

REQUISITION/PROCUREMENT REQUEST FOR EQUIPMENT, SUPPLIES OR SERVICES (Instructions on reverse)						PAGE	OF PAGES	
2. REQUISITION/PROCUREMENT REQUEST NO. 6PMC-10-0031		3. ACT NUMBER PJ0F00318		4. DATE PREPARED FEB 05, 2010		1	2	
6. TO (Stockroom/Contracting Office, Name and Location) 6PMC General Services Administration (6PMC) Facilities Mgmt & Svcs Div - Contracts Services Branch 1500 E Bannister Rd, Rm 2101 Kansas City MO 64131				7. FROM (Requisitioning Office, Name, Symbol, Location and Telephone Number) 6PM General Services Administration (6PM) Facilities Management & Services Program Div 1500 E Bannister Rd Kansas City MO 64131				
8. FOR INFORMATION CALL (Name and Telephone Number) [REDACTED]				9. RECEIVING OFFICE (Name, Symbol and Telephone Number)				
10. ACCOUNTING CLASSIFICATION See Schedule				11. SHIP TO (Address, ZIP Code and Telephone Number) See Schedule				
FUND	ORG. CODE	B/A CODE	O/C CODE					
FUNC CODE	C/E CODE	PROJ/PROS. NO.	CC-A					
W/ITEM	CC-B	PRT/CRFT	12. CONTRACT NUMBER GS-23F-0354P					
ITEM NO. FORM OR STOCK NUMBER (13)	DESCRIPTION OF ARTICLES OR SERVICES (14)			QUANTITY (15)	UNIT OF ISSUE (16)	UNIT PRICE (17)	AMOUNT (18)	
	Please See Continuation Page for Line Item Details.							
IF ADDITIONAL SPACE IS REQUIRED, USE GSA FORM 49A, REQUISITION/PROCUREMENT REQUEST				19. TOTAL AMOUNT INCLUDING CONTINUATION		\$99,940.25		
20a. TYPED NAME AND TITLE OF FUND CERTIFYING OFFICIAL [REDACTED]				21a. TYPED NAME OF REQUISITIONER [REDACTED]				
20b. SIGNATURE			DATE	21b. SIGNATURE			DATE	
22. LIST ATTACHMENTS				23a. TYPED NAME OF APPROVING OFFICIAL [REDACTED]				
				23b. SIGNATURE			DATE	
				24. SHIPPED BY <input type="checkbox"/> FREIGHT <input type="checkbox"/> PARCEL POST <input type="checkbox"/> EXPRESS <input type="checkbox"/> MAIL				
				25. FILLED BY		26. PACKED BY		27. CHECKED BY
28. BILL OF LADING NUMBER				29. DATE SHIPPED				

REQUISITION/PROCUREMENT REQUEST FOR EQUIPMENT, SUPPLIES OR SERVICES (Continuation)					PAGE	OF	
2. REQUISITION/PROCUREMENT REQUEST NO. 6PMC-10-0031		3. ACT NUMBER PJ0F00318			2	2	PAGES
					4. DATE PREPARED FEB 05, 2010		
ITEM NO. FORM OR STOCK NUMBER (13)	DESCRIPTION OF ARTICLES OR SERVICES (14)	QUANTITY (15)	UNIT OF ISSUE (16)	UNIT PRICE (17)	AMOUNT (18)		
0001	<p>Provide Environmental Communications Consultant Services for the GSA-controlled Bannister Federal Complex in accordance with the statement of work dated February 4, 2010 and price proposal dated February 4, 2010. Delivery Date: 03/08/2010 Technical Point of Contact: Rich Hood - EPA Communications Specialist [REDACTED] or [REDACTED]</p> <p>Account Code: PJ0F00318.2010.192X.06.PG61.P0620001.516 .PG901. .06020803. . Cost Applied: \$99,940.25</p> <p>DELIVERY DATE: 03/08/2010 General Services Administration (GPM) Facilities Management & Services Program Div 1500 E Bannister Rd Kansas City MO 64131</p> <p>FOB Designation: Destination</p>	1.00	LO	99940.25	99940.25		

Search Criteria

Route Order:

Reviewer Type:

Filter on:

» Search

Import Route List Model Displaying 1 - 3 / 3

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
<input type="checkbox"/>	10	[REDACTED]	Individual	A	N	02/05/2010 09:50:03		Approved	
<input type="checkbox"/>	20	[REDACTED]	Individual	A	N	02/05/2010 10:08:26		Approved	
<input type="checkbox"/>	30	[REDACTED]	Individual	A	N	02/05/2010 10:09:55		Review Pending	

Displaying 1 - 3 / 3



Mary A.
Ruwwe/6P/R06/GSA/GOV
02/04/2010 02:13 PM

To Robert L. Juarez/6P/R06/GSA/GOV@GSA, Crystal L.
Martin/6P/R06/GSA/GOV@GSA
cc
bcc
Subject Fw: draft documents we discussed



Mary A. Ruwwe
Regional Commissioner
U.S. General Services Administration
P85, Heartland Region
[Redacted]

----- Forwarded by Mary A. Ruwwe/6P/R06/GSA/GOV on 02/04/2010 02:12 PM -----



Hood, Rich [Redacted]
02/04/2010 02:07 PM

To mary.ruwwe [Redacted]
cc
Subject draft documents we discussed

Rich Hood
Associate Regional Administrator
For Media, Intergovernmental Relations
Region 7
[Redacted]



[Redacted] EPA-SOW.doc BPA Document.pdf

Public Relations Services
Statement of Work

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 – Potential Relocation of the Bannister Federal Complex Day Care Center due to Media Generated Concerns or Recommendations

- 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.

Public Relations Services
Statement of Work

- 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. Main Technical Point of Contact

Rich Hood, EPA [REDACTED] main or [REDACTED] shall serve as the technical point of contact 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 technical POC is not authorized to alter the requirements of this delivery/task order without written approval of the Contracting Officer or obligate any funds.

7. Invoices

Invoices shall be sent to:

General Services Administration (Fund)
PBS Payments Branch (BCFA)
PO Box 17181
Fort Worth, TX 76102-01281

All invoices must cite the Delivery/Task Order Number. A copy shall be provided to the Contracting Officer and a courtesy copy to the technical POC.

Public Relations Services
Statement of Work

8. Travel

Estimated travel is unknown. Reimbursement will be in accordance with current Federal Travel Regulations. Contractor is to provide itemized claim for any 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 contracting officer will be responsible for the final acceptance of the performance.

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.

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3. Tasks

Potential
Task 1 - Relocation of the Bannister Federal Complex Day Care Center *due to media generated concerns or recommendations*

- o Facilitate meetings and conference calls to re-establish day care center on temporary basis at an alternative site
- o Provide all communication surrounding the government's actions to relocate (Why are they being moved? What will it mean to parents?)
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- o Develop messages for everyone who works there b/c only getting information from the media.

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Draft

- 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)
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3. Materials Development
 - a. Leadership preparation materials
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 - 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.

Common Specifics
Rich Hood

Main Technical P.O.C.



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.