

**ANNOUNCEMENT FOR A STUDENT SERVICES CONTRACT  
Contaminant Fate and Transport Model Programming**

**United States Environmental Protection Agency  
Office of Research and Development  
National Exposure Research Laboratory  
Ecosystems Research Division  
Athens, GA**

**RFQ-RT-11-00085**

The Ecosystems Research Division, Athens, GA of the National Exposure Research Laboratory (NERL), Office of Research and Development (ORD) at the U.S. Environmental Protection Agency (EPA) is seeking recent college graduates (BS Level), at least 18 years of age, to provide services under a contractual agreement to assist with Visual Basic programming to extend an analytical mathematical model for source dissolution coupled with an analytic element model for ground water flow. The student contractors will also assist with user interface development, model development, graphical display of data, and literature searches for published studies as needed, model testing, model validation, preparation of user's guides, and case studies.

The student contractor must have recently (within 24 months) completed a BS or BA program majoring in engineering, chemistry, environmental science, or a related field at an accredited college/university. The student contractor must be experienced at programming in modern programming languages such as Visual Basic, Visual Basic.Net or Java. The student contractor should be familiar with basic principles of ground water flow and contaminant transport in ground water and programming graphical user interfaces as well as graphical display of model results. The student contractor should be facile with a range of computer software including word processing, spread sheets, contaminant fate and transport models, and data base applications.

This contract is projected to begin May or June 2011. The initial contract will be for a period of 12 months, not to exceed 1790 hours, with an option to extend the period of performance for an additional 12 month period; said option period not to exceed 1790 hours. It is anticipated that the student contractor will/may work up to 40 hours per week and work up to 1790 hours during the contract period. The majority of the work will be Monday through Friday between the hours of 8:00 am to 5:00 pm. Occasional weekend work may be required. The duty location is the US EPA Region 9 Office, located at 75 Hawthorne St, San Francisco, CA

The hourly rate is commensurate with the minimum required level of education and experience, as follows: \$25.09 per hour for a student who has completed a BA/BS degree. Student contractors will be paid the basic hourly rate only for the number of hours worked and do not receive overtime premium for any hours worked beyond the 40-hour week. Student contractors do not accrue leave or holiday benefits and are not paid for any non-work days, regardless of the reason. Federal, State, Local, and Social Security taxes will not be withheld; student contractors are responsible for reporting income to authorities and paying all taxes.

The contractor is responsible for all costs of transportation to and from the principal duty station location. EPA does not provide housing, meals or other living expenses while working at the

principal duty station. Offerors must be either, (1) recently graduated (no more than 24 months ago) with a B.S. or equivalent degree and/or; (2) students in good standing who are currently enrolled in a masters or higher degree program at a recognized educational institution.

Non-U.S. citizens may be eligible to participate, depending on their immigration status and the applicable regulations of the United States Citizenship and Immigration Service (USCIS). All non-US citizens must submit, as part of their proposal package, evidence of their immigration status that allows them to work in the United States.

**Students should possess a current US Visa and be able to obtain US work authorization in a timely manner if offered a contract. Students without a US Visa are not eligible.**

**EPA ORD employees, their spouses, and children are NOT eligible to participate in this program and receive these contracts.**

Academic degrees fulfilled outside of the United States must be judged to be equivalent to that achieved in accredited U.S. education programs in order to be acceptable for this contract. More information about the evaluation of foreign education can be found at the U.S. Department of Education's web site at <http://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

If applicable, applicants shall submit all necessary documents to a recognized private U.S. organization that specializes in interpretation of foreign educational credentials, usually named a credential evaluation service. To be suitable, the foreign credential evaluation must include and describe (i) type of education received by the applicant (i.e., conventional, by mail, or online), (ii) degree of education relative to the U.S. education system, and testify that its comparability recommendations follow the general guidelines of the U.S. National Council for the Evaluation of Foreign Educational Credentials, (iii) the content of the applicant's educational program earned abroad and the standard obtained, (iv) the ranking of the awarding foreign schools' credit and authenticity in its own country's education system, (v) what the evaluation service did to obtain this information, (vi) the qualifications of the evaluator, and (vii) any indications as to other concerns such as falsification. Foreign credential evaluations that do not include all the above information or indicate there is not enough information on which to make a sound evaluation will not be accepted.

To submit a proposal for this position, you must submit a one or two page resume or statement of qualifications including:

1. Your full legal name
2. Mailing address
3. Telephone number;
4. Email address (if any);
5. Date of birth;
6. Place of birth;
7. Citizenship or, if not a US citizen, immigration/VISA status;
8. Education, including description of relevant classes;
9. Work or volunteer experience related to the scientific field;

10. Programming experience (if applicable to these services);
11. A statement of your commitment to fulfill at least the initial year of the order, if selected;
13. Two letters of recommendation;
14. Statement indicating your acceptance of the proposed pay rate.

Attach a copy of all your college/university transcripts (unofficial copies are acceptable, if it is apparent from the transcript copy that it is a copy of an official document and that the school is identified), listing courses taken, grades, and overall GPA. Send your proposal submittal to: Heather Pinney, Contract Specialist, via email at [pinney.heather@epa.gov](mailto:pinney.heather@epa.gov) or via fax, with cover page, to 919-685-3610. The submission deadline will be listed at the website listed below.

Prior to applying for this position, you should visit the EPA solicitation web page at [http://www.epa.gov/oam/rtp\\_cmd](http://www.epa.gov/oam/rtp_cmd) to learn the full details of the position for which you are applying. Please follow the link under the solicitation "Student Services RFQ-RT-11-00085" and read all of the attached documents. You should visit the website periodically to check the status of this procurement and to see whether or not any amendments (changes to the requirement of the posted position) have been issued. If you have any questions on the information contained on this website, contact Heather Pinney, Contract Specialist, via email at [pinney.heather@epa.gov](mailto:pinney.heather@epa.gov) or via fax, with cover page, to 919-685-3610.

The Government will make contract award(s) based on the student's work experience, knowledge and skills, training and course work as it relates to the services as described in the Announcement. The evaluations of students' resumes or statements of qualifications will be based on the evaluation factors posted on the solicitation website. Personal or telephone interviews may be conducted with the most promising candidates.

Any proposal received at the Government office designated after the exact time specified for receipt is "late" and will not be considered unless it is received before award is made, and the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition and:

- a). It was transmitted electronically and received at the initial point of entry to the Government infrastructure not later than 5:00 p.m., one working day prior to the date established for receipt; or there is acceptable evidence to establish it was received at the Government installation and was under the Government's control prior to the time set for receipt; or
- b). It was the only proposal received.

However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.

Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated by the exact time specified, and urgent

Government requirements preclude amendment of the announcement, the time specified for receipt will be deemed extended to the same time of day specified on the first work day on which normal Government processes resume.

Students who perform under contract to EPA must have a checking or savings account at a financial institution that will accept direct deposits of Federal funds for Electronic Funds Transfer (EFT) prior to award and must register with the Central Contractor Registration (CCR) and Dun and Bradstreet (D&B). To register with D&B and obtain a DUNS number, selected students or recent graduates can call D&B at 1-866-705-5711 or contact D&B at <http://www.dnb.com/updte>. To register for the CCR, selected students or recent graduates can call 1-888-227-2423 or 296-961-5757 or contact CCR at <http://www.ccr.gov>. There is no charge to register for DUNS or CCR.

Students who perform under contract for EPA will be required to undergo a background check, check of FBI fingerprint files and a suitability determination by the Environmental Protection Agency. Selected students or recent graduates will be provided copies of the appropriate forms and instructions on their completion and submission requirements. The Government may elect to award contracts to multiple students under this Announcement.

EPA will be responsible for compensating students or recent graduates in the same manner as Federal employees for any injury suffered while performing these services. Students or recent graduates are protected from personal common-law tort liability for damages to third parties arising out of his/her work under the same broad-based immunity provided to Federal employees while performing these services. Properly licensed students or recent graduates may be permitted to drive Government vehicles, if required to do so by the statement of work.

Students or recent graduates will be required to comply with Federal requirements for Standards of Ethical Conduct and Conflicts of Interest.

Students or recent graduates may be offered, at Government expense, non-mandatory vaccinations, immunizations, treatments, medical examinations, and health and safety training to safeguard their health prior to beginning certain types of work which may expose them to health or safety risks in the environment.

Selected students or recent graduates will receive more information about these issues prior to award of any contracts.

All questions regarding this position should be addressed to the Heather Pinney, Contract Specialist, via email at [pinney.heather@epa.gov](mailto:pinney.heather@epa.gov) or via fax, with cover page, to 919-685-3610.