

About Acquisitions Management

I. IMMEDIATE OFFICE

Welcome!

The Office of Acquisition Management, under the direction of the Senior Procurement Executive (SPE), is responsible for EPA's acquisition function, including policies, procedures, operations and support of the Agency's procurement and contracts management programs. The Immediate Office (IO) is also responsible for overseeing special EPA and OAM initiatives, such as Strategic Sourcing and the Balanced Scorecard Performance Measurement and Management Program (BSC PMMP). The SPE uses the BSC PMMP to monitor the health of EPA acquisition function, such as including identifying both areas of improvement as well as best practices for sharing. The Competition Advocate is responsible for reviewing acquisition plans and justifications for other than full and open competition; reviewing and coordinating protest files; serving as liaison to the Office of Small Business Programs to ensure appropriate utilization of preferential procurement programs in Headquarters procurement operations, and providing advice to contract operations. The Information Technology Service Center is responsible for managing office system hardware and software including the Local Area Network (LAN); managing operational modules of the EAS and other automated procurement systems; preparing short-and long-term IT plans; and coordinating IT-related training.

II. Policy, Training and Oversight Division (PTOD)

PTOD is primarily responsible for developing and maintaining acquisition regulations and policy, managing the acquisition training program, and providing oversight in acquisition matters for the EPA. PTOD is also responsible for managing the EPA Balanced Scorecard Performance Measurement and Management Program for the acquisition function.

PTOD is comprised of three Service Centers:

Acquisition Policy and Training Service Center (APTSC)

This Service Center's major areas of responsibilities are:

- Issuing and interpreting Federal and Agency [acquisition regulations](#) and directives,
- Representing EPA on the Civilian Agency Acquisition Council,
- Serving as EPA liaison with the Office of Management and Budget Federal Procurement Council,
- Program Management of the EPA's Federal Acquisition Certifications Programs for Contracting Officers, Contracting Office Technical Representatives, Program and Project Managers,
- Developing and presenting [acquisition training](#) courses.

Financial Analysis and Oversight Service Center (FAOSC)

This Service Center's major areas of responsibilities are:

- Reviewing, negotiating, and approving billing and final indirect cost rates for contractors and state agencies,
- Determining the adequacy of contractors purchasing and accounting systems,
- Performing contract management financial monitoring and invoice reviews,
- Assisting with specific contract issues such as close-outs, settlements, cost recoveries, novations, financial capability determinations, equitable adjustments, claims, and defective pricing.

Management Support Service Center

This Service Center's major areas of responsibilities are:

- Managing EPA's Government Purchase Card Program,
- Responding to Freedom of Information Act requests,
- Maintaining a support infrastructure of the Agency's Simplified Acquisition Contracting Officers in remote locations.

Visit the [PTOD webpage](#).

III. Headquarters Procurement Operations Division (HPOD)

HPOD contains four service centers responsible for the award and administration of contracts in support of assigned customers and the EPA's mission. HPOD also contains a Service Center responsible for the EPA's strategic sourcing program.

Information Resource Management Procurement Service Center (IRMPSC)

IRMPSC purchases Information Technology products and services for various offices such as EPA's Office of Environmental Information (OEI), Office of Water (OW), Office of the Chief Financial Officer (OCFO), and the Office of Air and Radiation (OAR). Agency-wide managed contracts include: EAS, SES3, eDiscovery, Compass, SDWIS, ITS-ACT II, Microsoft Office 365, and Skillport eLearning.

National Procurement Contract Service Center (NPCSC)

NPCSC is responsible for awarding and managing contracts which have Agency-wide applications or utilization. Clients of NPCSC include headquarters staff, regional offices, and the Office of Water and the Headquarters Office of Research and Development, in regards to processing simplified

acquisitions. Agency-wide managed contracts include: Information Technology Solutions - Business Information Strategic Support (ITS-BISS), and the Information Technology Solutions - Environmental Systems Engineering (ITS-ESE) contracts.

Program Contract Service Center (PCSC)

PCSC is responsible for placing and managing contracts in support of the Office of the Administrator, the Office of Prevention, Pesticides, and Toxic Substances; the Office of International Activities; the Office of the Inspector General; and the Office of General Counsel. This center processes simplified acquisitions in support of these programs and also performs contract closeout functions.

Administrative Contract Service Center (ACSC)

ACSC is responsible for awarding, administering, and closing out contracts in support of the Office of Atmospheric Programs Integrated Team within the Office of Air and Radiation; the Office of Enforcement and Compliance Assurance; the Office of Administration and Resources Management, and the Office of the Chief Financial Officer. ACSC processes a number of simplified acquisitions in support of these programs and performs contract closeout functions.

Business Analysis and Strategic Sourcing Service Center (BASS)

Save Time. Save Money.

Total saved through strategic sourcing at EPA in FY2012: \$2,519,981

The Office of Acquisition Management (OAM) leverages the Agency's and the entire Federal Government's buying power to reduce acquisition administrative costs and develop long-term, mutually beneficial partnerships with best-in-class providers of products and services. Under EPA's Strategic Sourcing Program, the Agency conducts research and analysis in order to award contract vehicles that maximize time and resource savings and provide a strong foundation for effective financial and resource management.

IV. Superfund/RCRA Regional Procurement Operations Division (SRRPOD)

SRRPOD contains four service centers responsible for the award and administration of contracts in support of that center's primary mission and assigned customers. The SRRPOD Director is also the Chief of the Contracting Office (CCO) for actions that require approval at that level.

Headquarters Contracts Service Center (HCSC)

HCSC is responsible for a variety of cradle to grave procurement activities ranging from Simplified Acquisitions, Federal Supply Schedule buys and for placing and managing mission contracts primarily involving policy and regulatory support. Contractual support is provided to the Headquarters Office of Solid Waste and Emergency Response (OSWER).

Program Management and Regional Coordination Service Center (PMRSC)

PMRSC is responsible for award and management of Office of Superfund Remediation and Technology Innovation (OSRTI) contracts for long-term clean-up and remediation support; Remedial Action Contracts (RAC) in support of the Superfund remedial program; Regional Oversight Contracts (ROC) in support of the Federal Facilities Restoration and Reuse Office (FFRRO); CERCLA Enforcement Support Service (ESS) contracts in support of the Office of Enforcement and Compliance Assurance (OECA); and RCRA, Enforcement, Permitting and Assistance (REPA) regional contracts. PMRSC also serves as the headquarters focal point for coordinating activities and resolving issues on behalf of regional contracting offices,

Emergency Response Service Center (ERSC)

ERSC provides support to Special Office of Solid Waste and Emergency Response (OSWER) Teams throughout the Agency which support emergency response operations, working closely with national and regional Superfund Managers to ensure meaningful acquisition vehicles are in place to provide critical services and support for these operations. ERSC also serves as advisory support to regional contracting staff providing acquisition guidance on pre-award activities, protests, and other issues as they arise. Office of Research and Development (ORD) is also an ERSC customer.

Laboratory Analysis Service Center (LASC)

LASC is responsible for awarding and managing contracts in support of the Superfund Laboratory Analysis program. Contract awards support the EPA Contract Laboratory Program (CLP), Sample Management Office (SMO), Quality Assurance Technical Support (QATS), Environmental Services Assistance Team (ESAT), and the Non-Routine Analytical Services (NRAS) for asbestos, air sampling, and dioxin testing.

V. RTP Procurement Operations Division (RTTPOD)

RTTPOD contains three service centers responsible for the award and administration of contracts in support of that centers primary mission and assigned customers. RTTPOD is also responsible for the Division's Freedom of Information Act Requests.

Office of Research and Development Service Center

This Service Center provides contracting support for all requirements (excluding IT) for ORD's National Health and Environmental Effects Research Laboratory (NHEERL), National Exposure Research Laboratory (NERL), National Center for Computational Toxicology (NCCT), and ORD's Small Business Innovation Research (SBIR) Program. This support includes acquisition planning, simplified acquisitions, contract placement, and contract administration.

Office of Air and Radiation Service Center

This Service Center provides a full range of support (excluding IT) for the Office of Air Quality Planning and Standards (OAQPS), the Office of Policy Analysis and Review (OPAR), the Office of Program Management Operations (OPMO), and the Office of Radiation and Indoor Air (ORIA), including the Radiation and Indoor Environments National Laboratory in Las Vegas, NV, and the National Air and Radiation Environmental Laboratory in Montgomery, AL. This support includes simplified acquisitions, acquisition planning, contract placement and contract administration functions.

Office of Administration and Resources Management Service Center

This Service Center provides complete acquisition and contract support for the Office of Administration and Resources Management, the Office of General Counsel, the Office of Civil Rights, the Financial Management Center, and the Financial Services Division. This support includes simplified acquisitions, acquisition planning, contract placement, and contract administration functions. The Center also provides support to the Office of Environmental Information's (OEI's) National Computer Center.

VI. Cincinnati Procurement Operations Division (CPOD)

CPOD contains three service centers responsible for the award and administration of contracts in support of that centers primary mission and assigned customers. CPOD is also responsible for the Division's Small and Small Disadvantaged Business Utilization Program and Freedom of Information Act Requests.

Office of Water Service Center (OWSC)

OWSC provides contracting support for the entire Office of Water including the American Indian Environmental Office, the Office of Ground Water and Drinking Water, the Office of Science and Technology, the Office of Wastewater Management, and the Office of Wetlands, Oceans, and Watersheds. Contracting support includes acquisition planning, contract placement, contract administration and contract closeout.

OAR, OARM, ORD, OSWER SERVICE CENTER

This Center provides contracting support for the Office of Research & Development's National Risk Management Research Laboratory (Cincinnati, Ohio; Edison, New Jersey; Ada, Oklahoma and RTP, North Carolina); the National Homeland Security Research Center (Cincinnati, Ohio); the National Center for Environmental Research (Washington, DC); the National Center for Environmental Assessment (Cincinnati, Ohio, Washington, DC and RTP, North Carolina); ORD Headquarters (Washington, DC) including the Office of Science Policy and the Office of Resources Management and Administration; and the Office of Air and Radiation's (OAR) Office of Transportation and Air Quality (OTAQ) (Ann Arbor, MI). Contracting support includes acquisition planning, contract placement, contract administration and contract closeout.

Specialized Service Center

This Center provides contracting support for construction/A&E requirements Agency wide and for simplified acquisitions, GSA orders, capital equipment purchases and commercial acquisitions for all program offices identified in preceding descriptions. Contracting support includes acquisition planning, placement, administration and closeout for all contract requirements and simplified acquisitions.