

**SECTION I - STATEMENT OF WORK**  
**DHS ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION PROGRAM**  
**SUPPORT**  
**February 6, 2025 Modification**

**1.0 BACKGROUND**

The Department of Homeland Security (DHS or Department) Sustainability and Environmental Program's (SEP) Environmental Planning and Historic Preservation (EPHP) Program provides policy and oversight of the Department's compliance with the environmental laws, regulations, and executive orders including the National Environmental Policy Act (NEPA), DHS Directive 023-01 rev 01, and DHS Instruction 023-01-001 rev 01, *Implementation of the National Environmental Policy Act*, to ensure that Department decision-makers consider potentially significant impacts of their actions on the environment and on historic or culturally significant resources while providing the public with an opportunity to comment on proposed DHS actions.

**2.0 OBJECTIVE**

The activity under this Scope of Work (SOW) will support the implementation and advancement of the Department's EPHP Program and overall training, efficiency, oversight, and compliance efforts.

**3.0 SCOPE OF WORK**

The Contractor shall provide a team of qualified subject matter experts (SMEs) to provide assistance with the evaluation of existing systems and development of materials for DHS's EPHP Program, consistent with current laws, regulations, Executive Orders, and Departmental policy.

**4.0 TASKS**

DHS will provide the Contractor with copies of previous guidance and/or policy documents, trainings, and other items related to the DHS EPHP Programs. The Contractor shall be responsible for all labor, equipment, and other resources required for fulfilling the requirements of this Task Order. The Contractor staff should be able to demonstrate their understanding of the DHS projects and programs and the associated environmental issues, and environmental and historic preservation laws, regulations, and Executive Orders. The Contractor will assign specialist(s) with the necessary SME who can work independently without supervision to produce the deliverables under this Task. All Tasks Areas are mandatory.

**4.1 Cultural Resource and Historic Preservation Handbook**

The Handbook will help DHS staff, contractors, and other DHS associates carry out the requirements of various laws, regulations, and executive orders requiring cultural resource and

historic preservation considerations to include Section 106 and 110 of the National Historic Preservation Act, the Native American Graves and Repatriation Act, the Archaeological Resource Protection Act, the Sunken Military Craft Act, 36 CFR 79 and EOs 11593, 13006, and 13007. The Guide will provide an overview of legal and policy background information, specific requirements, checklists, references, links to Federal and state internet sites, important project decision points and information requirements, process flow charts, and compliance timelines. This information will help in the understanding and application of cultural resources and historic preservation requirements to specific, proposed activities, programs, or projects. Task includes development of the following 508 compliant deliverables:

- Handbook Outline (WORD)
- Handbook Draft
- Handbook Draft Final
- Handbook Final (PDF)
- Draft MS Power Point of less than 20 slides total on purpose and how to use the Handbook
- Final MS Power Point of less than 20 slides total on purpose and how to use the Handbook

#### **4.2 Communications and Marketing Materials (optional CLIN)**

Contractor will provide the following 508 compliant communication and marketing materials to include draft, draft final, and final with graphic design, as needed:

- Four (4) potential logos for the EPHP Program; one selected
- PowerPoint template for EPHP Program
- Standard, plain language template for web postings on dhs.gov announcing NEPA compliance (blurbs for draft and final notices, availability, adoption, draft, and final environmental documents)

#### **4.3 DHS Consultation and Assessment Templates**

The objective of this task is to develop comprehensive consultation and communication templates for conducting effective regulatory environmental and cultural resource/historic consultations. This task involves but is not limited to drafting standardized templates for the following consultations: Endangered Species Act (ESA) informal and formal consultation letters and biological assessments for U.S. Fish and Wildlife Service and National Oceanic Atmospheric Agency, Marine Mammal Protection Act consultation letter, Essential Fisheries Habitat (EFH) Assessment consultation letter and EFH Assessment template, Coastal Zone Management Act (CZMA) letter, and Section 106 of the National Historic Preservation Act to State Historic Preservation Officers and Indian Tribes. Contractor would be required to conduct thorough research into regulatory requirements, best practices, and industry standards to ensure that the templates align with current procedural guidelines. Each template will use the DHS letterhead and include clear instructions, standardized formats, and placeholders for relevant project-specific information. Additionally, consultants would provide guidance on how to

customize templates while maintaining compliance with regulatory requirements. Task includes the development of the following 508 compliant deliverables in Microsoft Word:

- ESA NOAA/FWS Consultation Letter for Formal Consultation- Draft, Draft Final, Final
- ESA NOAA/FWS Consultation Letter for Informal Consultation- Draft, Draft Final, Final
- ESA Biological Assessment Template- Outline, Draft, Draft Final, Final
- EFH- NOAA Consultation Letter Template- Draft, Draft Final, Final
- EFH Assessment Template- Outline, Draft, Draft Final, Final
- MMPA- NOAA Consultation Letter Template-Draft, Draft Final, Final
- CZMA Consultation Letter- Draft, Draft Final, Final
- Section 106 Consultation Letter (no effect, no adverse effect, and adverse effect)- Draft, Draft Final, Final

#### **4.4 Environmental Planning and Historic Preservation Trainings**

##### **4.4.1 Training Courses**

Update or prepare up to six 508-compliant trainings in PowerPoint as identified in the below subtasks. Trainings will primarily be at-your-own pace/trainee led but may involve live presentations later by DHS EPHP staff. Training announcement providing a synopsis of the training including course overview. Training presentation content tailored for a DHS audience. Materials should contain accurate and up-to-date statutory, regulatory, Executive Order, and/or DHS policy information. Slides to include speaker notes to accompany the presentation which offer sufficient detail to support the training presentation. Speaker's notes are not intended to be a word-for-word transcription of live presentations but should serve as a script for future presentations of the same subject matter. Supplemental and supporting documentation in the form of a guide/job aid to accompany fundamental level trainings. Task includes outline (new trainings only), draft, draft final, and final deliverables. Outlines and drafts may be prepared in Microsoft word. Draft final and final trainings to be prepared in PowerPoint with graphics. Final job aid to be prepared as a PDF.

Task also includes assessment/test questionnaire with 10–20 questions based on the subject content for fundamental and advanced trainings. Questions may be multiple choice, true/false, or short answer. The Assessment questionnaire must be provided in a 508 compliant Microsoft Word format and suitable for printing/photocopying for distribution to course participants. An independent (separate file) answer key must also be provided.

For pricing considerations, each subtask includes the training and test questions, with an optional CLIN for a two-day in-person training.

##### **4.4.1.1 National Environmental Policy Act (NEPA)**

Contractor will update three existing draft DHS NEPA trainings. Senior leader non-SME training will be no more than 25 slides; fundamental/101 training will take no more than

two hours to complete on-demand; and advanced will take no more than four hours on demand. Training presentations may include:

- Overview of NEPA
- Discussion of NEPA (federal and DHS-specific policy and projects)
- Discussion of NEPA statutory and regulatory changes
- Impacts analysis – beneficial and adverse; indirect, direct, and cumulative
- Mitigation measures

#### **4.4.1.2 Meaningful Engagement Best Practices**

Contractor will update an existing training at the fundamental/101 training level with no more than 60 slides. Training may include:

- Overview of public engagement as it pertains to the NEPA process
- Inclusive outreach/meaningful engagement during the NEPA process
- Best practices, general and DHS-specific examples

#### **4.4.1.4 National Historic Preservation Act**

Contractor will update three existing draft DHS NHPA trainings. Senior leader non-SME training will be no more than 25 slides; fundamental/101 training will take no more than two hours to complete on-demand; and advanced will take no more than four hours on demand.

- Introduction and background; roles and responsibilities; common terms; and timing of reviews
- The four-step Section 106 Process: initiation, identification, assessment of effects, and resolution of adverse effects
- Appropriate levels of documentation
- NEPA coordination (general)
- Who, when, and how to consult
- The role of the State Historic Preservation Office/Tribal Historic Preservation Office in identification and assessment/resolution of effects
- The National Register of Historic Places and National Historic Landmarks
- Tribal consultation

#### **4.4.1.5 Overview and Applicability of DHS NEPA Procedures**

Contractor will develop a new training at the fundamental/101 training level that will take no more than one hour to complete on-demand. Contractor will provide an excel spreadsheet identifying changes between the 2015 and revised (estimated in early 2024) DHS NEPA procedures along with the appropriate NEPA statute or regulation change



between the 1978, 2020, Phase I and Phase 2 NEPA implementing regulations. A job aid is not needed for this task.

- Overview of NEPA and CEQ requirements and process
- Discussion of changes to DHS NEPA procedures
- Discussion of changes to DHS categorical exclusions

#### **4.4.1.6 NEPA and Air/Noise Analysis**

Contractor will develop a new training at the fundamental/101 training level that will take no more than one hour to complete on-demand. Contractor will focus on air and noise analysis during NEPA compliance activities pursuant to applicable laws, regulations, and E.O.s.

#### **4.4.2 Training Presentations**

Contractor to provide no more than four SMEs in the relevant resource/topic area to lead and facilitate a two-day, in-person training to relevant DHS audiences participating online and/or in-person. Training to include NEPA, NHPA, ESA, and up to four other training topics from the DHS training catalogue. Contractor will use existing DHS training materials and new trainings created from this task order. Contractor to develop interactive portions of the trainings to include exercises, case studies, learning games, online/in-person surveys, etc. Contractor will organize participant registration and present from contractor-supplied equipment. DHS to provide training space, online training functionality (Microsoft Teams or WebEx), and presentation technology (projector, microphones, and IT support). All presentation materials must be 508 compliant.

#### **4.5 Environmental Best Management and Mitigation Practices Handbook**

This Handbook would provide DHS and Components' staff, contractors, and other DHS associates a compilation of mitigation measures and best management practices commonly used to minimize environmental impacts and successfully restore disturbed areas. Define and distinguish between best management practices and mitigation measures (especially as it relates to the revised NEPA regulations (1505.3(b)) and monitoring and compliance plans as a component of the proposed action to analyze the reasonably foreseeable environmental effects and committed to in a NEPA decision documents or separate document/regulatory consultation). Provide a framework and describe the development of project-specific monitoring and compliance plans to ensure effective implementation of measures analyzed as components of proposed actions. Task includes the development of the following 508 compliant deliverables:

- Handbook Outline (WORD)
- Handbook Draft
- Handbook Draft Final
- Handbook Final (PDF)
- Draft MS Power Point of less than 20 slides total on purpose and how to use the Handbook

- Final MS Power Point of less than 20 slides total on purpose and how to use the Handbook

#### **4.6 Natural Resource Handbook**

The Handbook will help DHS staff, contractors, and other DHS associates carry out the requirements of various laws, regulations, and executive orders requiring natural resource considerations, including EOs 11988, 11990, 12114, the Endangered Species Act, Marine Mammal Protection Act, Coastal Zone Management Act, Migratory Bird Treaty Act, Bald and Golden Eagle Protection Act, Coastal Barrier Resources Act, Fish and Wildlife Coordination Act, Magnuson-Stevens Act, and Clean Water Act. The Guide will provide an overview of legal and policy background information, specific requirements, checklists, references, links to Federal and state internet sites, important project decision points and information requirements, process flow charts, templates, and compliance timelines. This information will help in the understanding and application of natural resource requirements to specific, proposed activities, programs, or projects. Task includes the development of the following 508 compliant deliverables:

- Handbook Outline (WORD)
- Handbook Draft
- Handbook Draft Final
- Handbook Final (PDF)
- Draft MS Power Point of less than 20 slides total on purpose and how to use the Handbook
- Final MS Power Point of less than 20 slides total on purpose and how to use the Handbook

#### **4.7 Floodplains, Wetlands, and Waterbodies Handbook**

This Handbook would provide DHS and Components' staff, contractors, and other DHS associates with best management practices and cost efficiencies to support DHS facility management, operation, and continuity. This Handbook will include step-by-step guidance on identifying opportunities for floodplain, wetland, and waterbody considerations into the NEPA process and during construction activities, overcoming regulatory hurdles, identifying mechanisms to leverage natural resources for infrastructure development, tools and methodologies for conducting cost-benefit analyses, design principles for consideration of infrastructure projects, protocols that can be followed for monitoring the performance and effectiveness, resources and tools, it can include templates, checklists, and decision-support tools. Task includes the development of the following 508 compliant deliverables:

- Handbook Outline (WORD)
- Handbook Draft
- Handbook Draft Final
- Handbook Final (PDF)
- Draft MS Power Point of less than 20 slides total on purpose and how to use the Handbook

- Final MS Power Point of less than 20 slides total on purpose and how to use the Handbook

#### **4.8 EPHP Fact Sheets**

Contractor to provide up to six EPHP fact sheets for DHS employee consumption on DHSCoconnect, and five EPHP fact sheets for public consumption on dhs.gov. Fact sheets to be no more than three pages and will include current statutory, regulatory, and policy information and be tailored to the DHS mission in plain language. Outlines and drafts to be in a 508 compliant Microsoft WORD document. Draft final and final versions to include graphics in a 508 compliant PDF. Internal and external fact sheet topics may include, but not limited to:

- **Internal/DHS Employee Fact Sheet Topics**
  - NEPA process
  - NHPA process
  - ESA process
  - Natural Resources Program, general
  - Cultural Resources Program, general
  - Environmental Planning process
  - DHS EPHP policies (NEPA, Cultural Resource Management, Natural Resource Management)
  - NHPA Program Alternatives available to DHS, Section 106 of the NHPA
  - Mitigation and compliance monitoring
  - Meaningful public engagement during the NEPA process
  - sUAS Programmatic Environmental Assessment
  - Environmental Review and Permitting
  - Contractor recommended topic
- **External/Public Fact Sheet Topics**
  - DHS and natural resource management
  - DHS and cultural resource management/historic preservation
  - DHS EPHP, general
  - Environmental Planning process
  - Contractor recommended topic

#### **4.9 DHS Natural Resources Reports**

Task includes the creation of data calls to Components, collection of data, and compiling data into a draft, draft final, and final report for federal reporting requirements. Reports will be submitted in either/or Word or PDF and will be 508-compliant. These annual reports include:

- Endangered Species Act Expenditure
- Council for the Conservation of Migratory Birds

#### **4.10 DHS NEPA Auditing Program Expansion, Implementation, and Tracking**

Task will entail 508-compliant documents and includes:

- expanding the *EPHP Audit Process for Assessing Delegation of NEPA Authority and Monitoring Compliance* to include overall program compliance for Components without NEPA delegated authority (outline, draft, draft final, final);
- Collect comments, review, adjudicate comments on iterations of deliverables.
- conducting an audit of FEMA, USCG, and TSA NEPA delegation of Authority and EPHP programs and providing a report of findings and recommendations (draft, draft final, and final);
- providing overall DHS EPHP program area recommendations for compliance and improvement based on FY 24 and FY 25 Component audits (CBP, FLETC, FEMA, USCG, TSA) (draft, draft final, and final);
- provide recommendations on appropriate electronic audit tracking mechanisms (EPHP DSS, SharePoint, excel, etc.) (draft, draft final and final); and provide a roadmap, flow, technical specifications, and mock-up of audit tracking for implementation by EPHP team members (outline, draft, draft final, final).

#### **4.11 DHS NEPA 360**

The DHS NEPA 360 concept is based on ensuring a full understanding of EPHP compliance requirements and program responsibilities and includes policy, guidance, trainings, templates, best practices, staffing/resource needs, organizational structure, training, federal interagency working group participation and work products, and auditing. This task will include the following 508 compliant deliverables:

- provide a roadmap, structure, flow, technical specifications, and mock-up of the NEPA 360 Program for implementation by EPHP team members (outline, draft, draft final, final).
- support EPHP in creating streamlining tools to support new monitoring/and or compliance responsibilities resulting from 2023 Fiscal Responsibility Act, NEPA PH I and II.
- compile a list of all DHS EPHP draft and final policy, guidance, trainings, templates, best practices, trainings, and federal interagency working group participation and work products (outline, draft, Draft final, final);
- compile a list of all EPHP statutory, regulatory, and EO compliance requirements by citation/EO number, title, program area, short description, compliance requirements with embedded links, and associated EPHP draft and final policy, guidance, trainings, templates, best practices, trainings, and federal interagency working group participation and work products (outline, draft, draft final, final)



- compile a list of all DHS and Component EPHP offices including organizational structure, EPHP-specific policy (listed and linked), lead EPHP team members, EPHP Community of Practice members;
- review the EPHP DSS (process, questionnaires, reports, etc.) and provide recommendations for improvement and compliance with NEPA PH II regulations, the ESA, the NHPA, and other relevant laws, regulations, and EOs (outline, draft, draft final, final);
- provide recommendations on appropriate electronic tracking and program implementation for the NEPA 360 Program that is easily accessible and can be regularly updated by those with access (EPHP DSS, SharePoint, excel, Teams, etc.) (outline, draft, draft final, final); and
- Collect comments, review, adjudicate comments on iterations of deliverables.
- Facilitate working group meetings as needed with EPHP and/or WG members to facilitate interagency discussions as necessary.

#### **4.12 Categorical Exclusion Substantiation Package**

Contractor review and revise the DHS 2020 CATEX substantiation package from 2020 utilizing recent environmental documents in preparation for submittal to CEQ for conformity review. Task development is in accordance with the CEQ guidance and the NEPA regulations. This task includes the following 508 compliant deliverables:

- Contractor will lead a working group of Component representatives to gather information on requested revisions, deletions, and updates to the 2020 NEPA CATEX substantiation package. The working group will meet a minimum of three times over the course of the deliverable development.
- A comprehensive table of requested revisions, additions, or deletions by Component with a list of associated environmental documents supporting the change.
- A revised, redline draft document with the proposed revisions.
- A revised, redline draft final document with the proposed revisions.
- A final substantiation package.

#### **4.13 Categorical Exclusion Adoption from Other Federal Agencies**

DHS's NEPA Implementing procedures are provided in DHS Directive 023-01 and Instruction Manual 023-01-001-01, Implementation of NEPA, which provide DHS policy on CATEX adoption and application. DHS is currently working on revising the IM to align with NEPA Phase 2. A Federal agency may adopt a CATEX listed in another agency's NEPA procedures for a category of proposed agency actions for which the CATEX was established under Section 109 of NEPA, which was enacted as part of the Fiscal Responsibility Act of 2023. 42 U.S.C. 4336c. This task includes the following 508 compliant deliverables:

- Lead a working group to review and existing list of proposed CATEXs for DHS to adopt and further identify relevant CATEXs DHS Components are interested

in adopting. The working group will meet a minimum of two times over the course of the deliverable development.

- A comprehensive table of requested revisions, additions, or deletions by Component with a list of associated environmental documents supporting the change. Draft and Final versions.
- Consult with the establishing agency to ensure that the proposed adoption of the CATEXs to a category of actions is appropriate. This consultation would include a discuss of the categories of actions for which DHS contemplates using the CATEX and any discrepancies in intent. This could also include discussion of any anticipated updates that the establishing agency has planned for the subject CATEXs, if any.
- Upon agreement that the contemplated application of the CATEXs to the proposed actions are appropriate, prepare a draft, draft final, and final version of a Federal Register Notice to notify the public of the CATEX adoption for review by the establishing agency and CEQ.
- Prepare a list of establishing agencies, adopted CATEXs (indicator and text), and establishing agency extraordinary circumstances to facilitate updates to the EPHP DSS. Draft final version.
- Address any comments received from the establishing agency and CEQ, and revise the Federal Register Notice internally to ultimately be published in the Federal Register to: 1) identify to the public the categorical exclusion that DHS plans to use for its proposed actions; and 2) document adoption of the categorical exclusion.
- Develop a standard operating procedure and checklist for Components to request CATEX adoption and Departmental steps to formalize the adoption.

#### **4.14 Audit of Components without NEPA Delegation of Authority**

Task includes the auditing of the environmental planning and historic preservation programs of two DHS Components (one small-sized program such as USCIS or CISA; and one medium-sized program, such as S&T or ICE) that do not currently have NEPA Delegation of Authority following the procedures identified in the EPHP Audit Process for Assessing Delegation of NEPA Authority and Monitoring Compliance and associated revisions from Task 4.13 of this contract (Audit Guidance Expansion). Task includes:

- conducting the audit (e.g., up to three Component meetings, data/document review, following the steps in the Auditing Process document, etc.); and
- developing a 508-compliant report of findings and recommendations (draft, draft final, and final).

#### **4.15 Facility Operations and Maintenance in Historic Properties and Buildings Older than 50-years of Age Handbook**

Contractor to review the DHS real property portfolio in support of a new facility operations and maintenance in historic buildings handbook with an introductory overview of Section 106 and 110 compliance, best practices, checklists, resources/tools,

historic properties management plan baseline template. Contractor may conduct interviews or attend up to three meetings with DHS real property managers to obtain information on common O&M issues or concerns regarding historic buildings. Task includes the development of the following 508 compliant deliverables:

- Handbook Outline (WORD)
- Handbook Draft
- Handbook Draft Final
- Handbook Final (PDF and Word)
- Draft MS Power Point of less than 20 slides total on purpose and how to use the Handbook
- Final MS Power Point of less than 20 slides total on purpose and how to use the Handbook

## 5.0 MEETINGS

Kick-off meeting with DHS EPHP should occur within five business days after award of contract. Bi-weekly virtual meetings with DHS are also required. Contractor will set agenda, take notes, and provide a summary of meetings.

## 6.0 PLANS AND REPORTS

The Contractor shall prepare draft and final versions of specific Program and Project Plans when necessary or as directed that are appropriate for the size and scale of technical efforts being undertaken. These plans shall specify the tasks, sub tasks, dependencies, resource requirements, schedules, and milestone dates required to complete specific technical programs or projects. When approved by the COR, these plans shall be used to monitor, control, and report progress, issues, and resource expenditures. These plans shall be updated as required and approved by the COR as required to maintain currency with project objectives, activities, and direction.

The Contractor shall prepare and submit draft and final *Monthly Status and Progress Summary Reports*. Draft reports shall be forwarded to the COR by the 10th calendar day of the month following the reporting period. A final report shall be submitted five days after receipt of government comments, if any. This *Report* shall be a compilation of weekly management issues and meetings during the month reported and in sufficient detail to ensure understanding of performance progress and issues.

## 7.0 DELIVERABLES

Task/CLIN	Deliverable Work Product	Frequency/Due Date
5.0 – Meetings (mandatory CLIN)	Kick-off meeting; bi-weekly	Five business days after award of contract; bi-weekly, as needed

6.0 – Plans and Reports (mandatory CLIN)	Program and Project Plans draft	Due at kick-off meeting
	Program and Project Plans final	30 days after kick-off meeting and updated as needed
	Monthly reports	Monthly report no later than the 10 <sup>th</sup> of each month
4.1 (mandatory CLIN)	Cultural Resource Handbook	Outline due 15 days after kickoff meeting; draft due 60 days after DHS comments on outline; draft final due 30 days after comments on draft; final and presentations due before end of POP
4.2 (mandatory CLIN)	Communications/Marketing Materials	Schedule to be determined upon option exercise; final due before end of POP.
4.3 (mandatory CLIN)	Consultation and Assessment Templates	Drafts due 90 days after kickoff meeting; draft finals due 30 days after DHS comments on draft; final due 30 days after DHS comments on draft final
4.4 (mandatory CLINs)	EPHP Trainings	
4.4.1 (mandatory CLIN)	NEPA, Meaningful Engagement, NHPA, and Air/Noise, NEPA Procedures trainings and test questions	Schedule for outline, draft, draft final, and final deliverables due within 30 days of kick-off meeting.
4.4.2 (mandatory CLIN)	Training Presentations	Agenda due 75 days prior to training presentations; registration 60 days before training; training presentations before end of POP.
4.5 (mandatory CLIN)	Environmental Best Management and Mitigation Practices Handbook	Outline due 60 days after kickoff meeting; draft due 45 days after DHS comments on outline; draft final due 45 days after DHS comments received on draft; final due 30 days after DHS comments on draft finals
4.6 (mandatory CLIN)	Natural Resources Handbook	Outline due by November 1, 2024; draft due 60 days after DHS comments on outline; draft final due 30 days after



		comments on draft; final and presentations due before end of POP
4.7 (mandatory CLIN)	Floodplains, Wetlands, and Waterbodies Handbook	Schedule to be determined upon option exercise; final due before end of POP.
4.10 (mandatory CLIN)	Fact Sheets	Outlines due 60 days after award; drafts due 45 days after DHS comments received on outline; draft finals due 60 days after DHS comments received on drafts; finals due before end of POP
4.12 (mandatory CLIN)	Natural Resource Reports	Schedule to be determined upon option exercise; final due before end of POP
4.13 (mandatory CLIN)	NEPA Auditing	NEPA audits conducted within 60 days of award; NEPA audit report due 30 days after audit completion; Final NEPA Audit report due NLT February 1, 2025; final audit review, plans, and recommendations due NLT June 15, 2025.
4.14 (mandatory CLIN)	NEPA 360	Roadmap due 30 days after kick-off meeting; final roadmap due 14 days after DHS comments on drafts; streamlining tools due ongoing; final list of EPHP policies, EPHP requirements, and DHS Component equities due NLT November 1, 2024; EPHP DSS review and final recommendations due NLT January 31; electronic tracking final recommendations NLT March 14, 2025.
4.15 (mandatory CLIN)	Categorical Exclusion Substantiation Package	Draft Final document due by January 15, 2025. Schedule to be determined with contractor

		and government.
4.16 (mandatory CLIN)	Categorical Exclusion Adoption from Other Federal Agencies	Draft Final document due by December 1, 2024. Schedule to be determined with contractor and government.
4.17 (mandatory CLIN)	Audit of Components without NEPA Delegation of Authority	Audits and report due prior to the end of the POP. Schedule to be determined with contractor and government.
4.18 (mandatory CLIN)	Facility Operations and Maintenance in Historic Properties and Buildings Older than 50-years of Age Handbook	Schedule to be determined upon option exercise; final due before end of POP.

## 8.0 CONTRACT TYPE

This is a firm-fixed price task order.

## 9.0 GOVERNMENT FURNISHED PROPERTY

At this time, it is not anticipated that any Government Property will be required for the execution of this SOW. In the event that Government Property becomes necessary, the Consultant shall acquire, manage, and dispose of all Government Property associated with achieving the objectives of this SOW in accordance with the Consultant's approved property management plan. If, during the execution of this contract, the Consultant becomes responsible for or acquires Government Property, the Consultant shall prepare a final inventory of said Government Property to be delivered near the project completion before beginning final property disposal. An inventory of Government Property will be provided to the Consultant upon award of the contract. At the completion of the project, all Government Property (removed or installed during the course of the project) shall be listed on a property inventory, including a total cost for each property item, and submitted to the COR. The Consultant may consider salvage of Government Property as a potential decrement to their proposal.

## 10.0 PERFORMANCE PERIOD

The period of performance of this Task Order shall be for a 12-month period. In addition, this Task Order includes Options for Increased Quantity which may be exercised throughout the period of performance of the Order:

Base Period: September 5, 2024 – September 4, 2025

## 11.0 GOVERNMENT FACILITY ACCESS

Contractor personnel may work remotely and will not be required to access Government facilities.

## **12.0 TRAVEL ARRANGEMENTS**

Contractor travel may be required in the amount of \$5,000. All travel required by the Government outside the local commuting area(s) will be reimbursed to the Contractor in accordance with the Federal Travel Regulations. The Contractor shall be responsible for obtaining COR approval (electronic mail is acceptable) for all reimbursable travel in advance of each travel event.

## **13.0 CONTACT INFORMATION DHS**

TBD

Names and contact information for additional Government personnel, if needed, will be provided at the kick-off meeting.

## **SECTION II – CONTRACT ADMINISTRATION DATA**

### **1.0 CONTRACT ADMINISTRATION**

This Call Order will be administered by:

#### **Contracting Officer**

[REDACTED]

Office of Procurement Operations

E-mail: [REDACTED]

#### **Contract Specialist**

Aretha T. Latimer

Office of Procurement Operations

E-mail: [REDACTED]

Copies of all correspondence concerning this Call Order shall be provided to the Contracting Specialist and the Contracting Officer listed above.

### **2.0 CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

TBD

### **3.0 CONTRACTING OFFICER'S AUTHORITY**

A warranted Contracting Officer is the only person authorized to issue modifications to the Task Order, approve changes in any of the requirements, or obligate funds. Notwithstanding any

clause/provision contained elsewhere in this Task Order, the authority to modify the Task Order remains solely with the Contracting Officer. If the Contractor makes any Task Order changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the Task Order to cover any increases in charges that may result. The Contracting Officer has the authority to perform any and all post-award functions in administering and enforcing the proposed Task Order in accordance with its terms and conditions.

### **SECTION III – INVOICING**

**1.0** Invoices shall be prepared in accordance with FAR Clauses 52.232-25 Prompt Payment and 52.232-7, Payments under Time and Materials and Labor-Hours. In addition to invoice preparation as required by the FAR, the Contractor's invoice shall include the following information:

- a) Cover sheet identifying DHS;
- b) Call Order and Associated DHS BPA Number;
- c) Modification Number, if any;
- d) SAM Unique Entity Identifier (UEI) Number;
- e) Month services provided
- f) CLIN and Accounting Classifications

**2.0** Contract Line Item Number (CLIN) for each billed item shall indicate the associated CLIN and dollar amount invoiced. Supporting documentation shall include the description and monthly rate for the billing period.

**3.0** The Contractor shall submit the invoices electronically to the address below:

[REDACTED]

**4.0** Simultaneously provide an electronic copy of the invoice to the following individuals. at the addresses below:

ATTN: Office of Procurement Operations/ [REDACTED]  
[REDACTED]



ATTN: Office of Procurement Operations/ [REDACTED]  
[REDACTED]

ATTN: Office of the Chief Readiness Support Officer, [REDACTED]

The contractor shall submit invoices to the email addresses above. Additionally, the contractor shall prepare and submit a sufficient and procurement regulatory compliant invoice and receiving report for technical certification of inspection/acceptance of services and approval for payment. The contractor shall attach back up information to the invoices and receiving reports substantiating all costs for services performed. The receiving agency's written or electronic acceptance by the COR and date of acceptance shall be included as part of the backup documentation. If the invoice is submitted without all required back up documentation, the invoice shall be rejected. The Government reserves the right to have all invoices and backup documentation reviewed by the Contracting Officer prior to payment approval.

#### **SECTION IV – SPECIAL CONTRACT REQUIREMENTS**

All Special Contract Requirements of the vendor's DHS BPA remain unchanged and in full force and effect.

## **SECTION V – CONTRACT CLAUSES**

All contract clauses in the vendor's DHS BPA remain unchanged and in full force and effect.