions and quote submission must have in the subject line “ ORD IOAA INNOVATION Student Contractor Position.”**

The Government will make contract award based on all evaluation factors (student's knowledge and skills, course work, work or volunteer experience, research laboratory experience, research publications and grade point average as it relates to the services described in this Announcement and the Statement of Work). Evaluation factors will be listed in the website mentioned above, please check the evaluation factors document on the website given above. Personal or telephone interviews may be conducted with the most promising candidates. The Government may elect to award contracts to multiple students under this Announcement.

Questions regarding this student contract should be directed to the contract specialist Patricia B Woltz, at bassette-woltz.patricia@epa.gov no later than Monday, June 3, 2013 12:00pm EST. All correspondence including questions and quote submission must have in the subject line “ ORD IOAA INNOVATION Student Contractor Position.” Questions regarding the contracted duties and responsibilities should be directed to Kevin Kuhn, the EPA mentor for the contracted activities, at kuhn.kevin@epa.gov or (202)564-4835.

2. Project Description

The Chief Innovation Officer and the innovation team within The Office of Research and Development (ORD) at EPA work to stimulate sustainable solutions to environmental problems. The team develops and encourages new ideas throughout the ORD research program.

This team is seeking two creative recent graduates to assist in the multi-faceted issues related to innovation in ORD. These recent graduates will assist the Chief Innovation Officer and the innovation team with the analytical and administrative duties required to support and maintain a robust innovation program, including the administration, management, and communication resulting from innovation team activities.

Please note: Although the government plans to award two orders, it reserves the right to make more than two awards if it is in the best interest of the government.

3. Description of Student Services

Student Contractors will assist the Chief Innovation Officer and the innovation team with the analytical and administrative duties required to support and maintain a robust innovation program, including the administration, management, and communication resulting from innovation team activities.

Management and Administrative responsibilities will include:

- Identifying and facilitating innovative approaches for environmental protection and research.
- Researching and summarizing information relating to innovative activities in environmental science and policy, companies, communities, government, and other organizations.
- Analysis of activities and processes across the federal government related to sustainability.
- Maintaining records of meetings, correspondence, and action documents, and maintain a system to track projects in progress.
- Assist in promoting and coordinating the use of web-based opportunities to foster collaboration among ORD scientists.

Communications-related responsibilities will include:

- Assist in the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts.
- Assist the team in developing oral presentations using graphics and other interactive formats,
- Assist in developing summary analysis documents from innovation activities
- Facilitate the appropriate communication and outreach related to innovation activities including: creating one-page summaries, developing longer pieces based on directed background research, and developing communication materials for wider audiences.

4. Required Knowledge, Skills, Work Experience, and Education

The student contractor should have a bachelor's degree in environmental science or policy from an accredited university or college. This degree must have been received within the past two years. The student should demonstrate education and/or experience in both environmental science and policy. The student should demonstrate leadership skills and have experience working in teams. The student should possess strong written, oral and electronic communication skills.

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

- Advanced proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook), desktop publishing, and the Internet
- Experience in administration support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications
- Experience involving the management of research programs and/or scientific communication

Acknowledgement of Special Terms

The signed acknowledgement 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 acknowledgement form to the Contract Specialist.

5. Required Background Investigation and Suitability Determination:

Student contractors awarded a contract will have to undergo a background investigation, a check of FBI fingerprint files, and a suitability determination by the Environmental Protection Agency. Upon receipt of the contract award, go immediately to link <http://cdx.epa.gov> and register with the Central Data Exchange (CDX) and complete the iBoard application. **Notify the Contracting Officer's Representative (COR) as soon as this process is completed.** The student contractor must review and

complete the requirements before beginning work on-site at the EPA. If a background check reveals information to indicate the student contractor represents a risk to the interests of EPA and the national security, the contract may be terminated.

Students or recent graduates, who are EPA ORD employees, or the spouse or child of an EPA ORD employee, are not eligible to participate.

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.

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.

6. Principal Duty Station

Work shall be performed at the following location:

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

The student contractor shall be supervised by a mentor who will provide day-to-day direction, as well as coach, advise, and counsel the student, and review the student contractor's work.

7. Travel

Occasional overnight travel may be required.

8. Duration and Compensation

Work is anticipated to begin in July 2013 (based on award date) for a period of a one year term with an option to renew for two (2) additional 12-month intervals that may be exercised through a mutual agreement of the parties on an annual basis. The student contractor may work up to 40 hours per week. Total potential hours: 1,928 per year maximum, excluding holidays and weekends.

If additional option periods are exercised, the student contractor may work up to 40 hours per week for a maximum of 1,928 hours under each additional option period, or a maximum of 5,784 hours for the total

contract.

The hourly rate is commensurate with the minimum required level of education and experience, as follows: \$23.06 per hour for a student who has completed a BA/BS degree, \$28.15 per hour for student who has completed a BA/BS + 1 year of graduate school and \$30.99 per hour for a student who has completed a MA/MS degree. The rate of compensation for this position includes the cost of self-employment taxes for social security and Medicare.

Location	Washington D.C.	
Required Level of Education	Bachelors Degree	
Anticipated Start Date of Contract	June 2013	
Rate of Pay	BA/BS completed	\$23.06/hr
	BA/BS + 1 Yr Grad School	\$28.15/hr
	MA/MS completed	\$30.99/hr
Average Hours per week	40	

Student contractors are responsible for all costs of transportation to and from the principal duty station location. EPA does not provide housing, meals or other living expenses while working at the principal duty station. Recent graduates are eligible as long as graduation occurred no more than two years ago. Non-U.S. citizens may be eligible to participate, depending on their immigration status and the applicable regulations of the BCIS.

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 statement on resumes is grounds for termination as well as results of background checks that reveal information that the students represent 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 days notice described in clause 52.249-12. "Termination (Personal Services)."

9. Taxes:

Federal, State, Local and Social Security taxes will not be withheld; student contractors are responsible for reporting income to authorities and paying all taxes.

10. Quality Assurance Requirements

The student contractor will be governed by the US EPA quality system, as described in the approved quality management plan for the organization where the student contractor is working. Approved quality management plans are in full compliance with the US EPA's quality system requirements as expressed in these two documents:

- *Policy and Program Requirements for the Mandatory Agency-wide Quality System*, EPA CIO 2105.0, 5 May 2000

- *EPA Quality Manual for Environmental Programs*, EPA CIO 2105-P-01-1, 5 May 2000

Attachment 1 to Work Statement

Agency Security Requirements for Contractor Personnel December 1, 2011

To safeguard the EPA workforce and comply with Homeland Security Presidential Directive 12 (HSPD-12), Executive Order (E.O.) 13467, E.O. 13488 and Office of Personnel Management (OPM) regulations, the EPA requires the following:

- **For Unescorted Access for 6 Months or Less**

Contractor employees needing unescorted physical access to a controlled EPA facility¹ for 6 months or less must be determined by the EPA to be fit before being issued a physical access badge (picture ID). A fitness determination is, per E.O. 13488, a decision by an agency that an individual has or does not have the required level of character and conduct necessary to perform work for or on behalf of a federal agency as a contractor employee. A favorable fitness determination is not a decision to contract with an individual. Contractor employees must undergo, at a minimum, an FBI fingerprint check of law enforcement and investigative indices (see Section 2).

- **For Unescorted Access for More than 6 Months**

Contractor employees needing unescorted access to a controlled EPA facility for more than 6 months are required to have an HSPD-12 smart card, called an EPASS badge. Eligible contractor employees must have a completed or initiated background investigation at the National Agency Check and Inquiries (NACI) level or above, comply with all other investigative and HSPD-12-related requirements, and be determined by the EPA Personnel Security Branch (PSB) to be fit (see Section 3). “Initiated” means that all initial security requirements have been met (paperwork is completed, submitted, and PSB-approved; favorable fingerprint results have been received; funding has been provided to cover the cost of the investigation; and PSB has sent notification that the individual may begin work).

To ensure timely contract performance, the contractor must be prepared to immediately submit upon contract award the contractor employee information detailed in Section 1.c. This applies also to incumbent contractors’ employees for follow-on acquisitions. All contractor employees under a new contract are subject to the requirements in Sections 2 or 3; however, the time needed to meet security requirements may be shorter for personnel who already have a favorable fitness determination.

Contractor employees may begin work on the contract start date provided all applicable documentation in Sections 1, 2, and 3 has been received by the EPA and there is no derogatory information to preclude a favorable determination. Timely submission of contractor employees’ security forms and other required documentation is essential.

¹ A controlled facility is an area to which security controls have been applied to protect agency assets. Entry to the controlled area is restricted to personnel with a need for access.

A favorable determination may be revoked at any time should the EPA discover derogatory information that deems a contractor employee unfit. Contractor employees deemed unfit will not be allowed to continue under the contract, and the contractor will be responsible for providing replacements acceptable to the EPA.

The EPA may make a determination of a contractor employee's fitness at any of the following points:

- When the EPA prescreens the individual's security forms. "Red flag" issues include:
 - Having been fired from a previous job or having left under unfavorable circumstances within the past 5 years (or longer, depending on the security form questions and type of investigation);
 - Failure to register with the Selective Service System (applies to male applicants born after December 31, 1959);
 - Within the past 5 years (or longer, depending on the security form questions and type of investigation), 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;
 - Illegal drug use within the previous year, or drug manufacture or other involvement for profit within the past 5 years (or longer, depending on the security form questions and type of investigation).
- When FBI fingerprint results are returned to the EPA;
- When OPM returns the individual's investigative results to the EPA;
- When the EPA becomes aware that the contractor employee may not be fit to perform work for or on behalf of a federal agency. The contractor is responsible for monitoring its employees' fitness to work and notifying the EPA immediately of any contractor employee arrests or illegal drug use.

1) Initial Contractor Requirements

This section contains the contractor's initial security requirements, which must be met before contractor employees can perform work **on-site** at EPA under this contract.

- a) The contractor must identify a point of contact (POC) and alternate POC to facilitate security processes.
- b) The contractor must ensure that all foreign nationals who will work under this contract have a valid U.S. Immigrant Visa or nonimmigrant Work Authorization Visa. The contractor must use E-Verify to verify employment eligibility as required by the FAR.
- c) The EPA requires contractor employee information for the investigative and EPASS processes. Immediately upon contract award or anytime new personnel are brought onboard, the contractor POC must log on to a secure, EPA-identified portal, create an account, and submit complete contractor employee information: Full name (as found on employment records and driver's license), Social Security number, date of birth, place of birth (city, state, country), citizenship, employee email address, EPA Program Office or Regional Office, and EPA work city and state. Note: Incomplete names, inaccurate names, and nicknames are unacceptable and may delay contractor employees' start date. Instructions and the portal link will be provided upon contract award.
- d) EPA will provide the login information for the portal. After submission of the contractor employees' data, the Contracting Officer's Representative (COR) will notify the contractor POC

if additional information or corrections are required. The COR's approval of the information triggers the investigative and EPASS processes.

2) Requirements for Contractor Employees Needing Unescorted Access for 6 Months or Less

This section contains the requirements for contractor employees who are not eligible for an EPASS badge but who need unescorted physical access. The minimum security requirement is an FBI fingerprint check.

- a) Before the contractor employee can begin work on-site at the EPA:
 - i) He/she must be fingerprinted by the EPA; arrangements will be made by the COR.
 - ii) The contractor employee must satisfactorily respond to all questions/information requests arising from the EPA's review of the fingerprint results.
 - iii) The EPA must determine that the fingerprint results are favorable.

Once all requirements in Section 2(a) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees will be issued a physical access badge and may work on-site at EPA. Contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b).

3) Requirements for Contractor Employees Needing Unescorted Access for more than 6 Months

This section contains the requirements for contractor employees who are eligible for an EPASS badge and who must have, at a minimum, a NACI background investigation completed or initiated. Contractor employees needing access to sensitive information or otherwise occupying moderate or high-risk positions must undergo an investigation above the NACI level. The EPA will assign a position risk level to each position on the contract and identify which contractor employees are EPASS-eligible.

- a) EPASS-eligible contractor employees must undergo a background investigation appropriate to the risk level of the position occupied, as specified by the EPA; the minimum acceptable investigation is a NACI.
- b) Employees who have previously undergone a federal background investigation at the required level and who have worked for or on behalf of the federal government without a break in service since the investigation was completed may not need a new investigation. The EPA will verify the investigative information and notify the contractor employee and COR if a new investigation is required. If an investigation is not needed, the contractor employee must still be fingerprinted by the EPA for an FBI fingerprint check and have favorable fingerprint results returned before beginning work on-site at EPA.
- c) Before beginning work on-site at the EPA, contractor employees who require a new background investigation must:
 - i) Complete and submit the appropriate OPM security questionnaire specified by the EPA via OPM's e-QIP system. Access to e-QIP will be provided by the EPA; the questionnaires are viewable at www.opm.gov/forms. Foreign national contractor employees must, on the security questionnaire, provide their alien registration number or the number, type, and issuance location of the visa used for entry to the United States.
 - ii) For a NACI only, also complete the OF 306, Declaration for Federal Employment, as required by OPM for any NACI and available at

- http://www.opm.gov/forms/pdf_fill/of0306.pdf. Contractor employees must answer questions 1-13 and 16, then sign the form on the “Applicant” line, 17a.
- iii) Follow all instructions on the form(s), answer all questions fully, and submit signature pages as directed by the EPA.
 - iv) Be fingerprinted by the EPA; arrangements for fingerprinting will be made by the COR.
 - v) Satisfactorily respond to all questions/information requests arising from the EPA’s review of the forms or fingerprint results.
 - vi) Receive favorable fingerprint results.
- d) Once all requirements in Section 3(c) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees may work on-site at EPA while OPM conducts the background investigation.
- e) At a time and location specified by the EPA, contractor employees must report in person for EPASS identity (ID) proofing and show two unexpired forms of identification from the lists on Department of Homeland Security Form I-9. At least one of the documents must be a valid, unexpired state or federal government-issued photo ID; non-U.S. citizens must show at least one ID from Column A on Form I-9.
- f) Before being issued an EPASS badge, contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b). Contractor employees must meet all EPASS badge life-cycle requirements.
- g) A contractor employee has the right to appeal, in writing through the contractor POC to the COR, the denial or revocation of an EPASS badge. If the COR believes the appeal is justified, he/she will forward it to the Security Management Division (SMD). SMD’s decision on behalf of the EPA will be final.

4) Ongoing Contractor Security Responsibilities

- a) The contractor POC must immediately provide updated information via the secure portal when new contractor employees are added to the contract. These contractor employees must meet all initial investigative requirements before beginning work on-site at EPA. The contractor POC must also update information via the secure portal whenever a contractor employee leaves the contract.
- b) The contractor POC must ensure that all EPA physical access and EPASS badges are returned to the COR as soon as any of the following occurs, unless otherwise determined by the Agency: (i) when the badge is no longer needed for contract performance; (ii) upon completion of a contractor employee’s employment; (iii) upon contract completion or termination.
- c) These EPA security requirements must be incorporated into all resulting subcontracts wherein contractor personnel working under the subcontract require EPA physical access.

Attachment 2 Student Proposal Form

IOAA INNOVATION STUDENT PROPOSAL FORM

This proposal must be filled out in full to qualify for a Student Service Contract

Full legal name:

Email Address:

Date of Birth:**Place of Birth:**

Citizen of the U.S.? ☐YES ☐NO

(If not a U.S. Citizen, provide documentary evidence from USCIS)

Mailing address:**Telephone #:**

Date of most recent college/university degree: *(The student contractor must be currently enrolled in a degree program at an accredited University/College or a recent graduate within the last 24 months.)*

Degree:

Date:

STATEMENT OF QUALIFICATIONS

1. Total **YEARS** of college/university study in the required field (s) stated in the announcement:

Field of Study	Total Years
a)	
b)	
c)	
<i>[add rows if necessary]</i>	

2. Total **COURSE HOURS** in relevant field of study:

[illegible]

[add rows if necessary]			

3. **MONTHS** of relevant employment or volunteer services: (*give name of employer/service organization plus a brief statement of the work performed*)

Employer or Service Organization and Brief Description of Work Performed	Months of Experience
1.	
2.	
3.	
[add rows if necessary]	

4. **GRADE POINT AVERAGE:**

5. **WRITING SAMPLES** Attach one sample, not to exceed 2 pages per sample.

6. Attach all your College/University **TRANSCRIPTS** that support the summary information you provided above. Unofficial copies are acceptable, if it is apparent from the transcript copy that it is a copy of an official document and that the school is identified, listing courses taken, grades and overall GPA.

7. **Sign the following statement:**

I have read and understood the attached terms and conditions of the Request for Quote (RFQ) and if selected I accept the specified hourly rate.

Signature

Date

Attachment 3 Student Proposal Instructions and Evaluation Criteria

Student Proposals shall include:

A. Resume of no more than two (2) single-sided pages or one (1) double-sided pages in length, single spaced, 12 pitch Times New Roman, that contains the following information

- a) Full legal name
- b) Mailing address
- c) Email address
- d) Telephone number
- e) Date of birth
- f) Citizenship or immigration/visa status (if not U.S. citizen, documentary evidence from USCIS)
- g) Description of recent classes relevant to the Statement of Work
- h) Experience related to the subject matter (paid or volunteer work and academic)
- i) Experience in the subject matter (paid or volunteer work and academic)

B. One writing sample, not to exceed 2 pages in length, using the same page and pitch requires listed in paragraph A above

- a) Should communicate a technical issue in plain English
- b) Sample may be documents or articles previously written for class assignments, school newspapers, journals, etc.

C. Copies of College Transcripts

Unofficial copies are acceptable, if it is apparent from the transcript copy that it is a copy of an official document and that the school is identified, listing courses taken, grades and overall GPA.

Evaluation Criteria of Resume Package

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

Academic Qualifications

Applicants will be evaluated on the following criteria:

1. Satisfactory completion of a Bachelor's level degree in environmental science or policy within the last 48 months
2. Total course hours in science, policy, economics, or related field.
3. Demonstrated work experience as reflected in employment/volunteer/student activities.
4. Quality of academic work as reflected by the GPA/total grade point average.
5. Demonstrated writing ability as reflected in the quality of the writing sample.

The Government will make contract award based on all other factors other than price (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.

Telephone or personal interviews may be conducted with the most promising candidates.

Applicants shall submit/ attach all application documents simultaneously to Patricia Bassette-Woltz at bassette-woltz.patricia@epa.gov. The deadline for submissions is 3:00pm EST, Friday, June 14, 2013 at 3:00pm EST. All correspondence must have in the subject line “ ORD IOAA INNOVATION Student Contractor Position.”