

---

**From:** Jane Mobley [REDACTED]  
**Sent:** Thursday, February 04, 2010 1:52 PM  
**To:** Hood Rich  
**Subject:** Fwd: Material for Rich Hood  
**Attachments:** BPA Document.pdf; ATT113431.htm; EPA-SOW.doc; ATT113433.htm

**Rich:**

This is the material you need. Ideal would be a \$5 million ceiling over five years (remediation could take a long time) with no more than \$1 million per year. Task orders would be let against this on the labor scale in our GSA schedule as time and materials. The first task order would be the scope we have enclosed. As I mentioned previously, we have seen this kind of BPA be established in only one day. If the GSA contracting person needs an help doing this, we can provide the name and number of the contracting officer in the VA who understands this process very well. He would be glad to help.

1. Please tell individual working on the contract at GSA the FAR clause for Blanket Purchase Agreements (BPAs) is 13.303. That provides all the information they need to do this.
2. Attached is a sample of a Task Order that was actually issued to JMA under a BPA with the CDC (administered by a contracting office at the VA) - this can just be used as a reference for people who may not be familiar with BPAs and their individual task orders.
3. Also attached, is a SOW for the immediate effort required to support EPA/GSA at this time. It covers the required tasks and deliverables for the first 30 days of Immediate Response. After the first 30 days, a second task order would be issued.

If for any reason you are looking for me and can't find me, here are Kelly's coordinates so you can talk to her. She knows everything I do and often more.

--  
Kelly [REDACTED]  
Senior Principal  
Jane Mobley Associates  
116 W. 3rd, Suite 102  
Kansas City, MO 64105  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### **1. Special Consultant Services - Purpose/Background :**

A media probe and reports of multiple government agency investigations into potential health risks in the GSA-controlled Bannister Federal Complex have created an impending crisis event for the government. Initial responses and site reviews have been initiated in response to citizens' concerns and media reports.

Objective: Bring neutral third party expertise to help the government address issues arising from environmental and related concerns in order to continue to meet GSA's mission while maintaining maximum public trust.

### **2. Statement of Work - Phase I (30-day Immediate Response)**

The contractor shall provide expertise and technical support, equipment, materials and supplies necessary to support the government in responding to complaints against government officials about handling of notice by current and former government employees indicating health concerns caused by toxic substances at the site of the Bannister Federal Complex.

### **3. Tasks**

#### **Task 1 - Relocation of the Bannister Federal Complex Day Care Center**

- Facilitate meetings and conference calls to re-establish day care center on temporary basis at an alternative site
- Provide all communication surrounding the government's actions to relocate (Why are they being moved? What will it mean to parents?)
- Media messages, parent messages, public messages

#### **Task 2 - Gather background material and conduct research**

- Principal leaders from key agencies convened and decisions made as to core messages
- Develop fundamental first set of messages
- Facilitate a session with the people who will be on the front lines (GSA, EPA, possibly others).
- Meet with secondary audiences in these agencies regarding messaging.

#### **Task 3 - Risk Management Planning**

- Reach agreement on what employees can and cannot say and do.
- Develop messages for everyone who works there b/c only getting information from the media.

Task 4 - Facilitate interagency operability and develop a set of agreements on how they are going to work together.

- o Help them manage messages and action relationships/operability across governments, government agencies, elected officials. Who is going to say what and to whom? (message development)
- o Need facilitated meetings with neutral convener. Outcome: defensible notes and reporting

#### **4. Deliverables**

1. Meetings
  - a. Neutral facilitator
  - b. Notes and Reporting
  - c. Logistics arrangements
2. Message Development
  - a. Media
  - b. Government officials
  - c. Bannister Federal Complex employees
3. Materials Development
  - a. Leadership preparation materials
  - b. Media materials (press releases, press kits)
  - c. Information management across multiple agencies
  - d. On-going report documents
4. Stakeholder Identification and Communication
  - a. Most immediate area surrounding the complex
  - b. Secondary/tertiary stakeholders

#### **5. Period of Performance**

February 8, 2010 - March 8, 2010

#### **6. Contracting Officer's Technical Representative (COTR)**

\_\_\_\_\_ shall serve as the contracting officer's technical representative in the administration of the task order described above. Their duties include providing technical direction and guidance as necessary with respect to the statement of work and monitoring the performance of work under the task order. The CORT is not authorized to alter the requirements of this delivery/task order without written approval of the Contracting Officer. The COTR is not authorized to obligate any funds.

#### **7. Invoices**

Invoices shall be sent to:

All invoices must cite the Delivery/Task Order Number and will be approved by the COTR.

**8. Travel**

Estimated travel is unknown. Reimbursement will be in accordance with current Federal Travel Regulations. Contractor is to provide itemized claim for any COTR approved travel. Contractor is to notify Contracting Officer immediately of any anticipated increase costs.

**9. Confidentiality**

Due to the nature and security of the customer and program, Contractor is required to classify this delivery/task order as "Confidential" and shall not release any information pertaining to this procurement to unauthorized individuals.

**10. Acceptance**

Final acceptance will be based on the completion of the tasks. The COTR will be responsible for the final acceptance of the performance.

**11. All other terms and conditions of the BPA and the basic contract remain unchanged.**