



**U.S. Department of Energy  
Office of Headquarters Procurement Services (MA-64)**

**Ordering Guide for Department-wide National Environmental  
Policy Act (NEPA) Support Services**

## 1. INTRODUCTION

The National Environmental Policy Act (NEPA) and Other Environmental Review Support Services Blanket Purchase Agreement (BPA) for the National Nuclear Security Administration (NNSA) and other DOE programs in support of the preparation of environmental impact statements (EISs), environmental assessments (EAs), and related documents to comply with NEPA, and other environmental tasks as indicated in the Performance Work Statement (PWS), was competitively awarded in September 2022 in accordance with Federal Acquisition Regulation (FAR) 8.405-3 to provide a streamlined method to quickly procure high quality, expert services. The BPA has a five-year ordering period. The total estimated value is \$108 million. **This is not a ceiling amount and the accumulated value of orders issued under this BPA may exceed this amount without modification to the BPA.** Each order will designate an Ordering Contracting Officer (CO) and Ordering Contracting Officer's Representative (COR).

## 2. BPA POINTS OF CONTACT:

BPA CO:

Mr. Dremayne Doyle

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(240) 220-1498

BPA Contract Specialist (CS):

Guy Cholmondeley

[Guy.cholmondeley@hq.doe.gov](mailto:Guy.cholmondeley@hq.doe.gov)

(240) 220-1269

BPA COR:

Carrie Abravanel

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(202) 586-8397

## 3. Roles and Responsibilities:

*The BPA CO:*

The BPA CO is the final authority on all contractual matters related to the BPA. The BPA CO has the overall responsibility for the administration of the BPA and is authorized to take action on behalf of the Government related to this BPA.

*The BPA COR is responsible for:*

- Tracking the total obligated funds against the maximum value of the BPA
- Tracking the breakdown of total obligated funds per Program Office
- Tracking the breakdown of total obligated funds per Order placed under the BPA
- Monitoring overall contractor performance
- Recommending changes to the BPA (add labor categories, etc.)

### *Ordering CO:*

The Ordering CO is the final authority on all contractual matters related to the Order. The Ordering CO has the overall responsibility for the administration of the order and is authorized to take action on behalf of the Government related to the Order. **NOTE:** The Ordering CO is responsible for ensuring Ordering COR certifications are on file respective to order type.

The Ordering CO shall not perform any of the following:

- a. Add labor categories to an Order that are not in the Master BPA. Only the BPA CO can add labor categories to the Master BPA.
- b. Pay over the Master BPA negotiated hourly rates that are found in the Master BPA.

Other duties include:

- Serving as the local contracting focal point for coordination and award of BPA orders
- Ensuring BPA order requirements are within the BPA scope, rates, and terms
- Coordinating BPA order requests with the BPA CO or designated points of contacts as required, to monitor and track purchasing limits
- Review travel and other direct costs (handled at the Order level)
- Assigning an Ordering COR to each order (if applicable)
- Ensuring BPA Holder's compliance with its Order placed by the OCO, as well as its GSA Schedule and BPA terms and conditions
- Potential Conflicts of Interest – identifying, mitigating, and/or resolving
- Order Closeout
- Providing performance feedback on each order as required by the BPA COR.

*(NOTE: A 311 congressional notice was issued upon award of the BPA and is not required on subsequent orders over \$1,000,000.00.)*

### *Ordering COR:*

Under each Order, the Ordering COR is responsible for preparing the procurement request (PR) package to include a well-defined requirements document (e.g., SOW/PWS), Independent Government Cost Estimate (IGCE), requisition document with funding, required government furnished property (if applicable), material or equipment list (if applicable), appropriate COR level certification, evaluation factors, etc. Travel and other direct costs (if applicable) are handled at the Order level and shall be indicated on the IGCE.

**NOTE:** The procurement action lead timeline (PALT) will not start until the Ordering COR has finalized the requirements document and it is determined to be complete by the Ordering CO. The Ordering COR is also responsible for maintaining a COR file for each order and should therefore request copies of missing documents. The Ordering COR file should contain all contractual documents relevant to each order to include Requests for Quotes (RFQs), order

award, modification(s), etc. to help with the administration of the order. The Ordering COR is responsible for fulfilling all duties as assigned under the Order COR delegation letter. This includes monitoring and documenting contractor performance in coordination with the Ordering CO.

Other duties include:

- Interpreting the technical requirements of the contract
- Recommending order changes to the Ordering CO
- Ensuring requirements are within the Financial Audit Services BPA scope, rates, and terms
- Coordinating BPA orders requests with the BPA CO, or designated points of contacts as required, in order to monitor and track purchasing limits
- Tracking invoices against the order prices and actual performance accomplished
- Accepting and approving invoices
- Reporting contractor performance issues to the Ordering CO, BPA CO, and BPA COR
- Achieving and maintaining COR certification

#### **4. AUTHORIZED ORDER TYPES:**

The U.S. Department of Energy (DOE) may issue orders under this BPA on a Labor Hour (LH), Time and Materials (T&M) or Firm Fixed Price (FFP) basis.

The Ordering COR and the Ordering CO are jointly responsible for identifying applicable Order type(s). The Ordering COR is responsible for providing any supporting documentation required by the FAR, supplemental regulations, agency policies, and acquisition guidelines to the Ordering CO.

For this requirement, a labor hour type BPA and subsequent orders are best suited to fulfill the Agency's requirement as it is not possible for DOE to estimate accurately the extent or duration of the work to anticipate the costs with any reasonable degree of certainty, or to anticipate the total cost of completing specific objects. **A Determination for use of Time-and-Materials/Labor-Hour in support of the BPA and subsequent orders has already been approved by the Head of Contracting Activity.**

However, if applicable, FFP orders are preferred over T&M orders. The Ordering CO must establish FFP orders to the maximum extent possible.

#### **5. NUMBER OF AWARDS UNDER BPA:**

The BPA awards are made under GSA Multiple Award Schedule (MAS) Professional Services, Category 541620 Environmental Consulting Services:

- **BPA Award No. 89303022AGC000004 Tetra Tech, Inc. (GSA Schedule Contract Number GS-00F-168CA)**

- **BPA Award No. 89303022AGC00005 Solv, L.L.C. (GSA Schedule Contract Number 47QRAA18D00DH)**
- **BPA Award No. 89303022AGC00006 Potomac-Hudson Engineering, Inc. (GSA Schedule Contract Number 47QRAA18D0074)**
- **BPA Award No. 89303022AGC000007 SC&A, Inc. (GSA Schedule Contract Number 47QRAA20D002W)**
- **BPA Award No. 89303022AGC000008 AGEISS, Inc. (GSA Schedule Contract Number 47QRAA10D00BC)**
- **BPA Award No. 89303022AGC000010 LEIDOS, Inc. (GSA Schedule Contract Number GS-00F-022CA)**
- **BPA Award No. 89303022AGC000011 Hamer Environmental L.P. (GSA Schedule Contract Number GS-10F-087AA)**

#### **6. BPA PERIOD OF PERFORMANCE:**

This BPA consists of a five (5) year ordering period.

Base Ordering Period:	September 30, 2022 – September 29, 2023
Ordering Period 1:	September 30, 2023 – September 29, 2024
Ordering Period 2:	September 30, 2024 – September 29, 2025
Ordering Period 3:	September 30, 2025 – September 29, 2026
Ordering Period 4:	September 30, 2026 – September 29, 2027

#### **7. PLACE OF PERFORMANCE:**

Performance locations for individual orders under this BPA will be established at the Order level and may be performed remote or onsite.

#### **8. LABOR HOUR PRICING AND CATEGORIES:**

Current pricing is discounted from GSA Schedule contracts and has been determined fair and reasonable. Additional discounts should also be obtained at the Order level. It is the responsibility of the Ordering CO to ensure that the BPA holder provides the best value for the requirement. See Attachment 2 Position Qualifications and Attachment 3 BPA Ceiling Rates of the BPA for Labor Categories, Descriptions, and Rates.

#### **9. PRIMARY GOODS AND SERVICES:**

The scope of services for this BPA includes all the necessary support need to perform all Department-wide services for the preparation of EISs, EAs, and related documents to comply

with NEPA, and other environmental tasks conducted in conjunction with or separately from the NEPA process, to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions. NNSA is a semiautonomous agency within DOE whose missions include stewardship of the U.S. nuclear weapons stockpile, powering the nuclear Navy, emergency response, preventing nuclear proliferation, and countering nuclear terrorism. The contractor shall provide specialized consulting, analysis, and assistance on environmental issues under this BPA by preparing EAs, EISs, and related documents to comply with NEPA.

This BPA also may be used to assist DOE in other environmental tasks conducted in conjunction with or separately from the NEPA process. These may include, but are not limited to:

- Preparing floodplain and wetland assessments in accordance with 10 CFR Part 1022;
- Under the Clean Water Act, applying for a Section 404 permit for discharge of dredged or fill material or a National Pollutant Discharge Elimination System permit for discharging pollutants, identification, and delineation of jurisdictional wetlands, conducting stormwater pollution prevention planning, and developing best management practices to assist with compliance with Section 402;
- Under the National Historic Preservation Act, identifying historic and cultural resources, assessing impacts, consulting with a State or Tribal Historic Preservation Officer, and resolving adverse impacts by mitigation;
- Under the Endangered Species Act, preparing a biological assessment or evaluation, assessing impacts and ecological risk, consulting with the U.S. Fish and Wildlife Service or National Marine Fisheries Service, and developing a management plan for threatened or endangered species;
- Conducting biological surveying and monitoring and environmental inspections in compliance with the Bald and Golden Eagle Protection Act, Clean Water Act, Endangered Species Act, Migratory Bird Treaty Act, and other applicable laws and regulations, and conducting biological evaluations of special status species including Bureau of Land Management (BLM) Sensitive Species, Forest Service (FS) Sensitive Species, FS Species of Local Concern, and species designated by states as Endangered Species, Sensitive Species, Species of Concern, Threatened Species, and other such designations;
- Evaluating impacts related to environmental justice such as discussed in Executive Orders 12898 and 14008;
- Analyzing greenhouse gas emissions, the social cost of greenhouse gases, and related mitigation and resilience;
- Incorporating NEPA "values" (such as analysis of cumulative, offsite, ecological, and socioeconomic impacts) to the extent practicable into documents prepared under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA);
- Preparing safety and health studies and documentation related to DOE proposed actions;

and

- Preparing environmental reports required by the Nuclear Regulatory Commission (NRC) in its review of license applications.

## **10. FUNDS OBLIGATION**

This BPA does not obligate any funds. The Government is obligated only to the extent of authorized purchases placed under this BPA through BPA Orders. Funds will be obligated at the Order level issued by the authorized users. The Ordering CO in coordination with the program office/budget office is responsible for ensuring compliance with all applicable fiscal laws prior to issuing an order under the BPA.

## **11. STEPS TO PLACE A BPA ORDER:**

### **a. Develop requirements.**

Prior to order placement, the ordering activity shall develop a Performance Work Statement (PWS), Statement of Work (SOW), or Statement of Objectives (SOO), Independent Government Cost Estimate (IGCE) and Quality Assurance Surveillance Plan (QASP) for each BPA Order as a particular need arises. The BPA Ordering Contracting Officer shall compare the Order PWS/SOW/SOO to the master BPA PWS to affirmatively determine that the Order PWS/SOW/SOO is within the scope of the master BPA.

### **b. Acquisition Planning:**

A Streamlined Acquisition Plan was prepared and approved for this BPA. However, depending on the dollar value, nature and complexity of an Order, the Ordering Contracting Officer may, at his or her own discretion, request the program office to prepare an Acquisition Plan at the Order level.

### **c. Small Business:**

Five of the seven BPA holders are small businesses. OCOs have the authority to use any FAR-based socioeconomic methodology in their Order RFQs, such as set asides or small business status as an evaluation factor.

### **d. Prepare RFQs:**

A STRIPES requisition with funding is required prior to issuing an RFQ. Email RFQs are allowable and preferred when placing orders to streamline the acquisition process. Prior to sending out email RFQs the Ordering CO and Ordering COR must ensure all agency procedures and policies are followed based on the nature, size, and complexity of the requirement.

*Sample RFQ email language:*

Dear Contractor:

The Government requests that you provide a quote for [INSERT NAME OF REQUIREMENT]. Your quote should address the requirements in the attached [Performance Work Statement (PWS), Statement of Work (SOW), or Statement of Objectives (SOO)] and shall not exceed XX pages. Separate from the technical quote, please include a price quote discussing the basis for the price, identifying all proposed labor categories, labor hours, and labor rates, including any additional discounts offered. Please send your quote to [INSERT NAME OF ORDERING CO/CS] at [INSERT EMAIL ADDRESS] no later than [INSERT TIME AM/PM/EST, DATE].

Please feel free to contact [INSERT NAME OF ORDERING CO/CS] at [INSERT PHONE NUMBER] or via e-mail at [INSERT EMAIL ADDRESS] should you have any questions.

**e. Evaluation of Quotes:**

The Ordering CO and Ordering COR along with program technical experts are responsible for evaluating the quote in a timely manner. Time allotted to evaluate will be based on the nature, size, and complexity of the requirement. The program office is responsible for returning evaluations per agreed upon timeline with the Ordering CO as well as satisfaction to the Ordering CO. At a minimum, the evaluations must address how the contractor met the Government's requirements and must site specific examples from the quote, and whether the quote is technically acceptable. Depending on the nature, size and complexity of the requirement, the Ordering CO may issue additional guidance to the program evaluation team.

**f. Award and Distribution**

All Orders must be issued in STRIPES using the awarded contractor's BPA number. Once award is made, distribution of the award/modification shall be made to the Contractor and the Ordering COR. All contract documents (e.g., signed award, sign Ordering COR letter, file memoranda, Price Negotiation Memorandum (PNM), IGCE, SOW, etc.) must be properly filed in accordance with DOE guidance.

**(NOTE: A 311 congressional notice was issued upon award of the BPA and is not required on subsequent orders over \$1,000,000.00.)**

***Sample distribution email language for awards and modifications:***

TO: Ordering COR, Contractor

Dear Contractor:

Please find attached the fully executed copy of award [INSERT CONTRACT NUMBER] in support of the Office of [INSERT PROGRAM OFFICE NAME]. Please retain a copy for your records and consider this email as the official distribution of the award.



Dear Contractor:

Please find attached the fully executed copy of modification [INSERT MODIFICATION NUMBER] in reference to contract [INSERT CONTRACT NUMBER]. Please retain a copy for your records and consider this email as the official distribution of the modification.

**12. ORDERING GUIDE ATTACHMENTS:**

**Attachment A** – BPA Master Performance Work Statement

**Attachment B** – BPA Position Descriptions & Qualifications