STATEMENT OF WORK

STATEMENT OF WORK ENVIRONMENTAL LEGISLATIVE AND REGULATORY MONITORING

Background

Naval Facilities Engineering Service Center (NFESC) currently provides state environmental legislative and regulatory analysis support services to DOD components (Army, Navy, Air Force, and Marine Corps), as well as other Federal agencies (National Aeronautics and Space Administration (NASA), and Tennessee Valley Authority (TVA)). To provide these support services Naval Facilities Engineering Service Center uses a legislative and regulatory tracking service to obtain summaries of environmentally related legislative and regulatory actions. For some of the clients, NFESC then provides value added support by evaluating individual actions to identify "relevant" issues applicable to each client. For example, NFESC currently filters issues for NASA, TVA, and one Navy systems command.

The filtered "relevant" information is compiled and forwarded to these clients as user-friendly e-mail reports. The resulting reports are used by clients to assist with the environmental compliance planning programs and to assist with legislative and regulatory engagement efforts. In other cases clients also receive unfiltered data directly from the contractor. From time to time DOD/Federal client organizations have a need to obtain supplemental information to support their regulatory analysis programs.

Definitions. For purposes of this statement of work the following definitions apply:

"Client Organization" means a DOD component (Army, Navy, Air Force, and Marine Corps), or other Federal agency or department that receives services under this contract. DOD components include their chain of command at levels above the DOD component, i.e., DOD headquarters organizations, and also include multi-agency support organizations (such as the Defense Logistics Agency) that support the DOD component.

"Client Representative" means the designated representative of each client organization that is assigned to coordinate with the contractor.

"Client" means staff members of the client organization that receive and use the data procured under this contract.

"Client group" means one or more individuals within a single client organization who have interest in a geographic area and/or limited number of environmental media areas.

"Environmental Issues" include (but are not limited to) laws, regulations, rules, and ordinances that relate to air pollution, water pollution, drinking water quality, solid and hazardous waste management, resource conservation, recycling, water conservation, energy conservation, noise pollution, protection of cultural and natural resources, land use planning, hazardous materials transportation, toxic substances control, site remediation, spill contingency planning, worker health and safety, sustainability, environmental policy act programs, and encroachment. Encroachment includes any governmental action that could limit the ability of a client to operate. Examples of encroachment include: land use restrictions, habitat protection requirements, cultural resource protection, and new land development authorizations that limits operations.

"Individual User" means an individual client or small group of clients that are assigned a single password for access to the website. See Section 2.2.

Master User means the designated clients which are given authority to assign relevance to each environmental issue via the website. See section 2.2.

Scope and Objectives. The contractor shall provide all labor, equipment, materials and facilities needed to provide state and local environmental legislative and regulatory tracking services to NFESC and designated client organizations.

The objective of this work effort is to:

1) Provide client organizations with timely reports on contemplated or proposed state and local environmental legislation and regulations,
2) Obtain follow-up information and issue tracking for client Organizations to assist them with legislative and regulatory analysis programs, and
3) Obtain detailed reports on specific legislative or regulatory issues.
4) Obtain training, planning, and support services and support related to legislative and regulatory issues.

REQUIREMENTS

General

Client Organization Profiles. The contractor shall, with assistance from each client representative, develop and maintain profiles of operational activities and environmental issues of concern to that client organization. The client representative may specifically identify agencies that are to be monitored.

Distribution Lists. The contractor shall maintain a point of contact for adding and deleting client staff to e-mail and other distribution lists. The contractor shall notify the contracting officers technical representative and client representatives monthly of any e-mail addresses that become “undeliverable.” The government estimates that about 60 separate distribution lists may be needed to serve the current set of client organizations.

Legislative and Regulatory Monitoring. The contractor shall monitor anticipated and proposed state and local environmental legislative and regulatory requirements across all environmental areas that may impact client operations. As a minimum monitoring shall include:

1) Review of agency notices and reports;
2) Review of legislative texts;
3) Monitoring relevant Internet sites; and
4) Discussing emerging issues with appropriate legislative and regulatory staff.

The goal is to identify issues prior to official publication or bill introduction.

The contractor shall monitor jurisdictions that include each of the fifty (50) states and the District of Columbia, Guam, Puerto Rico, Virgin Islands and local regulatory or rulemaking organizations such as local or regional air pollution control districts, water quality management districts, county land planning commissions, and other appropriate local government bodies. The Client Representative may specifically identify agencies that are to be monitored. Monitoring shall include tracking of proposed general permits (such as stormwater) that are being prepared or modified.

Data Tracking. Data tracked for each legislative item shall include:

1) Contractor provided data.
    a. State
    b. Title
    c. Date first entered
    d. Date last updated
    e. Enactment status
    f. Bill sponsor
    g. Legislative summary including internet link to available legislative versions

h. Bill status including any hearing schedules
i. Outlook for passage
j. Companion bills.

2) Government provided inputs via the web site.
   a. Title
   b. Environmental media area
   c. Judgment of relevance (or non-relevance) to each client organization
   d. User priority for each individual user
   e. User notes for each individual user

Data tracked for each regulatory item shall include:

1) Contractor provided data
   a. State
   b. Issue/Media Area (contractor supplied)
   c. Date the summary was first entered
   d. Date the summary was last updated
   e. Enactment status of the regulation
   f. Agency contact
   g. Affected citation(s)
   h. Regulatory summary including internet link to available regulatory language and support documents
   i. Rule development status including dates of completed and pending meetings and hearings.
2) Government provided inputs via the web site
   a. Title,
   b. Environmental media area,
   c. Judgment of relevance (or non-relevance) to each client organization
   d. User priority for each individual user
   e. User notes for each individual user

Master users shall be able to enter title, media area, and overall client relevance for defined groups using Internet web access. Each individual client user shall be able to enter their individual user priority using Internet web access.

Data Use. All information provided under the contract shall be free from restrictions that would prevent redistribution of the reports or sections of reports to client organizations or support contractors acting in direct support of each client organization's regulatory compliance and planning programs. The Government reserves the right to reformat and redistribute any information contained in the reports to client organizations and their support contractors.

Third party information (such as relevant journal articles) may be provided in hard copy form with copyright restrictions that would be normal and customary for the document type.

Client Conferences. The contractor shall be available for periodic conference calls with each DOD/government client, when requested, to explain the services available in the contract, to obtain customer feedback, resolve client complaints, and to refine the contractor's understanding of client operations and environmental issues.

Information Disclosure. The contractor shall maintain confidentially of client information.

Task 1. Legislative and Regulatory Reports.

The contractor shall provide legislative and regulatory summaries and access to underlying data.

Legislative Session Report The contractor shall provide a state Legislative Session Report at within 10 days of the start of the task order and quarterly thereafter for task order periods of performance extending three months or beyond. The report shall provide information about the schedule for each legislative body. The report shall include any special sessions. As a minimu m the report shall include the following:

1. Session Start Date
2. Estimated or actual Session adjournment Date
3. Deadline for Bill enrollment
4. Deadline for committee action

Data Accessibility Modes. Each data user shall be allowed to select one or more methods of data access. Data access methods shall as a minimum include:

1) e-mailed biweekly reports distributed by identified groups,
2) secure Internet web access, and
3) e-mailed biweekly database updates.

These reports shall contain information that is current to within three (3) days of the report date.

E-mailed biweekly reports shall be provided as attached Microsoft Word Documents (*.doc files). The report shall provide separate sections for legislation and regulations. Items shall be sorted by:

1) State,
2) Media area, and
3) Status of enactment or finalization.

Upon award of the contract, the contractor shall submit a sample report format for review and approval. Reports shall be screened by each client group's operational and geographic profile (i.e., states) to limit the content to significant legislative and regulatory issues that have a potential to impact client operational activities and environmental issues of concern.

Additionally, the contractor shall provide interim notification by e-mail to appropriate client representatives when time critical issues of significance arise during the period between submission of biweekly reports. For example, start of a comment period on a regulatory issue when the client has expressed interest in the subject area.

Internet web access shall allow for creation of individual client groups and provide the ability to:

1) Allow master users to assign relevance, by client organization, to each legislative or regulatory action reported
2) Allow clients (individual users) to assign individual user priority to each action reported, and
3) Allow clients to enter user notes associated with each action reported

Internet web access shall include multilevel filtering capabilities by any combination of three (3) of the following:

1) Group relevance,
2) Individual user priority,
3) Date modified, within a range,
4) State,
5) Media area,
6) Status of enactment or finalization, and
7) Keywords within the title and summary.

For example: State, media area and user priority.

Data supporting the Internet web site shall include all environmental issues identified for all clients.

Internet web access shall include sorting capabilities (i.e., to order the presentation of information returned through filtering) by any three of the following categories, chosen in any order:

1) State

2) Area
3) Enacted Legislation or Final Regulations
4) Relevance (as assigned (by a Master User) for the Client Group that the viewing client belongs to)
5) User's Priority (as assigned by the viewing client)

E-mailed biweekly database updates shall be in a format suitable for automated incorporation into a Microsoft Access database and shall include separate fields for each data item tracked identified above. Data contained shall include all environmental issues identified for all clients. The database update shall be capable of being imported to an existing government database (exact data format available on request).

Task 2 Follow-up Assistance.

When requested by a client, the contractor shall provide additional information about proposed and emerging state and local issues covered under the scope of this contract. This could include additional political information about the prospects for passage of a bill or additional analysis of legislative and regulatory proposals. It could also include follow-up conversations with state regulators and legislative staff and copies of documents related to development of specific legislative and regulatory actions. This includes copies of proposed or final regulations, related statutes, legislative proposals, guidance documents, policy documents, testimony, meeting minutes, legislative and regulatory analysis documents, and other associated documents requested by a client representative.

Contacts Log. The contractor shall maintain a log of client contacts related to Task 2 support for each client organization. As a minimum the log shall include the following information for each request for support:

1. Client Organization
2. Name of client
3. Brief description of requested information
4. Date of request
5. Date that action was completed

The contact log shall be submitted to the Contracting Officer's Representative (COR) quarterly.

Task 3 Regulatory Profile Reports.

When requested by Task Order, the contractor shall prepare "Legislative/Regulatory Development Summary Reports" encompassing past and present actions on a specified subject area of state and local environmental legislation and regulation.

Each report shall: 1) identify the proposed or actual legislative and regulatory action considered or adopted during the previous twelve month period; 2) divide such legislative and regulatory action into categories based on the environmental program addressed (e.g., Clean Air Act, Clean Water Act, Safe Drinking Water Act, Resource Conservation and Recovery Act, and other regulations) and; 3) provide an analysis of the probability of any discussed or proposed legislation or regulations being adopted. The regulatory profile should continue to be monitored and updated if necessary for each identified issue through the 12-month period.

Task 4 Training, Planning, and Support

When requested by Task Order, the contractor shall provide training, planning, and support services. These services may include: 1) providing training related to legislative and regulatory programs, 2) development of regulatory and legislative strategies, and 3) real-time gathering of information related to critical legislative and regulatory issues. These services shall be performed at an hourly rate and the number of hours will be negotiated into each task order. Task 4 may require travel and, if required, will be negotiated into the individual task order as appropriate.

This task may not be used to specifically to aid in influence or enactment of legislation.

Government Furnished Equipment

Distribution Lists. At the start of the contract the Government will identify the distribution lists with the names and e-mail address of staff designated to receive summary reports and states relevant to each distribution list.

Internet Web Site Code. At the start of the contract the Government will make available Internet Web Site Coding for the State Bulletin Board, which is operated under the existing legislative and regulatory tracking contract. However, the contractor is cautioned that the existing code is based on proprietary underlying data formats. Therefore, the code will require extensive modification or may be unusable.

Deliverables

Task 1

Sample Report Format. The contractor shall submit a sample electronic report format for the biweekly report for review and approval by the government.

Legislative Session Report. The contractor shall provide a state Legislative Session Report.

Bi-weekly Legislative and Regulatory Reports. The contractor shall submit by e-mail bi-weekly legislative and regulatory summary reports to identified distribution lists.

Database Update. The contractor shall submit by e-mail bi-weekly legislative and regulatory database updates to individuals requesting the information database.

Task 2

Follow-up Assistance Documents. When requested by a client representative, the contractor shall provide documents related to development of specific legislative and regulatory actions. Format and media shall be in a format acceptable to the Government.

Contacts Log. The contractor shall maintain a log of client contacts related to task 2 support for each client organization.

Task 3

Legislative/Regulatory Development Summary Report. When requested by a Task 3 task order the contractor shall provide Legislative/Regulatory Development Summary Report in a format acceptable to the Government.

Task 4

Deliverables under task 4 will be defined with the individual task order.

Delivery Schedules.

The contractor must be able to begin work supporting the contract immediately upon award using existing resources and data management systems.

The contractor shall make available Bi-weekly Legislative and Regulatory Reports (including e-mail reports, Internet web access (in some form), and database updates within six (6) weeks of the award date of the contract. The contractor shall complete software modifications needed to be fully compliant with this statement of work within 90 days of contract award.

All follow-up deliverables shall be provided in accordance with the following schedule or in accordance with a schedule approved by the COR.

Task 1 Deliverables

Sample Report Format	within 15 days of

	Contract Award
Legislative Session Report	Every 3 months (for the term of the task order)
Bi-weekly Legislative and Regulatory Reports	Every 2 weeks
Database Update	Every 2 weeks
Task 2 Deliverables	
Follow-up Assistance Documents	Within 5 days of request
Contacts Log	Every 3 months
Task 3 Deliverables	
Legislative/Regulatory Development Summary Report	Within 30 days of issue of Task Order

Schedules for services under Tasks 3 and 4 shall be negotiated under the individual Task Orders used to procure services.

POINTS OF CONTACT (POCs)

A COR will be designated at Naval Facilities Engineering Service Center.

The contractor will also be required to coordinate with client representatives and other client staff. To facilitate communication with each client organization a single representative will be appointed.

The COR must be contacted before acting on any request for information or other assistance that would require contract modification or implementation of a task order, obligate the government for any additional costs under the contract, or before undertaking any report under Task 3.

MEETINGS AND REVIEWS

The contractor shall conference by telephone with client representatives and clients, if requested, as necessary to explain the services the contractor can provide and to refine the contractor's understanding of DOD/Government Client operations in order to effectively screen and limit the report content to relevant issues, and to refine the report format.