

**QUARTERLY  
EMPLOYMENT AND TRAINING REPORT  
CALENDAR YEAR 2018, QUARTER 1  
January 1, 2018 to March 31, 2018**

*Prepared for*

**U.S. Environmental Protection Agency**  
Region 9  
Superfund Division  
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*Submitted by*

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Response, Assessment, and Evaluation Services  
USEPA Contract No. EP-S9-17-03

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**TABLE OF CONTENTS**

1.0 INTRODUCTION ..... 1

2.0 AMERICAN INDIAN OR ALASKA NATIVE EMPLOYMENT..... 1

    2.1 EMPLOYEES THAT WORKED ON RAES..... 1

    2.2 NEW HIRES ..... 4

    2.3 EMPLOYEE WORK HOURS..... 9

3.0 SUBCONTRACTING..... 13

4.0 TRAINING ..... 17

**ATTACHMENTS**

Attachment 1 Metrics Data (Confidential Business Information)



## 1.0 INTRODUCTION

The U.S. Environmental Protection Agency (USEPA) has identified three areas of metrics regarding the Responses, Assessment, and Evaluation Services (RAES) contract to report on a quarterly basis. These metrics relate to:

1. Employment
2. Subcontracting
3. Training

The metrics presented in this report are for the first quarter of calendar year 2018 (Q1), cumulative for the Contract to Date (CTD), and quarterly over the contract duration. This first quarterly report also includes any metrics that occurred after award of the contract but prior to the end of the first quarter. The employment data in this report represent Tetra Tech staff and our Team subcontractors. Subcontracting data represent our Team subcontractors and all vendors.

Federal law allows for the voluntary collection of information regarding American Indian or Alaska Native (not Hispanic or Latino) ethnicity information, but does not allow firms to inquire further. Therefore, Tetra Tech has provided this report in compliance with current Equal Opportunity Employment Commission (EEOC) requirements regarding voluntarily self-identification of race/ethnicity and gender. Within this report this classification category will be henceforth be referenced as “American Indian or Alaska Native”.

Consistent with RAES contract Appendix C, Section 9 Employment and Training Report, the following metrics are provided in the sections below:

- 2.0 American Indian or Alaska Native Employment
  - 2.1 Employees that Worked on RAES
  - 2.2 New Hires
  - 2.3 Employee Work Hours
- 3.0 Subcontracting
- 4.0 Training

## 2.0 AMERICAN INDIAN OR ALASKA NATIVE EMPLOYMENT

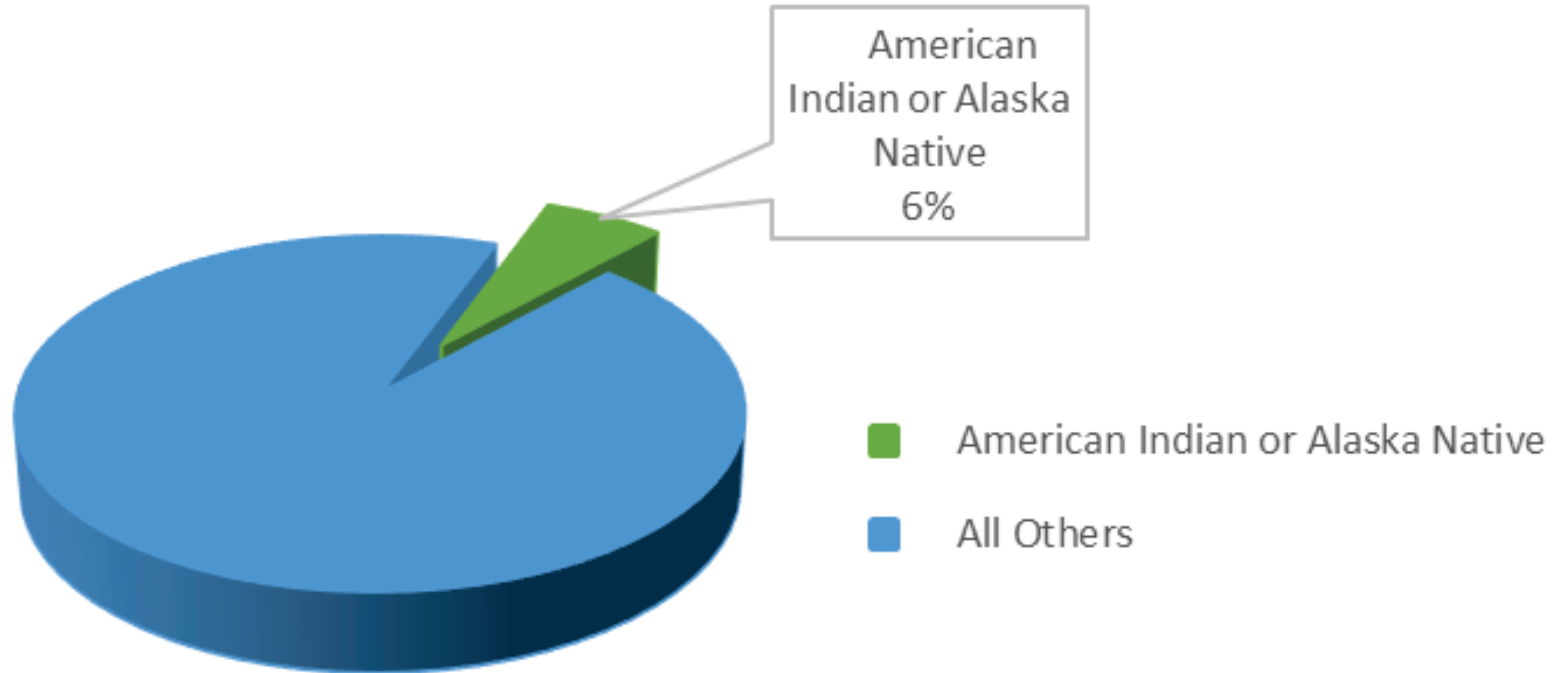
Tetra Tech committed to provide meaningful employment opportunities through a three-phased strategy: (1) directly hiring American Indian or Alaska Native individuals under Tetra Tech and our Navajo-owned team subcontractors; (2) procuring vendor services from companies that have received designation as Navajo-owned companies to support work elements under the contract; and (3) providing direct employment through focused outreach. Our goal is to provide direct economic benefits to Navajo-owned firms and American Indian or Alaska Native individuals by committing 10 percent of awarded contract work in services and staffing.

### 2.1 Employees that Worked on RAES

Several employees who self-report as American Indian or Alaska Native are shown in the graphics below.



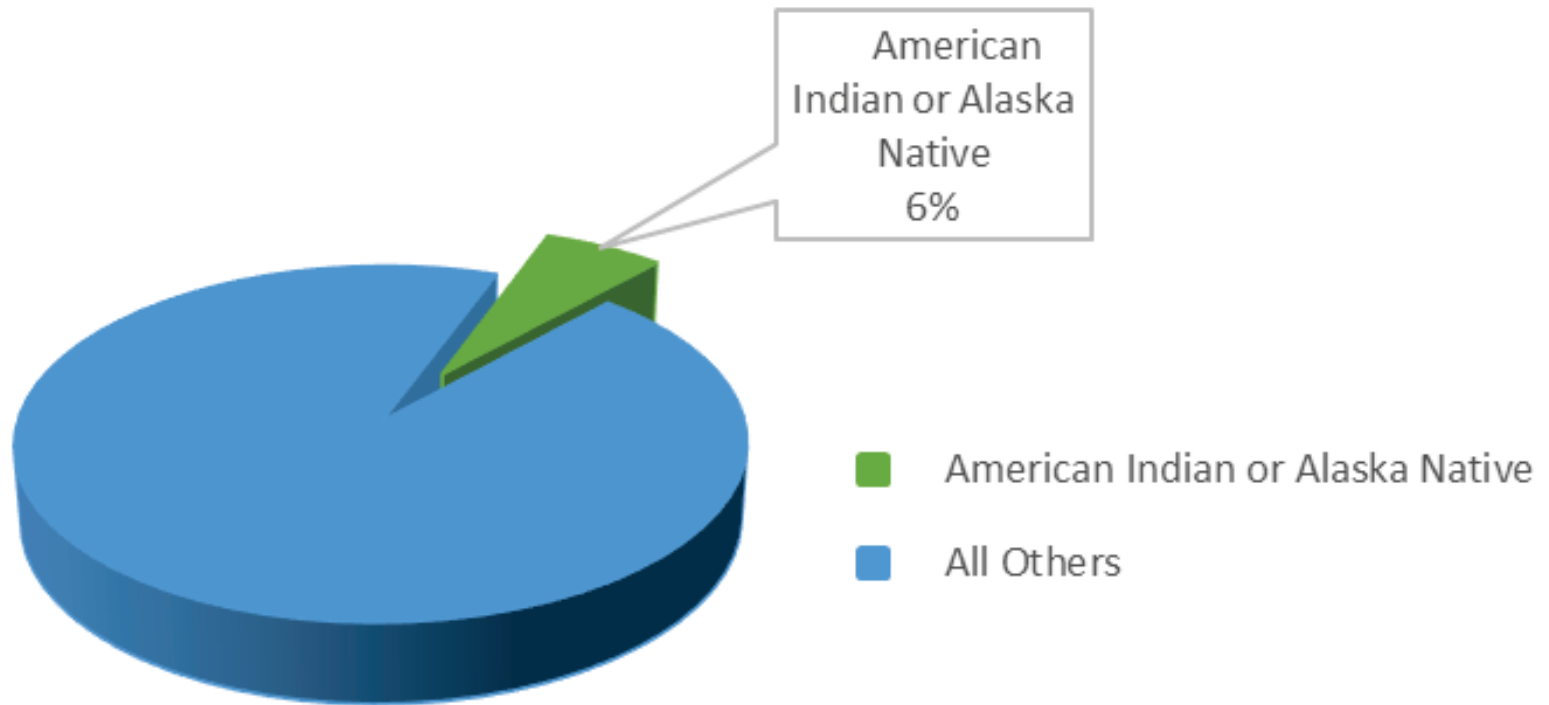
### Employees Working on RAES Projects



Year1 Q1



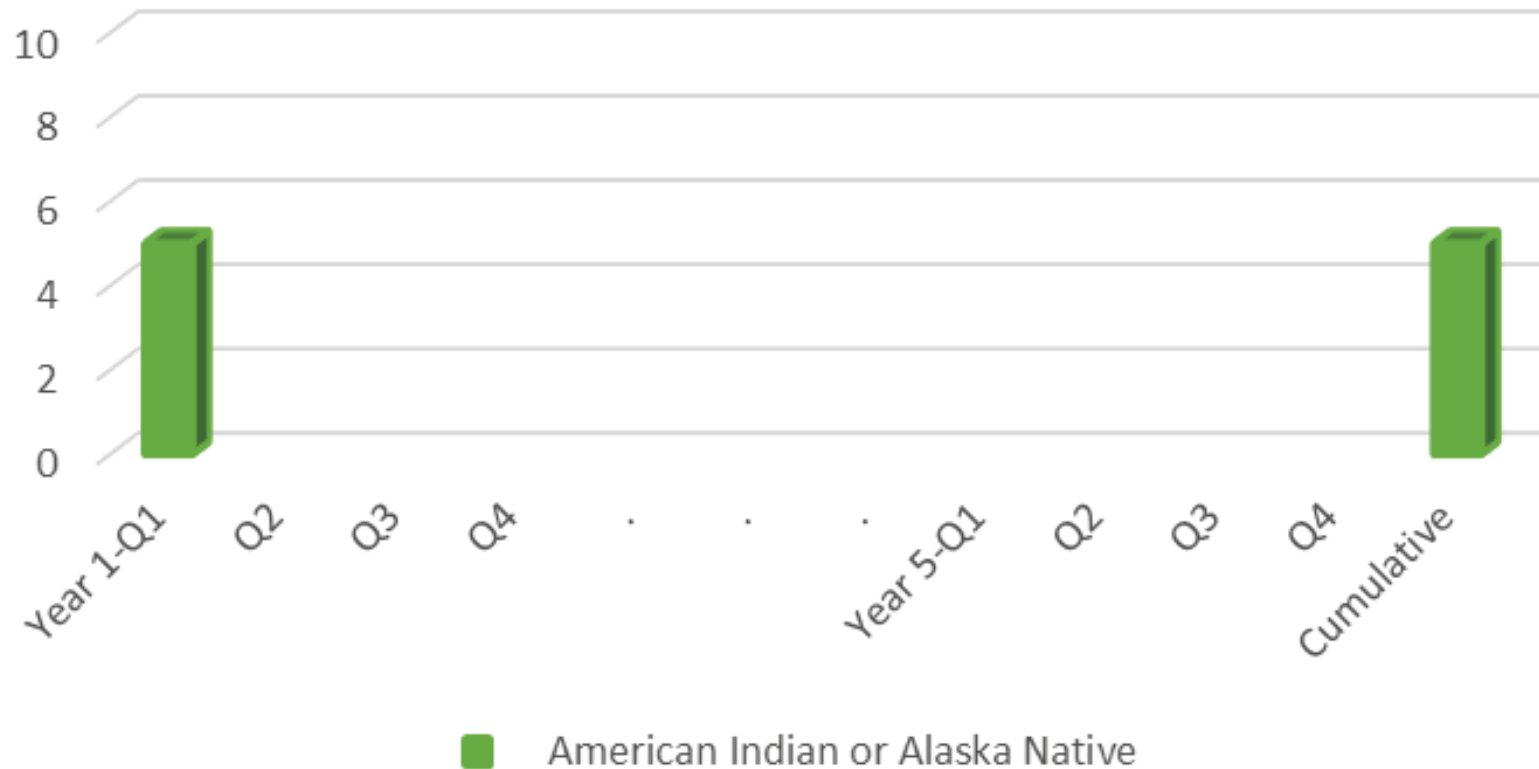
### Employees Working on RAES Projects



Cumulative  
(Contract to Date)



### Employees Working on RAES Projects (Over Contract Duration)





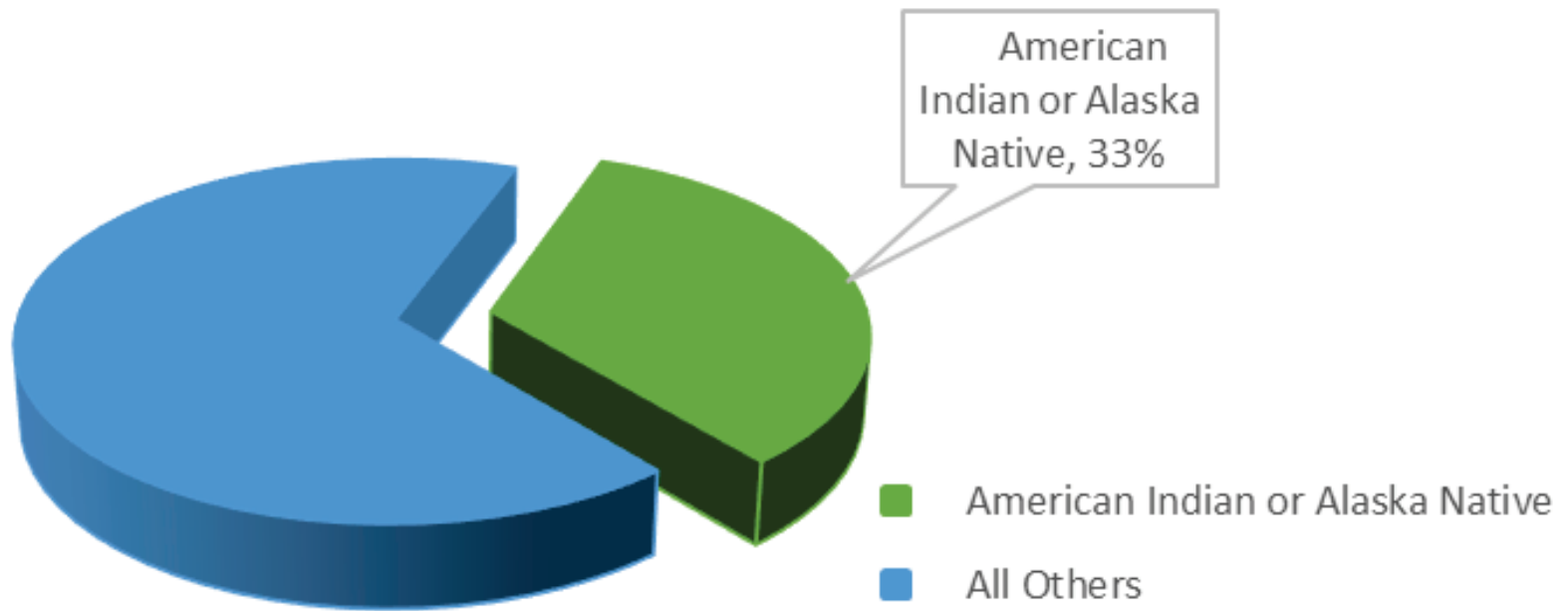
## 2.2 New Hires

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Nine total hires were made, of which 33 percent have self-identified as being of American Indian or Alaska Native ethnicity. We have included those new hires that have been hired primarily for the RAES contract. The graphics below provide a breakdown of these new hires.



### New Hires for RAES Projects

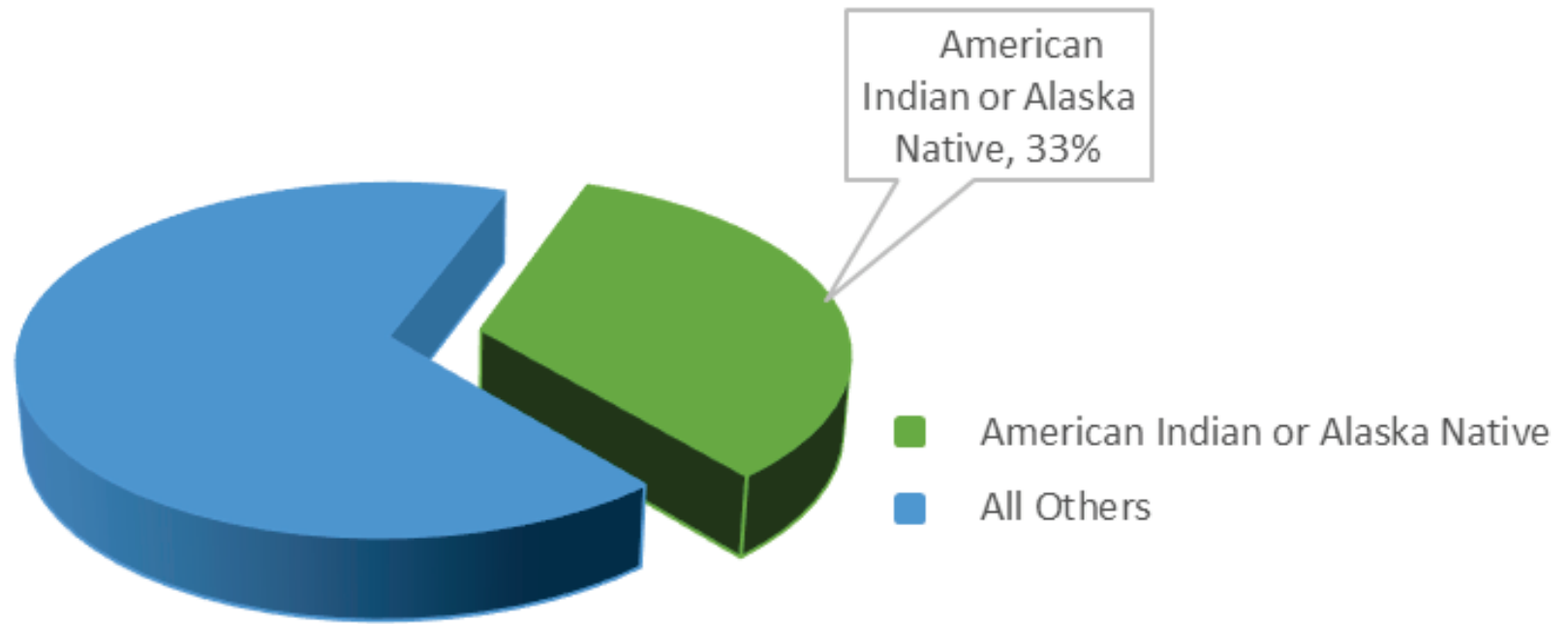


Year1 Q1

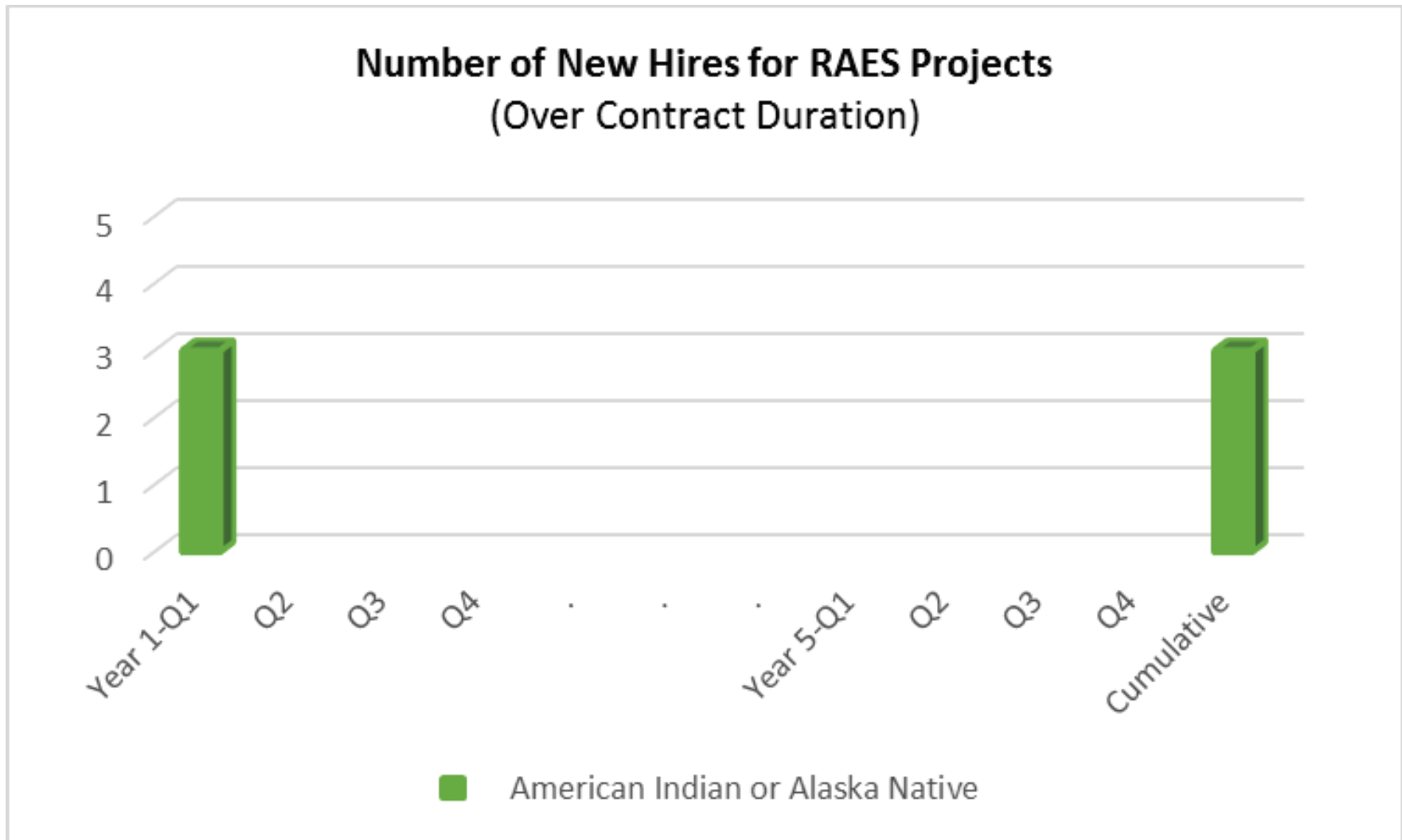




### New Hires for RAES Projects



Cumulative  
(Contract to Date)





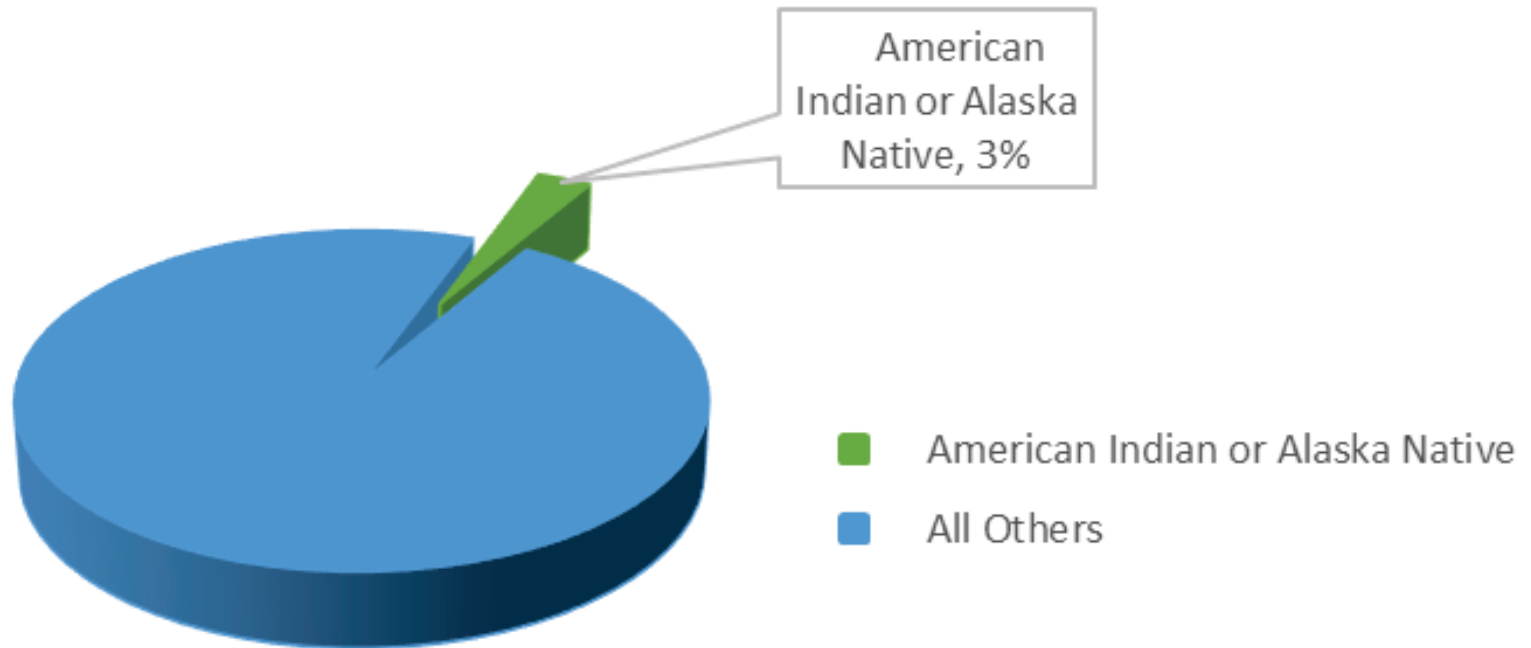
### 2.3 Employee Work Hours

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Similar to Section 2.1 of this report, self-reporting American Indian or Alaska Native employees on the Tetra Tech Team bill hours on the RAES contract. The graphics below present the hours for self-identifying American Indian or Alaska Native employees.



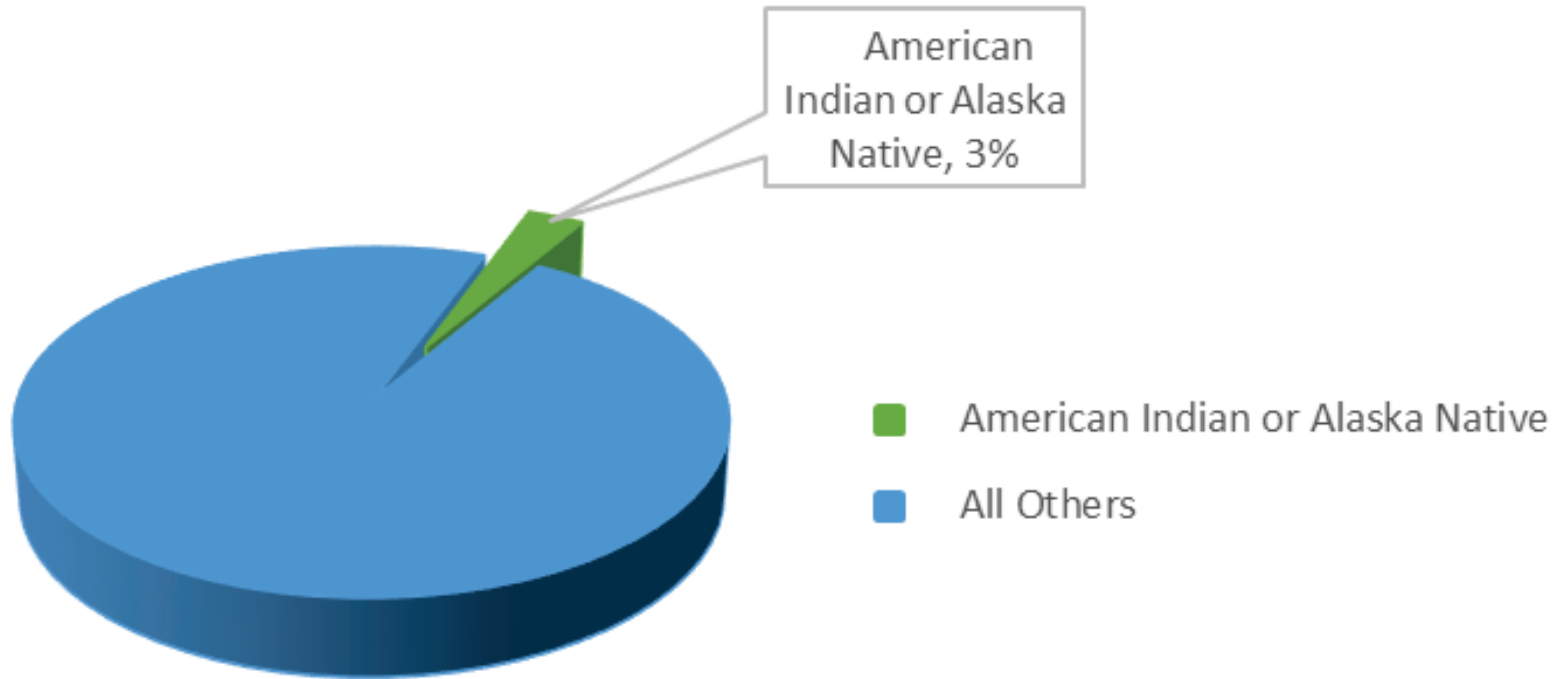
### Employee Hours Worked on RAES Projects



Year1 Q1



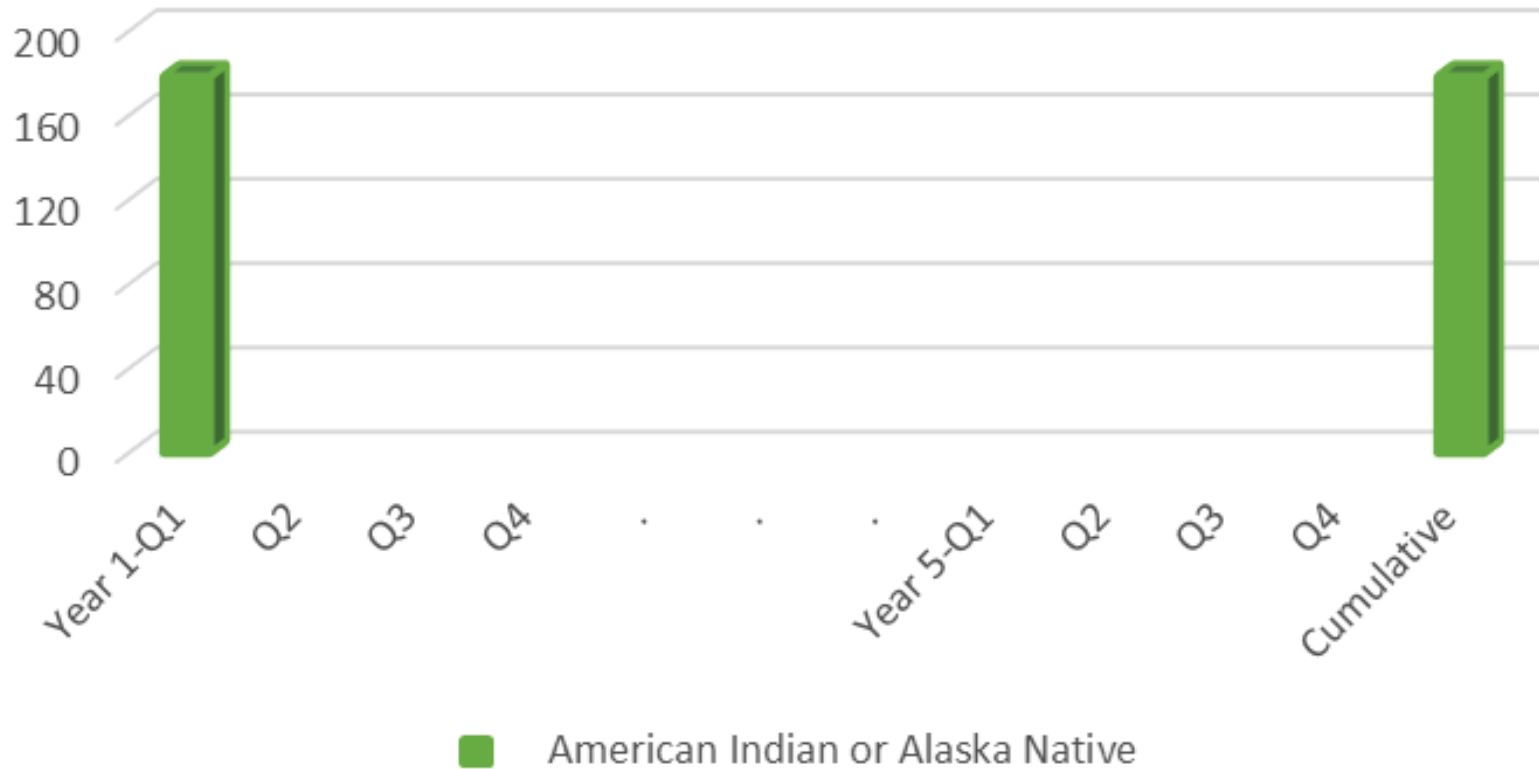
### Employee Hours Worked on RAES Projects



Cumulative  
(Contract to Date)



### Employee Hours Worked for RAES Projects (Over Contract Duration)



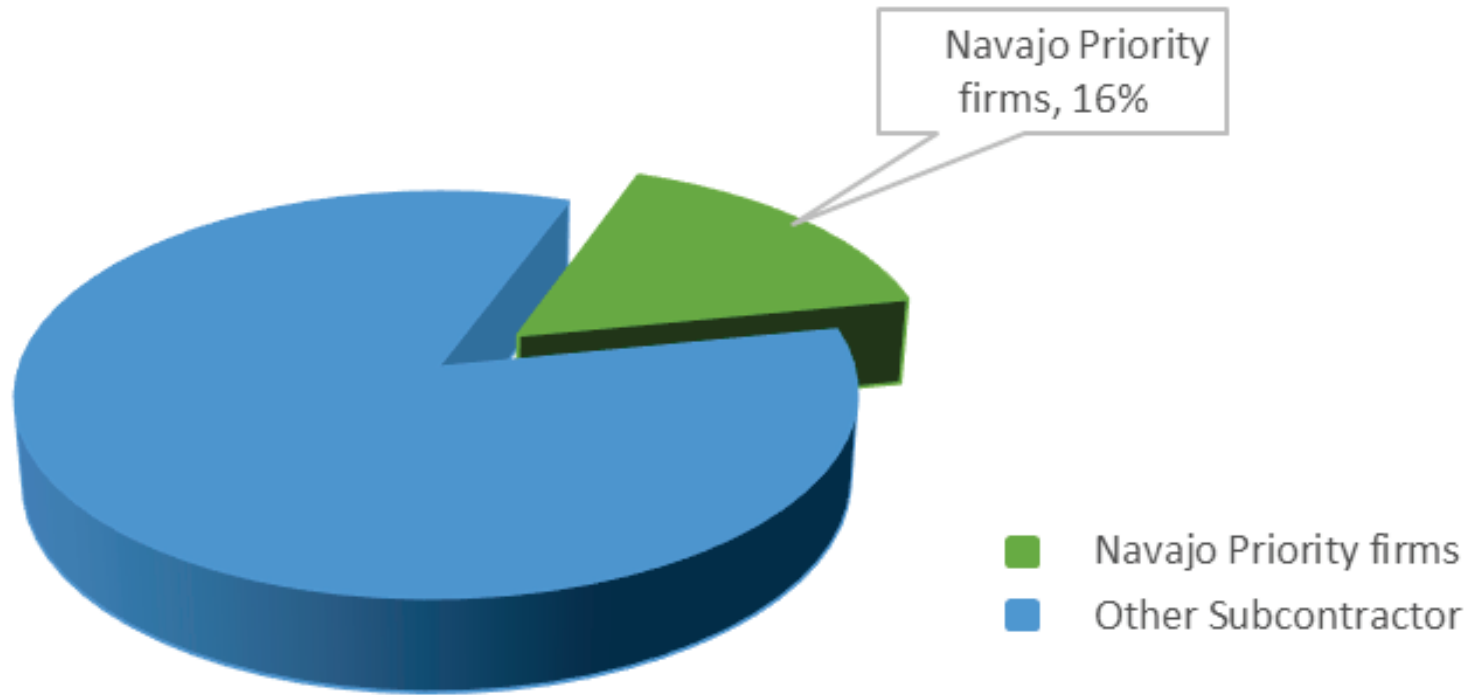


### 3.0 SUBCONTRACTING

Subcontracting in the first three months of the RAES contract was relatively modest as we ramped up on newly awarded task orders. Removal Site Evaluation (RSE) field activities are not anticipated to commence until the second quarter of 2018. Subcontracting dollars were only incurred on two task orders. For the purpose of reporting subcontracting, Tetra Tech considers Navajo Priority 1 and Navajo Priority 2 firms designated by the Navajo Nation Division of Economic Development Business Regulatory Department to be “Navajo Owned Firms.” Per discussions with EPA, laboratory subcontracting is not included in our goals for subcontracting. The total dollars spent on subcontractors, Navajo Priority 1 subcontractors, and Navajo Priority 2 subcontractors is provided in the graphics below.



### Subcontracting Dollars Spent

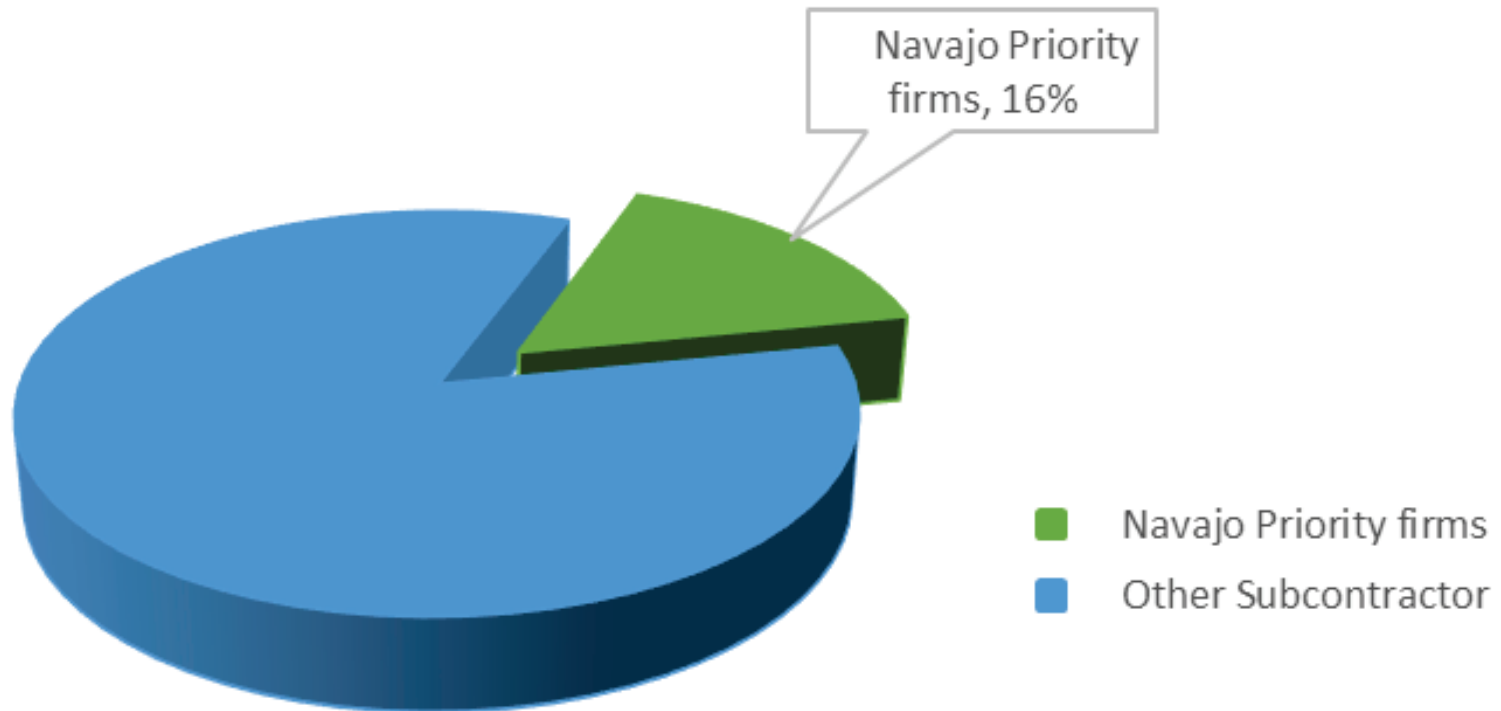


Year1 Q1

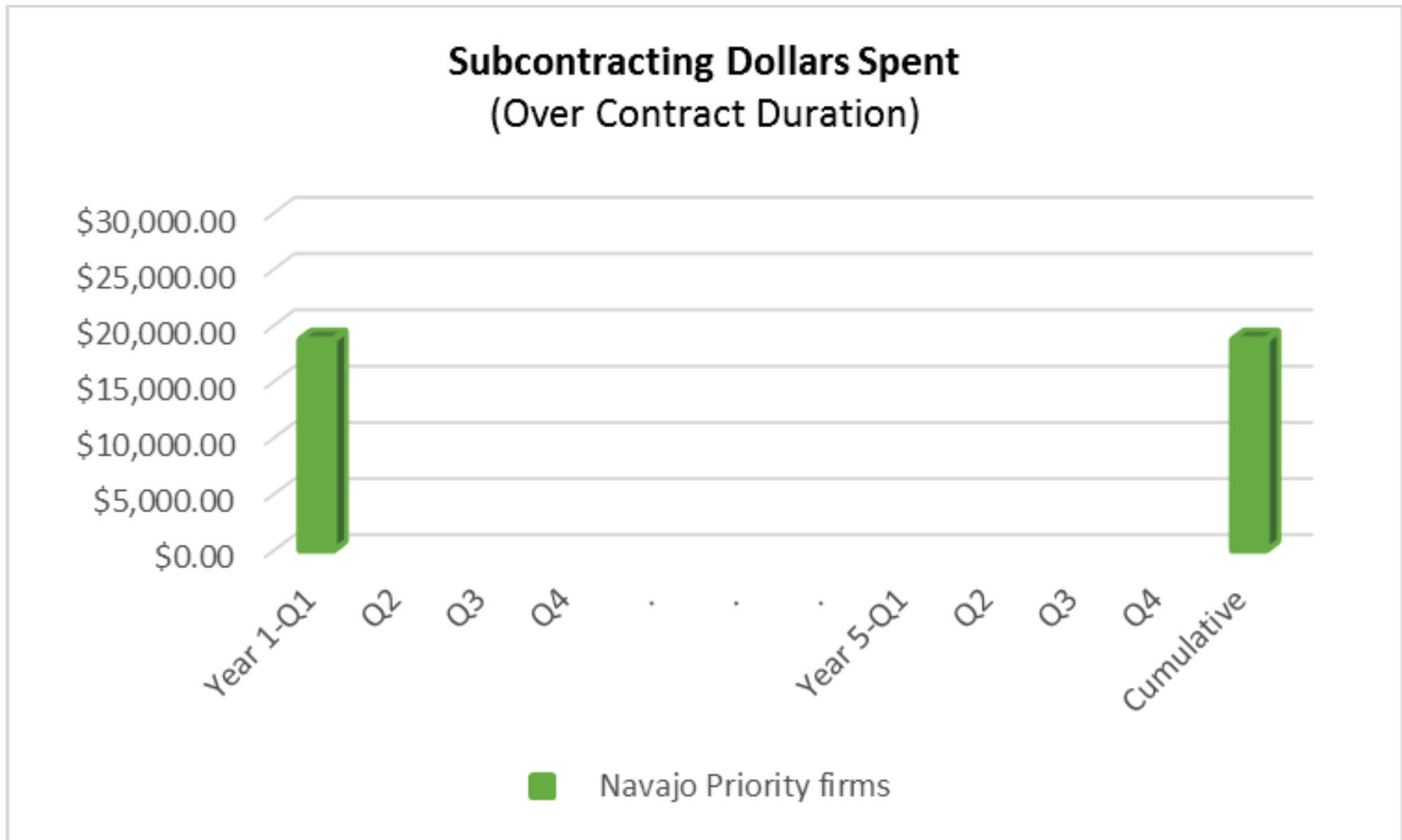




### Subcontracting Dollars Spent



Cumulative  
(Contract to Date)





## 4.0 TRAINING

Tetra Tech convened four RAES learning sessions during the first quarter of 2018, in Oakland, California and Denver, Colorado that potentially included American Indian or Alaska Native individuals. The first was held on February 8 and 9, 2018, when Tetra Tech hosted four employees our Protégé firm, iiná bá, Inc. in Oakland, California for a mentoring session and an introduction meeting with EPA Region 9. Tetra Tech mentored iiná ba staff on the following topics:

- Contract and program management, including general EPA contract management and specific aspects program management of the RAES contract;
- Financial management, including general EPA contract financial management and RAES-specific financial management;
- EPA marketing and proposal preparation;
- Quality assurance; and
- Health and safety planning.

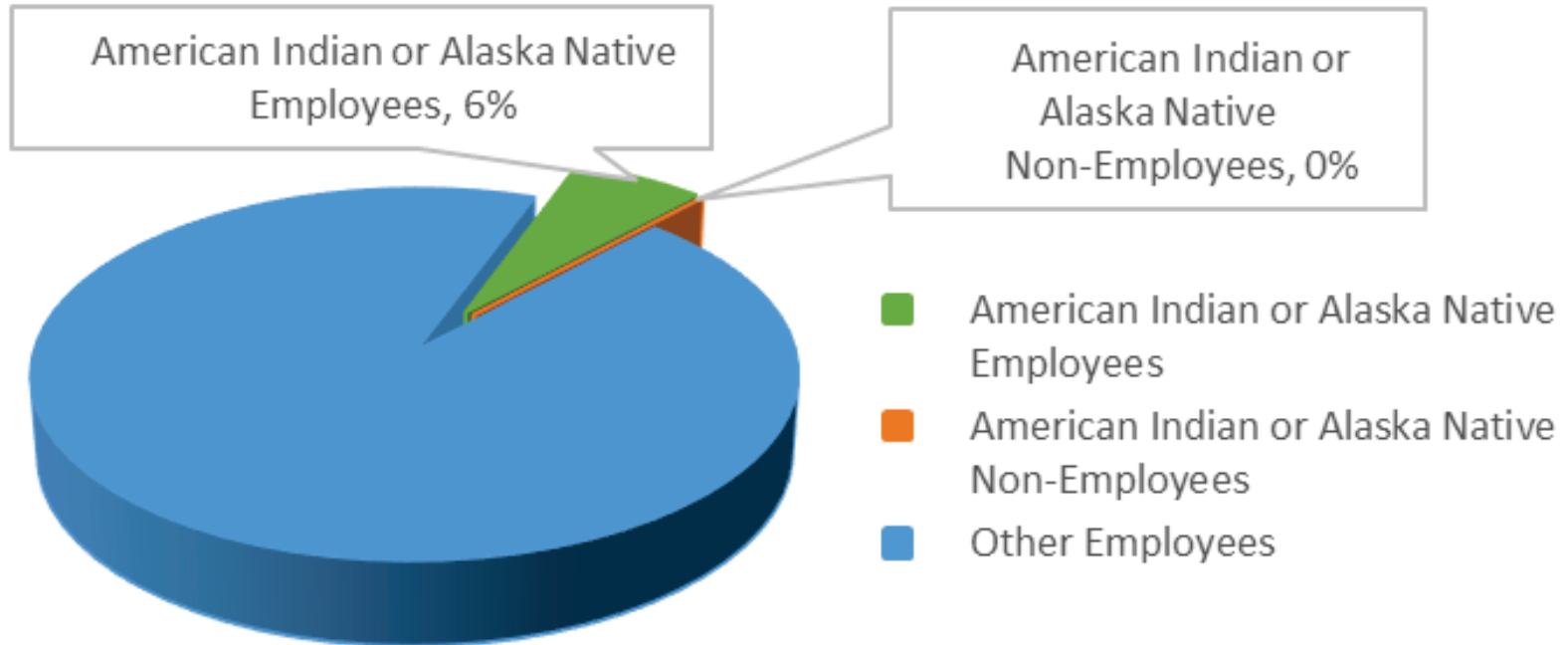
At the end of March, Tetra Tech held two days of field orientation in Denver, Colorado (and remotely via Skype) related to planned task order activities and future RSE work that contained three separate training topics. Training and certification was provided on the following topics:

- Radiation health and safety, including protection of women of child-bearing age;
- Field equipment, including radiation screening and sampling procedures; and
- Dangerous goods shipping requirements.

Both learning sessions were focused on existing RAES Team employees, and field staff in particular. RAES Team employees attended via Skype and in person for local staff.



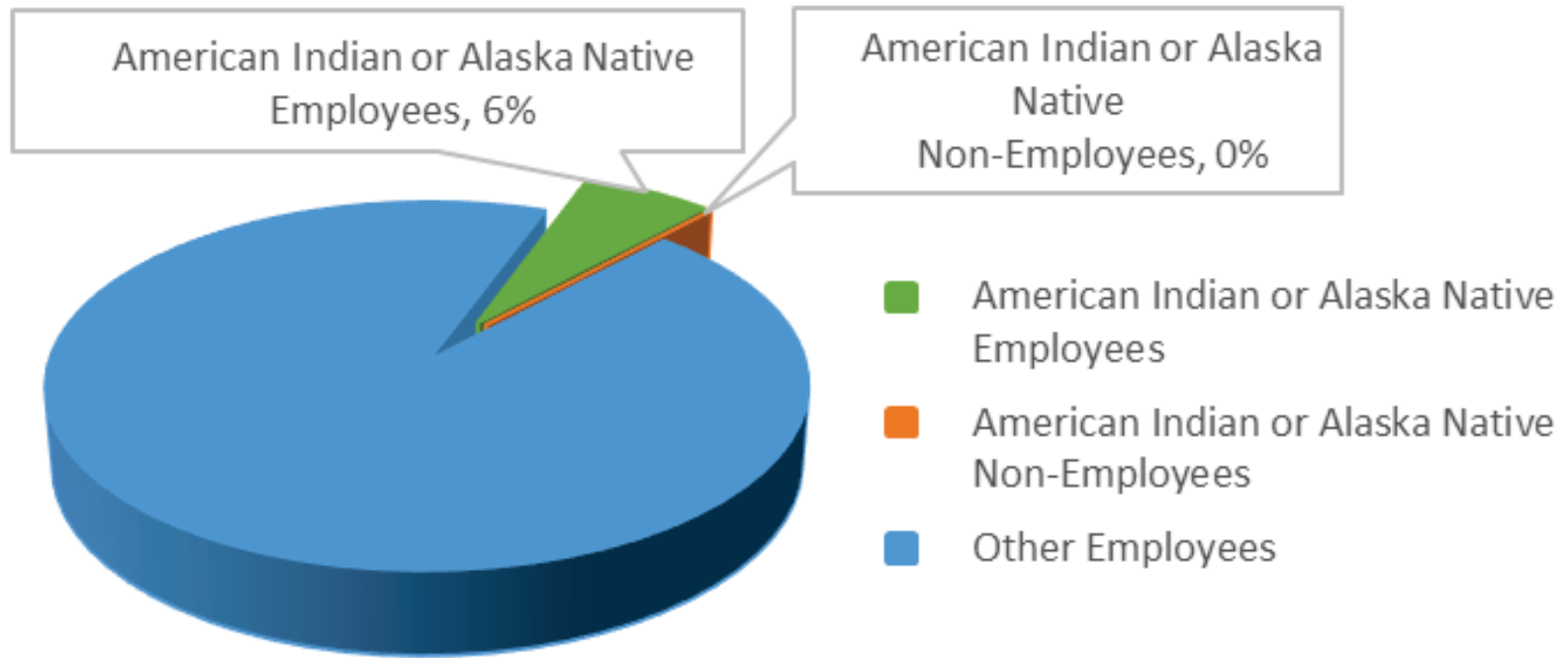
### Training Hours Provided by Tetra Tech



Year1 Q1



### Training Hours Provided by Tetra Tech



Cumulative  
(Contract to Date)