**I. Title of Task Order:**

**II. Task Order Contracting Officer’s Representative (TOCOR):**

TOCOR Name:

U.S. Environmental Protection Agency

Office

Division (Mail Code)

City, State Zip Code

Phone: (area code) phone-number

Alt. TOCOR Name:

U.S. Environmental Protection Agency

Office

Division (Mail Code)

City, State Zip Code

Phone: (area code) phone-number

**III. Period of Performance:**

The Period of Performance for this Task Order begins on the date the Contracting Officer signs the approved Task Order. The Period of Performance for this requirement includes a 12-month Base Period. *[If Options are included, please update this section accordingly to reflect any included option periods. E.g.“The Period of Performance for this requirements includes a 12-month Base Period and two 6-month Option Periods.”].*  The Period of Performance concludes on the termination date of the contract, in accordance with this task order and any subsequent call order modifications.

**IV. Background:** *[Discuss the background of the project. The background should provide an overview of how this project supports the EPA and the specific mission of your office. Include references for any prior Task Orders or work assignments for the same work and discuss any progress made on previous work assignments/task orders. Conclude this section with a statement regarding the purpose this task order and clearly articulate the overall objective(s) to be met during performance. Be sure to reference any court ordered deadlines or other regulatory and/or agency-imposed deadlines.*

**V. Description and Tasks:** *[Contractors will be required to price the SOW on a per task basis so that we can better control costs and apply priorities to each phase of the project. It is important that each task has clear objectives, milestones, and deliverables (as applicable) so that the contractor will be able to establish pricing for each task separately. Funding constraints may prevent fully funding the project. Segregate the activities under each task if possible so that each task can be funded and activated separately if need be.]*

**Task #1: Task Order Administration**

The Contractor shall have conference calls with the TOCOR on a weekly basis after approval of the task order to plan and review progress of this TO. The contractor will provide status updates on each task and the EPA TOCOR will discuss any technical issues related to completing each task. The EPA TOCOR will provide the contractor with technical direction regarding the priority of the items for each task, including those that should be addressed by the next conference call. During the calls, the contractor shall provide status updates on the progress of active work items. Upon request, the contractor shall provide level-of-effort (LOE) estimates for implementing specific proposed work items.

The Contractor shall submit monthly progress reports (see “Reporting Requirements” section below), provide labor category estimates of resources for each task and subtask in any provided cost estimate, review and quality assure all work products, and keep the TOCOR informed of any problems that may impede project performance or delivery dates, along with any corrective actions needed by the Contractor or the TOCOR to solve such problems. The contractor shall include a description of the work performed on each task in each monthly report.

**Task #2: Task Title**

The Contactor shall

**Task #3: Task Title**

The Contractor shall

**Task #4: Task Title**

The Contractor shall

**Task #5: Task Title**

The Contractor shall

**VI. QA Requirements:**

*[The verbiage provided below is a sample which may or may not meet your QA needs. Please check with your QA Officer for guidance on this task. The QA Officer should provide input on this task when processing your Quality Assurance Review Form (QARF). Please be sure to include a deliverable for the QAPP in your deliverable listing.]*

Quality assurance activities shall be conducted to assure environmental data generated, processed, or used to support this task order shall be of known quality and shall achieve prescribed data quality objectives. Furthermore, the data shall be adequate and sufficient for their intended use. The Contractor shall be in compliance with the requirements of CIO 2105.0, *Policy and Program Requirements for the Mandatory Agency Wide Quality System* and the *American National Standard-Specifications and Guidelines for Environmental Data Collection and Environmental Technology Programs* (ANSI/ASQC-E4-2014). Consistent with these requirements, the Contractor shall develop a task order Quality Assurance Project Plan.

1. **Quality Assurance Project Plans (QAPP).** The Contractor shall develop a task order QAPP to provide a plan for obtaining, using, storing, and retrieving the type and quality of environmental data needed for EPA’s effort to [describe your requirement]. The QAPP should document how quality assurance (QA) and quality control (QC) activities are applied to environmental data operations to assure that the results obtained are of the type and quality needed and expected.
2. Within one month of the effective date of the TO, the Contractor shall submit a draft QAPP in Microsoft Word format, divided by sections that describe the policies, organization, objectives, functional guidelines, and specific QA/QC activities designed to achieve the data quality requirements of the task order. The QAPP shall provide a level of detail and organization that is consistent with EPA QA/R-5, *EPA Requirements for Quality Assurance Project Plans* which can found at <https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans>. Specific QA/QC related tasks to be addressed by the QAPP are described in [Tasks X and Y] of this task order. These are not necessarily inclusive; the Contractor shall include any other tasks or implementable measures that are not mentioned but are necessary to optimize the quality or assess the uncertainty of the information that is produced. Additional guidance on developing the QAPP is available in EPA’s *Guidance for Quality Assurance Project Plans EPA QA/G-5* which can be found at <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf>.
3. With consultation from the Quality Assurance Manager (QAM) or the Delegated Quality Assurance Officer (DQAO), the work required in this Task Order has been preliminarily determined to be classified as [Category X] by the TOCOR.
4. The TOCOR will review the quality documentation and provide comments to the contractor in writing within 2 weeks. EPA will provide comments to the submitted draft QAPP in writing or directly on a digital file. The Contractor shall revise the QAPP and resubmit it to the EPA for approval within one week. The revised QAPP will be the official QAPP for the task order.
5. Incorporation of Standard Operating Procedures (SOPs) - When addressing the data acquisition elements in the task order QAPP, detailed copies of quality assurance methods and/or SOPs can be either included directly in the discussion, provided as attachments to the QAPP, or, if easily obtained and readily available to all project participants (e.g., American Society for Testing and Materials (ASTM) methods), cited within the discussion and included in the reference list. Detailed copies of the methods and/or SOPs must accompany the QAPP either in the text or as attachments. All SOPs referenced in each activity performed by the Contractor shall be submitted as part of the applicable QAPP. The SOPs shall be written to be consistent with EPA QA/G-6 titled *Guidance for Preparing Standard Operating procedures (SOPs)*, which can found at <https://www.epa.gov/quality/guidance-preparing-standard-operating-procedures-epa-qag-6-march-2001>.
6. QAPP Amendments – During the term of the contract, the Contractor shall revise and maintain on file, with all previous revisions, an amended QAPP within 30 days of the following circumstances:
7. The Agency modifies the contract.
8. The Agency notifies the Contractor of deficiencies in the QAPP document resulting from the Agency's review of the Contractor's performance.
9. The Contractor identifies deficiencies resulting from their internal review of the QAPP document.
10. The Contractor's organization, personnel, facility, equipment, policies, or procedures change.
11. The Contractor identifies deficiencies resulting from the internal review of their organization personnel, facility, equipment, policies or procedures.
12. Document Control - When the QAPP or any SOP is amended, all changes shall be clearly marked with a bar in the margin indicating where the change is found in the document, or by highlighting the change by underlining, bold printing, or using a different print font. The amended section pages shall have the date on which the changes were implemented. Any changes in the QAPP shall be submitted to the EPA Project Officer for approval before implementation.
13. QAPP and SOP Archival ‑ The Contractor shall maintain a master QAPP which incorporates the original QAPP and all subsequent amendments. The Contractor shall provide a copy of the master QAPP (including the SOPs) and any of its attachments to the designated recipients within 14 days of a request.

**VII. Deliverables:**

The Contractor shall adhere to the following schedule: *[The schedule is not required to be as written below. Use this as an example. You can write it according to your needs.*

*Avoid the use of TBD if possible. Use specific dates or timeframes to build your delivery schedule (e.g. 01 January 20XX, 20 days after task order award, 30 days after receipt of comments, etc)]*

**Task** **Deliverable** **Delivery Schedule**

1 Deliverable [DATE]

2 Deliverable [DATE]

3 Deliverable [DATE]

4 Deliverable [DATE]

5 Deliverable [DATE]

6 Deliverable [DATE]

**VIII. Reporting Requirements:**

1. If any problems arise that would impede performance, Contractor shall inform the EPA TOCOR immediately (by phone or email) and provide information needed to resolve the problem(s).

# 2. The Contractor shall submit monthly progress reports to the EPA TOCOR in accordance with the terms and conditions of the contract and advise the TOCOR about problems in a timely manner, but at a minimum, via the monthly progress reports.

# 3. The Contractor shall deliver all draft and final work products in accordance with the contract. In addition, the Contractor shall deliver to the TOCOR each draft and final deliverable in an electronic format that is compatible with EPA-installed application software which includes word processing software Microsoft Word, spreadsheet software Microsoft Excel, and database management software Microsoft Access. Final deliverables that will be posted online or otherwise available to the public shall be 508 compliant.

# 4. The Contractor shall ensure that all electronic work products are free of computer viruses, malware, or spyware.