

STATEMENT OF OBJECTIVES
Office of Environmental Planning and Historic Preservation (OEHP)
Policy Support | Award Fiscal Year 2024/Work Fiscal Year 2025
Revised September 24, 2024 and September 25, 2024

1.0 OVERVIEW

The scope of this award will include support to advance the Environmental Planning and Historic Preservation (EHP) function, specifically through the implementation of a major EHP policy needs which include drafting policy-oriented strategic plans, development and/or revision to regulatory compliance guidance documents, improvements to the existing electronic document library system, and revision to key EHP Directive and Instruction Manuals. This work would be done to ensure the Office of Environmental Planning and Historic Preservation (OEHP) Compliance and Policy Branch is better positioned to help FEMA fulfill its responsibilities of EHP compliance.

1.1 Background

OEHP provides oversight and management of FEMA's EHP legal compliance responsibilities across the Agency. OEHP is located within FEMA's Resilience. As a result of recent Executive Order (EO) requirements, changes in federal environmental laws, and development and/or revision of EHP policies, OEHP seeks to develop strategic plans, create new guidance documents and procedures, upgrade/revise existing policy guidance documents, and improve its internal records management and information sharing platform. This work is needed to ensure a high-level of EHP program effectiveness in its responsibility to support the FEMA mission. For the purposes of this Statement of Objectives (SOO), this will require refinement and inventorying of EHP policy and process guidance and templates, development of new program strategies, and improvements to existing library and SharePoint management tools to help OEHP deliver on these expectations.

2.0 SCOPE

The scope of this Task Order will include the following objectives:

- Task 1: Task Order Administration and Project Management
- Task 2: Reference Library & Newsletter Articles **Reduced Deliverables**
- Task 3: EHP Policy Documents
- Task 4: EHP Directive and Instruction Revision and Roll-out
- Task 5: Environmental Justice
- Task 6: Endangered Species Act **Further Reduced Deliverables**
- Task 8: Water Resources **Reduced Deliverables**
- Task 9: Federal Flood Risk Management Standard Further **Reduced Deliverables**
- Task 10: EHP Compliance Support Specific to Programs **Reduced Deliverables**
- Task 11: OEHP Working Groups

3.0 TASK REQUIREMENTS

3.1 Task 1/Task Order Administration and Project Management

The Contractor shall develop and deliver the following:

a. Contract Management Plan – The Contractor shall prepare draft and final Contract Management Plan specifying the tasks, sub tasks, and approaches to be used to provide the services and products specified including the deliverable documents, analyses, and reports necessary to fulfill the requirements of this SOO. This Plan shall be delivered in draft not later than 30 days following the award of the Contract.

b. Quality Control Plan – The Contractor shall prepare draft and final versions of a Quality Control Plan specifying the tasks, sub tasks, and approaches to be used to ensure adequate quality and integrity of work developed. This Plan shall be delivered in draft not later than one week following the approval of the Contract Management Plan.

c. Project Plans – The Contractor shall prepare draft and final versions of specific 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.

Further, these plans shall include:

- Project scopes/purpose
- Project clearance/concurrence process
- Project team roster

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.

d. Weekly Contract Status and Progress Review – The Contractor shall participate in weekly management review meetings and be prepared to present and discuss the following:

- Activities planned for the week.
- Work and deliverables completed during the period.
- Status of ongoing activities.
- Activities planned for the following period.
- Problems or issues projected or identified.
- Alternatives and/or recommended solution(s) for identified or projected problems or issues.
- Known or projected resource (staff and funding) and schedule impacts.

e. Monthly Status and Progress Summary Report – The Contractor shall prepare and submit 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. In addition, this *Report* shall be presented to the enterprise system project managers for discussion, if requested by the COR. A final report shall be submitted five days after receipt of government comments.

This *Report* and presentation may be delivered in conjunction with the presentation of the Contractor's *Weekly Contract Status and Progress Review*. 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.

The delivered Reports must be suitable for forwarding to executive management. The

format and content of the Report shall include the following:

- Activities planned for the reporting period.
- Work and deliverable completed during the reporting period.
- Status of on-going activities including percentage of completion.
- Activities planned for the following reporting period.
- Planned travel during the following reporting period.
- Problems or issues projected or identified.
- Alternatives and/or recommended solution(s) for identified or projected problems or issues.
- Known or projected resources (staff and funding) and schedule impacts.
- Status of project funds including monthly and total expenditures and funds remaining.
- Summary of tasks performed under Section 4.2 of the Statement of Objectives.

g. Final Contract Report – The contractor shall provide a final report to the COR at the conclusion of the period of performance. This report shall summarize objectives achieved, significant issues, problems, and recommendations to improve the process in the future. The summary shall include next steps required to maintain the resources and potential expansion of the materials.

In addition, the contractor shall:

- Conduct regular task-specific meetings and task order management meetings with the COR, OEHP staff and subject matter experts.
- Distribute notes captured during meetings within 3 business days (unless otherwise provided additional time) to summarize discussions, decisions, and next steps and make necessary edits, as directed.
- Provide regular updates on the progress of task orders and project trackers.
- Follow OEHP's document adjudication process as instructed by Compliance and Policy staff.

Attend a kickoff meeting with the Contracting Officer Representative (COR), Project Monitor (PM) and Technical Monitors (TMs) and capture and disseminate meeting minutes within 5 business days. This meeting will be held at FEMA offices in Washington, D.C. or will be a virtual/hybrid meeting, as arranged post-award. In-person work is not required for the contract but is preferred about once a month if in-office arrangements are possible during the period of performance.

3.2 Task 2/Reference Library Modules and Newsletter Articles: Regulatory review of reference materials related to each module in the library; draft/update Reference Library Modules; restructure and editing materials related to individual modules; draft EHP newsletter articles; and/or EHP graphics development.

Task would include completion of up to **seven (7)** modules, module content restructure/editing, newsletter articles, and/or graphics during period of performance.

Scope of work requires Contractor provide document outline, draft, draft final, and final

document, plus 508 compliance review. Must follow FEMA Style Manual and standard guidance document template.

3.3 Task 3/EHP Policy Documents:

Develop or Update EHP Policy documents. In total, task should include up to twelve (12) new or updated policy documents (assume 5-8 pages each).

Scope of work requires Contractor provide document outline, draft, draft final, and final document, plus 508 compliance review. Must follow FEMA Style Manual and standard guidance document template.

3.4 Task 4/ NEPA Implementing Directive and Instruction Revision and Roll-out

Revise and update draft final and final versions of NEPA implementing directive and instruction, produce public notices, and support 112-12 interagency review process (including internal review process required per 112-12, adjudicating multiple sets of agency comments and DHS comments) to align with regulatory changes based on NEPA revisions from FRA and from CEQ and DHS. Public engagement support in terms of guidance support and comment compilation/adjudication will also be required.

Scope of work requires Contractor provide document outline, draft, draft final, and final document, plus 508 compliance review. Must follow FEMA Style Manual and standard guidance document template.

3.5 Task 5/Environmental Justice

Develop or update Environmental Justice products. In total, task should include up to five (5) new or updated products related to interpretation or implementation of Environmental Justice requirements for EHP and non-EHP Practitioners.

Scope of work requires Contractor provide document outline, draft, draft final, and final document, plus 508 compliance review. Must follow FEMA Style Manual and standard guidance document template.

3.6 Task 6/Endangered Species Act

Develop or update Endangered Species products. In total, task should include up to **two (2)** new or updated products related to interpretation or implementation of Endangered Species Act requirements for EHP and non-EHP Practitioners.

Scope of work requires Contractor provide document outline, draft, draft final, and final document, plus 508 compliance review. Must follow FEMA Style Manual and standard guidance document template.

3.7 Task 7/Water Resources

Develop or update Water Resources products. In total, task should include up to **two (2)** new or updated products related to interpretation or implementation of Water Resources requirements for EHP and non-EHP Practitioners.

Scope of work requires Contractor provide document outline, draft, draft final, and final document, plus 508 compliance review. Must follow FEMA Style Manual and standard guidance document template.

3.8 Task 8 / Federal Flood Risk Management Standard

Analyze and develop up to five (5) and update up to five (5) Federal Flood Risk Management Standard (FFRMS) products. Prepare written, graphical and visual explanatory materials, and the revision of materials, as needed to implement or socialize the FFRMS (for EHP and non-EHP Practitioners), including FEMA's proposed approach, to internal, external, and interagency stakeholders including websites, newsletters, videos, guidance, figures, training and presentation materials, ensuring all internal and external documents meet 508 Compliance and follow FEMA's Style Manual and standard guidance document template.

Scope of work requires Contractor provide document outline, draft, draft final, and final document, plus 508 compliance review. Must follow FEMA Style Manual and standard guidance document template.

3.9 Task 9 /EHP Compliance Support Specific to Programs

This task includes EHP guidance development and process management for EHP customer needs. Topics may include those relevant to Public Assistance, Individual Assistance, Grants Program Directorate, National Preparedness Directorate, National Floodplain Insurance Program, Hazard Mitigation Assistance, or other FEMA clients. Products will include edits to existing documents (assume 50 pages); development of up to **three (3)** new documents (assume 30-50 pages) for EHP and non-EHP Practitioners; and process management for stakeholder engagement (e.g. process planning, facilitation, stakeholder engagement).

Scope of work requires Contractor provide document outline, draft, draft final, and final document, plus 508 compliance review. Must follow FEMA Style Manual and standard guidance document template.

3.10 Task 10/OEHP Working Groups

Administer twelve (12) working groups through assignment of members, development of support materials, coordination with leads, taking notes, maintaining files and bi-monthly update meetings.

4.0 SPECIFIC REQUIREMENTS

4.1 Contractor Qualifications

Work efforts performed in support of this Statement of Objectives require management expertise, oversight, control, and direction in team building, communications, time management, quality assurance and quality control and management, procedure development, risk management, configuration management, cost management, and software integration. Using state-of-the-art knowledge, skills, tools, and techniques, the contractor shall:

- Review existing change management and track policy and procedures and update them as needed to address change requests and application defects from receipt through review, analysis, development, and installation.

- Develop and implement Program and Project Management Plans that identify the management strategies to be followed and goals to be achieved. These plans shall be revised and updated as necessary to remain current and effective.
- Provide an effective labor and skill mix to accomplish all tasks.
- Effectively address changes in work priorities and staffing.
- Ensure proper staffing and skill set coverage at all times.
- Ensure deliverable quality and timeliness.
- Provide data for Earned Value Management (EVM) reporting upon request.
- Develop Work Breakdown Structures (WBS) for each project and task as warranted.
- Follow an approved iterative development methodology.
- Enforce proper configuration management.
- Ensure compliance with all agency 508 compliance regulations.
- Ensure compliance with all agency security regulations.
- Provide information, technical, and management briefings and presentations to the COR and to other staff as requested by the COR on all aspects of the work being performed.

4.2 Contractor Task Qualification Requirements

- Contractor must provide skilled project managers and support personnel that have a strong background in Environmental Planning and Historic Preservation for the following areas, as appropriate:
 - National Environmental Policy Act
 - Endangered Species Act
 - National Historic Preservation Act
 - Environmental Justice
 - Executive Order 11988
 - Executive Order 11990
 - National Flood Insurance Program
 - Section 404/401 of the Clean Water Act
 - Fish and Wildlife Coordination Act
 - Coastal Zone Management Act
 - Coastal Barrier Resources Act
 - Clean Air Act
 - Farmland Protection Policy Act
 - Marine Mammal Protection Act
 - National Marine Sanctuaries Act
 - Migratory Bird Treaty Act
 - Magnuson-Stevens Fishery Conservation and Management Act
- Contractors must provide at least one skilled project manager that has a strong background in Environmental Justice as it relates to implementation of Executive Order 12898 - Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations and the new EO 14096, Revitalizing Our Nation's Commitment to Environmental Justice for All.
- Contractors must provide at least one skilled project manager that has a strong background in implementation of the Endangered Species Act (ESA), has conducted to completion Section

7 consultations under the ESA, has generated biological assessments, and has developed and received FWS approval of mitigation plans.

- Contractor must provide a skilled project manager that has a broad range of knowledge and experience conducting federal project reviews under the National Environmental Policy Act the includes all four levels of environmental impact reviews: statutory exemptions (STATEX), categorical exclusions (CATEX), environmental assessments (EA), and environmental impact statements (EIS).
- Skilled project manager must have experience conducting federal regulatory research, conducting complex project reviews, and generating NEPA based federal programs and/or plans guidance documents.
- Contractors must provide at least one skilled project manager having extensive experience with compliance review in accordance with Section 106 of the National Historic Preservation Act for undertakings funded by a Federal assistance agency.
- Contractors must provide experts that are able to conduct studies involving building codes related to flood resistant design, such as ASCE 24 and ASCE 7-22 Supplement 2. Appropriate expertise may include engineering (e.g., hydrologic and hydraulic, structural, coastal), data analysis, and GIS.

Resumes of selected project managers must be provided as part of the Project Plan submittal package.

• Other Direct Cost

The Contractor is allowed Other Direct Cost for Postal/shipping fees not to exceed 2,500 dollars.

• Travel

The Contractor is allowed Other Direct Cost for Travel not to exceed 10,000 dollars.

5.0 DELIVERABLES AND DELIVERY SCHEDULE

5.1 Deliverables.

All written deliverable products shall be submitted in electronic draft format for the COR's review and comment. Final copies shall be delivered to the COR after receipt of the Government's comments in alignment with the schedule in the contract plan. All products shall be submitted in electronic format for review and comment. Other quantities and formats may be submitted after prior approval or request from the COR. Electronic copies will be submitted in Microsoft Office format.

5.2 Delivery Schedule

The delivery schedule of written management products is specified in the delivery schedule table contained in this section. The Contractor shall deliver the following:

Task (as needed)	DELIVERABLES	Frequency/due date	Deliver to:
N/A	Draft Contract Management Plan	Once. To occur within 5 business days of award	COR/SME
N/A	Final Contract Management Plan		COR/SME

		30 days after contract award	
N/A	Draft Quality Control Plan	Due within 7 business days of the kick off meeting	COR/SME
N/A	Final Quality Control Plan	30 days after contract award	COR/SME
N/A	IT Security Plan	30 days after award	COR
N/A	Weekly Contract Status and Progress Review	Weekly, each Friday	COR/SME
N/A	Draft Monthly Contract Status & Progress Report	Draft due 15 th of the month	COR
N/A	Final Monthly Contract Status & Progress Report	Five working days after receipt of Government comments	COR/SME
N/A	Final Contract Report	Conclusion of the period of performance	COR
N/A	Project Plans for each Task	90 days after task kickoff	COR/SME

5.2.1 Other written and technical deliverables shall be submitted according to the schedules identified in the approved *Contract Management Plan* developed under this SOO.

6.0 INSPECTION AND ACCEPTANCE

The Contracting Officer's Representative (COR) for the Contract is a government official who has been delegated specific technical, functional and oversight responsibilities for this contract. The COR is designated in the COR appointment letter, issued by the Contracting Officer (CO), and is responsible for inspection and acceptance of all services, incoming shipments, documents, and services.

6.1 Acceptance Criteria

Certification by the Government of satisfactory services provided is contingent upon the Contractor performing in accordance with the terms and conditions of this order, and all amendments.

6.2 Contractor Payment Processing

The Contractor is responsible for properly preparing and forwarding to the appropriate Government official, the invoice and receiving report for payment. The Contractor shall invoice in accordance with the terms and conditions of the BPA. The Contractor shall attach back up information to receiving reports for direct labor and Other Direct Costs (ODCs). Direct labor backup information shall reflect the person's name, job title and quantity of hours worked for each pay period at a minimum. Backup information for ODCs shall list all elements of costs, such as travel breakout backup, including itinerary, dates of travel, name of employees traveling plus per diem costs shall accompany the receiving report.

6.3 Invoice Review

The COR may reject or require correction of any deficiencies found in the invoice or receiving report. In the event of a rejected invoice or receiving report, the Contractor must be notified in writing by the COR of the specific reasons for rejection.

6.4 Delivery Address

All deliverables shall be submitted to the Contracting Officer and COR designated in the COR appointment letter.

6.5 Method of Delivery

Electronic copies shall be delivered using Microsoft Office suite of tools (for example, MS WORD, MS EXCEL, MS POWERPOINT, MS PROJECT, or MS ACCESS format), unless otherwise specified by the COR. Electronic submission shall be made via email, unless otherwise agreed to by the COR.

6.6 Shipping

When required, the Contractor shall use the U.S. Postal Service standard delivery for delivery of materials, equipment, or required hardcopy documents. The COR must approve all exceptions to this requirement.

6.7 Government Acceptance Period

The COR will have ten (10) workdays to review draft, draft final, and final deliverables and make comments. The Contractor shall have ten (10) business days to make corrections. Upon receipt of the final deliverables, the COR will have ten (10) business days for final review prior to acceptance or providing documented reasons for non-acceptance. Should the Government fail to complete the review within the review period the deliverable will become acceptable by default.

The COR will have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the Contractor's accepted proposal. In the event of a rejected deliverable, the Contractor will be notified in writing by the COR of the specific reasons for rejection. The Contractor shall have five (5) business days to correct the rejected deliverable and return it per delivery instructions.

7. OTHER TERMS, CONDITIONS, AND PROVISIONS

7.1 Non-Disclosure Agreement

The Contractor shall ensure that the Non-Disclosure Statement (Appendix A) is signed by all staff assigned to or performing on this Contract before performing any work, including all subcontractors and consultants. The Contractor shall also ensure that all staff understand and adhere to the terms of the non-disclosure statement, protecting the procurement sensitive information of the Government and the proprietary information of other contractors. Assignment of staff who have not executed this statement or failure to adhere to this statement shall constitute default on the part of the Contractor.

7.2 Protection of Information

7.2.1 FAR 52.224-1 -- Privacy Act Notification (1984)

7.2.2 FAR 52.224-2 -- Privacy Act (1984)

7.3 Dissemination of Information/Publishing

here shall be no dissemination or publication, except within and between the Contractor and any subcontractors or specified individuals who have a need to know, of information developed under this order or contained in the reports to be furnished pursuant to this order without prior written approval of the Government or the Contracting Officer. The Government approval for publication will require provisions which protect the intellectual property and patent rights of both The Government and the Contractor.

7.4 Contractor Identification

The contractor shall ensure that contractor personnel identify themselves as contractors when attending meetings, answering Government telephones, providing any type of written correspondence, or working in situations where their actions could be construed as official Government acts.

7.5 Attendance at Meetings

Contractor personnel may be required to attend meetings or otherwise communicate with Government and/or other contract representatives to meet the requirements of this order. Contractor personnel make their contractor status known during introductions.

7.6 Data Rights

The Government will retain rights to all data produced in the course of developing, deploying, training, using, and supporting the Government or other federal agencies that utilize this order.

7.7 Project Plan

The Contractor shall provide a draft Project Plan at the Post Award Conference for Government review and comment. The Contractor shall provide a final Project Plan to the COR not later than 30 business days after the Post Award Conference.

7.8 Quality Assurance

The Government will review Monthly Progress Reports and will attend regular weekly task performance review meetings with the Contractor to survey quality of products and services.

7.9 Quality Assurance Surveillance Plan (QASP)

The Government intends to utilize a Quality Assurance Surveillance Plan (QASP) to monitor the quality of the Contractor's performance. The oversight provided for in the order and in the QASP will help to ensure that service levels reach and maintain the required levels throughout the contract term. Further, the QASP provides the COR with a proactive way to avoid unacceptable or deficient performance and provides verifiable input for the required Past Performance Information Assessments. The QASP will be finalized immediately following award and a copy provided to the Contractor after award. The QASP is a living document and may be updated by the Government as necessary.

7.10 Performance Evaluation Process

The Contractor Performance Assessment Reporting System (CPARS) has been adopted by The Government to electronically capture assessment data and manage the evaluation process. CPARS is used to assess a contractor's performance and provide a record, both positive and

negative, on a given contract during a specific period of time. The CPARS process is designed with a series of checks and balances to facilitate the objective and consistent evaluation of contractor performance. Both Government and contractor program management perspectives are captured on the CPAR form and together make a complete CPAR. Once the Assessing Official completes the proposed assessment for the period of performance, the CPARS is released to the appropriate Government Contractor Representative for their review and comments.

User ID and Password will be provided to the designated Government Contractor Representative upon issuance of a contract. The contractor has 30 days after the Government's evaluation is completed to comment on the evaluation.

The Government Contractor Representative must either concur or non-concur to each CPAR. If the contractor concurs with the proposed assessment and the Reviewing Official does not wish to see the CPAR, the Assessing Official may close out the CPAR. Otherwise, they must forward the CPAR to the Reviewing Official for them to review, enter comments if appropriate, and close out. The Reviewing Official may at their option direct the Assessing Official to forward every CPAR to them for review.

7.11 Government Furnished Equipment (GFE): The Government shall be providing the following equipment/information/property:

Description	ID or Serial #	Quantity
None at this time		

7.12 Section 508 Requirement

The Contractor shall comply with Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998. Section 508 requires that when Federal agencies develop, procure, maintain, or use electronic and information technology, they must ensure that it is accessible to people with disabilities, unless it would pose an undue burden to do so. Federal employees and members of the public who have disabilities must have access to and use of information and services that is comparable to the access and use available to non-disabled Federal employees and members of the public. For additional information, please refer to FAR 39.2 or <http://www.section508.gov>.

7.13 FEMA Point of Contacts

TBD.

7.14 Security

Contractor access to unclassified, but Security Sensitive Information and/or Facilities may be required under this SOO. Contractor employees shall safeguard this information against unauthorized disclosure or dissemination.

7.15 Period of Performance

September 26, 2023 to September 17, 2024

7.16 Place of Performance

Contractor facility and FEMA offices. If contractor support personnel are teleworking, or remote working Government on-site rates shall be used.

7.17 Hours of Operation

Contractor employees shall generally perform all work between the hours of 8 am and 5 pm eastern time, Monday through Friday (except Federal holidays). However, there may be occasions when Contractor employees shall be required to work other than normal business hours, including weekends and holidays, to fulfill requirements under this SOO. In the event

Contractor employees are required to work other than normal business hours, the FEMA COR will notify the Contractor no less than 24 hours in advance.

7.18 Travel

⇒ Contractor travel may be required support this requirement. 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.