# Statement of Work (SOW)
# Environmental, Health and Safety (EHS) Services
# A/DOES/FMS/FSP
# July 3, 2026

## I. PROGRAM NAME: Facilities and Safety Programs (FSP)

The Facilities and Safety Programs Division (A/DOES/FMS/FSP) is a division under the Office of Facilities Management Services under the Deputy Assistant Secretary for Domestic Operations and Emergency Services for the Bureau of Administration. FSP serves as a technical resource to domestic organizations in establishing and implementing comprehensive occupational safety and health, fire protection, and environmental management programs throughout the United States. FSP develops environmental health and safety programs, performs workplace evaluations, provides employee training and information, and serves as liaison to other federal agencies with environmental health and safety oversight responsibility. FSP staff members are available to address a wide range of concerns, including occupational health and safety, fire/life safety, environmental, and energy conservation issues.

## II. INTRODUCTION

The selected contractor shall provide expert environmental, health and safety (EHS) services in accordance with this Statement of Work. The contractor shall provide consulting functions and support related to a broad range of environmental, occupational health and safety services as identified below in Section IV, Requirements. These services may be required at any of the Department's 125+ domestically owned, operated or leased facilities throughout the United States, which includes over 13,000 employees and thousands of contractors.

## III. PURPOSE & SCOPE

The purpose of this contract is to obtain assistance for the U.S. Department of State (DOS), in the creation, management, and oversight of the DOS environmental, occupational health and safety, and fire and life safety programs and to assist with the day-to-day operations of the Facilities and Safety Programs Division (FSP). Towards this end, the contractor shall provide the technical staff required to develop, implement and evaluate DOS domestic internal programs and provide accurate assistance and advice to the FSP staff in accordance with the Occupational Safety and Health Act of 1970, Executive Order 12196, and 29 CFR 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters." The contractor shall support implementation of FSP's internal policies, plans, practices, and procedures in support of the DOS workplace safety and occupational health goals and mission. The contractor shall also respond to emergency EHS situations, such as hazardous materials spills, identification of unknown substances, accident investigations; and shall subcontract with specialized EHS companies on an as-needed basis for highly specialized or technical services. The contractor shall also provide support for OSHA Voluntary Protection Programs (VPP), U.S. Green Building Council Leadership in Energy & Environmental Design (LEED), and other quality assurance programs.

# IV. REQUIREMENTS

## A. General

The contractor must perform the work under this contract in accordance with what is described in this SOW, and in accordance with the attached Environmental Health & Safety Contract Requirements and Security Requirements. The DOS requires a contractor with an office within the Washington, DC metropolitan area since the SOW requires the contractor to furnish urgent services to FSP in Washington, DC, and requires the contractor to provide asbestos project management expertise on an as-needed basis with very little notice. The contractor must have personnel available to immediately meet the security and badging requirements identified in the security requirements, since there can be no gap in expert environmental, health and safety (EHS) services. In general, Contractor personnel shall be responsible for conducting the following generalized services, including, but not limited to:

**Communications.** The Contractor shall provide, or reimburse Contractor personnel for, cellular telephone service necessary to perform the requirements of this contract. Contractor personnel assigned to on-site support shall maintain reliable cellular communication capability during normal duty hours and while responding to emergency or urgent Environmental, Health, and Safety (EHS) incidents.

- supporting the development and implementation a variety of the EHS Management Programs;
- researching and interpreting federal and state EHS regulations and guidelines;
- meeting with and/or providing EHS training to affected organizations and individuals;
- collecting, sampling, monitoring, and interpreting EHS-related data;
- conducting EHS audits, inspections, and investigations of facilities and processes;
- performing construction and project safety reviews;
- preparing technical reports, letters, and memorandum; and,
- accomplishing other EHS-related work deemed necessary.

From an **environmental perspective**, the Contractor shall be responsible for a broad range of services, including, but not limited to:

| | | |
|---|---|---|
| Environmental Compliance Facility Audits | Identification of Findings of Noncompliance | Development of Corrective Action Recommendations and Associated Cost Estimates |
| Recycling Program Support to include Data Management | Environmental Analysis Support | Environmental Sustainability Technical Support and Training |
| Storage Tank Management Support and Training | Fuel System Compliance Assessments; Fuel System Technical Support and Training | Assessment of Developing and Emerging Technologies |
| Hazardous Waste Disposal Support | Green Building & LEED Technical Support | Other Environmental Services |

From an **occupational health and safety perspective**, the Contractor shall be responsible for providing a broad-range of services, including, but not limited to:

| | | |
|---|---|---|
| Office and Warehouse Ergonomics | Warehouse Safety | Ventilation System Assessments |
| Indoor Air Quality Surveys and Evaluations | Accident Reporting & Investigations | Laboratory Services |
| OSHA VPP Support | Risk Management Services | Fleet and Motor Vehicle Safety |
| Construction Safety Reviews | Hazardous Noise | Preparing Safety Newsletter Articles |
| Confined Space Reviews | Lockout/Tagout | Ionizing and Non-ionizing Radiation Assessments |
| Personal Protective Equipment Evaluations | Evaluating Developing Technologies | Fall Protection |
| HAZMAT Abatement Planning and Oversight | Bloodborne Pathogens | Materials Handling/Powered Industrial Vehicles |
| Field Instrumentation Selection, Use & Limitations | Asbestos Abatement Project Management | Developing and Providing Training Programs |
| Mail Safety | Air Monitoring Services | Other Health and Safety Services |

## B. Tasks

1. EHS Project Management: Senior environmental health and safety professional advisory services shall be provided to support EHS project management. This task includes the following:

    - Managing domestic industrial hygiene and safety issues, which includes identifying, monitoring, and providing recommendations for the resolution of a broad-range of industrial hygiene and safety issues that may be encountered at domestic Department facilities

    - Advising on industrial hygiene, to include, but are not limited to, indoor air quality investigations; occupational exposure assessments; PPE selection and evaluation; developing and delivering EHS training; firing range health and safety; field instrumentation selection, use and limitations; and asbestos sampling and abatement oversight.

    - Advising on safety, including, but are not limited to construction and facilities maintenance safety; working aloft and fall protection; electrical safety, including NFPA 70E requirements; job hazard analyses; and accident investigation

    - Developing, enhancing, and modifying work processes, equipment, operations, and protective devices to minimize injury to employees and contractors and protect Department property

    - Reviewing construction and demolition plans for potential health and safety issues, and monitors contractor performance

- Using field testing equipment, such as radiation survey meters, PCR and infrared spectroscopy, to determine the threat posed by mail or unknown powder incidents

- Reviewing contractor safety plans using Maximo software.

2. EHS Special Program Support: Senior environmental health and safety professional advisory services shall be provided to support the development and implementation of EHS auditing programs, management systems, and recognition programs. This task includes the following:

   - Managing FSP's EHS-management systems and recognition programs, such as OSHA Voluntary Protection Program (VPP), Green Globes, LEED, and state equivalent programs.

   - Implementing Department policy for special program areas by partnering with other Bureaus, contractors and consultants, facility managers and landlords.

   - Conducting EHS audits, providing EHS training, developing recordkeeping requirements, completing all VPP application materials, and preparing annual self-evaluation reports for VPP sites.

   - Working with A&E firms, facility managers and building owners, preparing application materials, developing recordkeeping requirements, providing training, and completing all required reports for Green Globes/LEED projects.

   - Managing FSP's quality assurance program, including researching appropriate detection and analytical procedures, incorporating EHS requirements into facility maintenance contracts and GSA leases, and updating required written EHS programs.

   - Conducting EHS kickoff meetings with contractors.

   - Conducting hazard assessments, industrial hygiene and safety services, training, and outreach support to DOS sites inside and outside the Washington, DC metropolitan area.

   - Updating the FSP website content using Sharepoint to ensure information is available, current and accessible.

3. Industrial Hygiene and Safety Support. Industrial hygiene and safety technical services shall be provided to 1) manage industrial hygiene and safety issues, which includes identifying, monitoring, and providing recommendations for the resolution of a broad-range of industrial hygiene and safety issues that may be encountered at domestic Department facilities and 2) manage the Department's domestic ergonomics

program and support the Department's reasonable accommodations program and ADA program. This task includes the following:

- Conducting hundreds of ergonomic evaluations annually, managing the ergonomic demonstration equipment, providing individual and group ergonomic training, recommending ergonomic equipment purchases, preparing ergonomic evaluation reports, and providing recommendations for the design of new facilities.

- Providing material handling training, including back safety, lifting techniques and pallet jack training.

- Working with Human Resources and Medical personnel with respect to evaluating a wide range of reasonable accommodation requests.

- Supporting the Industrial Hygiene and Safety program by coordinating certification of biological safety cabinets; conducting indoor air quality surveys and mold assessments; performing ventilation surveys; reviewing contractor safety plans using Maximo software; responding to water intrusion events; conducting assessments of noise, lighting and thermal comfort parameters; collecting asbestos bulk samples; and conducting other industrial hygiene sampling as needed.

- Using field testing equipment, such as radiation survey meters, PCR and infrared spectroscopy, to determine the threat posed by mail or unknown powder incidents.

- Providing hazard assessments, training, and outreach support to DOS sites inside and outside the Washington, DC metropolitan area.

- Performing drinking water sampling for Legionella and other contaminants in DOS owned or delegated facilities.

4. Environmental Support. Senior environmental professional advisory services shall be provided to support a broad-range of environmental issues including regulatory and permitting requirements, waste disposal and recycling, project reviews, and greening/sustainability issues. This task includes the following:

   - Managing all aspects of the Department's fuel management program including the Federal Certified Underground Storage Tank Operator Program, permitting requirements, and AST/UST upgrades.

   - Preparing, updating and amending SPCC programs and providing annual SPCC training.

   - Preparing and reviewing air and water permits, licenses, applications and records to ensure compliance with federal and state environmental requirements.

   - Monitoring FSP's solid waste, recycling and hazardous waste disposal programs,

including tracking metrics, providing awareness training, identifying qualified vendors, and manifesting waste.

- Reviewing construction and demolition plans for potential environmental issues and monitoring contractor performance.

- Leading various FSP greening/sustainability issues, such as bike program, educational outreach, and waste and wealth newsletters.

- Providing EHS guidance to the Vehicle Fleet Management council.

5. Specialized Services

The contractor shall provide specialized services such as EHS-related studies, investigations, and support that are not a part of Basic Services/Key Personnel. In addition to the requirement for the Contractor to provide EHS Key Personnel, the selected Contractor shall be responsible for providing specialized personnel or subcontracting to other companies on a periodic basis to assist with specialized projects, investigations, risk assessments, and other EHS-related services. These specialized services may include a multitude of services that include, but are not limited to the following:

- Building decontamination services, such as chemical, biological, or radiological contamination
- Building restoration services for water intrusion events
- Spill response or other environmental mitigation services
- Sampling, testing, and analysis of water, soil, or other media for characterization
- Specialized risk assessment/management services, such as mail safety, fleet safety, continuity of operations planning, etc.
- Root-cause accident/incident investigations, such as fatality investigations, fire or sprinkler accidents, battery or electrical system failures, hazardous materials spills, etc.
- Highly specialized construction safety issues, such as crane safety, structural assessments, commissioning of critical systems, HAZMAT abatement, etc.
- Registered Sanitarian services for kitchens, cafeterias, and other sanitation issues
- Energy audits and cost/benefit analysis
- Fire protection engineering
- Any other EHS-related services deemed necessary

In many cases, the DOS will require that these specialists have appropriate certifications, credentials and/or licenses to perform this work. The Contractor need not have all these specialized disciplines on-staff, though must demonstrate to the DOS that they have existing relationships with these types of specialists to ensure their services are readily available and easily obtainable in case of an emergency or in the event the need arises.
When specialized services are required that cannot be performed using the Contractor's in-house personnel, the Contractor shall submit to the COR for approval a cost proposal to perform the work. If the dollar amount exceeds the micro-purchase acquisition threshold of $2,500 for services requested, the Contractor shall obtain and provide to the COR three

competitive subcontracting bids, unless the COR determines that the work is of an emergency nature or three (3) subcontracting bids are not practicable under the particular circumstances. The Contractor must indicate the amount of G&A or other handling fees, if any, which will be charged to the Specialized Services CLINs.

6. Other Support Services

The Other Support CLINs are intended to serve as a mechanism to rent specialized monitoring equipment (such as dosimeters, light meters, air sampling pumps, and other EHS equipment); obtain analytical laboratory services; purchase other EHS-related materials and supplies, including but not limited to, sampling media and supplies, ergonomic equipment, personal protective equipment and supplies, signs and labels, environmental supplies, etc.; purchase EHS-related training services and outreach materials; and pay for travel-related costs for Contractor personnel. The Contractor must demonstrate that they have existing relationships with vendors of rental equipment and analytical laboratories so FSP can immediately obtain these services when necessary. The Contractor will be reimbursed for these other direct costs in accordance with the terms of this agreement. The Contractor must indicate the amount of G&A or other handling fees, if any, which will be charged to the Other Support CLINs.

# V. DELIVERABLES

## A. Administrative Deliverables

The contractor shall deliver monthly status reports.

Monthly Status Report: The Contractor shall provide a monthly status report to the COR by the 10th of the following month. The status report will report progress on the deliverables and services provided, the labor provided (labor categories, hours and cost expended), and the dates that the deliverables and services were provided. At the CO's or COR's request, a monthly status meeting may be held. A status report template is provided as Attachment A. In addition, the Contractor shall meet as necessary with the government to discuss progress and problems. These meetings shall enable problems to be identified and resolved quickly. The Contractor shall document the problems and the solutions within 30 days of resolution.

The contractor shall email the approved status reports to the contracting officer and contract specialist for entry into the contract file.

## B. Deliverable Schedule

| Deliverable | Due Date | Update Frequency |
|---|---|---|
| Kick Off Meeting (Draft Schedule) | Prior to contract start date | N/A |
| Monthly Status Report | By the 10th of month for preceding month | Monthly |
| Monthly Invoice | By the 10th of the month for the preceding month | Monthly |
| Technical Deliverables | To be identified on a regular basis by COR. Technical deliverables are generally in response to complaints/problems that are identified on a continual basis, and which require quick response. | N/A |

# VI. DELIVERABLE ESTIMATED HOURS AND KEY PERSONNEL

Currently, FSP anticipates using 9,000 annual labor hours (a combination of full time and part-time personnel) to carry on the daily functions of the division. Although not guaranteed, this level of contractor support is expected to continue for the foreseeable future, up through the life of this Contract. Currently, approximately 1,000 annual hours are devoted to environmental issues, and approximately 8,000 annual hours are devoted to occupational health and safety issues. In addition, the Contractor may also be required to provide supplemental staff in the areas of energy conservation/management and fire and life safety.

## A. Contractor Employees

The selected Contractor shall be responsible for providing a combination of part-time and full-time Environmental and Occupational Health and Safety personnel to perform the required services.

## B. Qualifications of Personnel

The Contractor shall provide qualified personnel according to the categories listed below to conduct the services required under this Statement of Work. Although proposed Contractor personnel may meet the qualifications presented below, the DOS reserves the right to inspect and accept personnel qualifications. The DOS will determine the acceptability of personnel by reviewing resumes and certifications.

## C. Incumbent Workforce Transition

The Government currently has incumbent contractor personnel performing these services. To promote continuity of operations and minimize transition risk, the Government strongly encourages the successful Contractor to consider offering employment to qualified incumbent personnel, consistent with the Contractor's independent hiring decisions and applicable law.

## D. Identified Key Personnel

The following key personnel have been identified. All key personnel are considered required personnel. The required personnel identified below are expected to report to and work out of the HST building in Washington, DC. Travel expenses to/from the Washington, DC metropolitan area and to/from HST for key personnel cannot be charged to the Government, with the exception of project specific work in Department facilities outside the Washington, DC metro area. It should be noted that due to changing program requirements over the term of the contract, key personnel may need to be added or deleted from this contract and may be required to report to and work out of other domestic facilities. Based on the recent historical workload, the following annual current full-time equivalents (FTEs) for each program area are identified.

1. **<u>EHS Project Manager</u>**

**(Senior EHS Specialist; 1 FTE: Reports 5 days a week for a total of 2,000 hours)**

This position requires a senior environmental health and safety professional with project management experience to provide on-site support to FSP. The (1) EHS Project Manager should have the following qualifications:

- Due to the broad-range of issues, potential policy implications, interaction with senior Department managers and independent nature of this position, the incumbent must be a senior level professional.

- Certification as a Certified Industrial Hygienist (CIH) or Certified Safety Professional (CSP) is preferred but not required.

- Individual must have demonstrated experience in managing EHS programs for a large, multi-worksite federal agency with a blended workforce of contractors and direct hires.

- Proven contract oversight experience is required, and must be able to apply facilities-related safety and occupational health policies, practices and principles.

2. **<u>EHS Specialist - Special Programs</u>**

**(Senior EHS Specialist; 1 FTE: Reports 5 days a week for a total of 2,000 hours)**

This position requires a senior environmental health and safety professional, who specializes in auditing and EHS-management systems, to provide on-site support to FSP. The (1) EHS Special Programs Specialist should have the following qualifications:

- Due to the complexity, policy implications, interaction with senior Department managers and independent nature of this position, the incumbent must be a senior level professional.

- Certification as a Certified Industrial Hygienist (CIH) or Certified Safety Professional (CSP) is preferred but not required.

- Individual must have demonstrated experience in managing EHS programs for a large, multi-worksite federal agency with a blended workforce of contractors and direct hires.

- Individual must have successfully identified and mentored at least one site that has been formally recognized as an OSHA VPP site, at least 1 Green Globe building, and several LEED projects.

3. **<u>Industrial Hygiene and Safety</u>**

**(Mid EHS Specialist; 2 FTEs: Reports 5 days a week for a total of 4,000 hours)**
This position requires two (2) mid-level environmental health and safety professionals, who have experience identifying, monitoring, and providing recommendations for the resolution of a broad-range of industrial hygiene, safety, and ergonomics issues. The (2) Industrial Hygiene and Safety Specialists should have the following qualifications:

- Due to the broad-range of issues and interaction with senior Department managers, the incumbents must be mid-level professionals.

- Certification as a CIH or CSP is not required, but is preferred.

- Individuals must have demonstrated experience in providing EHS support for a large, multi-worksite federal agency with a blended workforce of contractors and direct hires.

- Individuals must have demonstrated experience providing ergonomic evaluations and supporting reasonable accommodations and ADA programs.

**4. <u>Environmental Specialist</u>**
**(Senior EHS Specialist; ½ FTE: Reports several days a week for a total of 1,000 hours)**
This position requires a senior environmental health and safety professional, who provides a broad-range of environmental support services.

- Due to the broad-range of issues, potential policy implications, interaction with senior Department managers and independent nature of this position, the incumbent must be a senior level professional.

- Proven experience managing Federal Agency environmental programs, including fuels management, permitting, and waste minimization, is required.

- Proven contract oversight experience is required, and must be able to apply facilities-related environmental compliance policies, practices and principles.

## VII. ACCEPTANCE CRITERIA / PERFORMANCE STANDARDS

Acceptance of all written documents and other deliverables will be contingent upon Contracting Officer Representative (COR) or Government Technical Monitor (GTM) review and approval. The COR/GTM will discuss each specific task with the Contractor to ensure that the goals and objectives are clearly defined. Required graphs, charts, columns and rows of data shall be legible and properly formatted. Unless valid justification is cited to the contrary, the COR/GTM comments will be incorporated into the respective final documents and reports. If COR/GTM comments given do not conform to safe business practices, or are deemed technically unsound; it is the responsibility of the Contractor to advise the COR/GTM. Consensus is required between

the COR/GTM and the Contractor; however, if consensus is not achieved, actions will be as directed by the COR/GTM.

Upon approval of the final draft, deliverables will be submitted in final form to the COR/GTM. All deliverables shall be delivered to the COR/GTM in electronic format, the format of which will be determined upon contract award. Soft (electronic) copies of deliverables shall also be provided to the contracting officer upon request.

## VIII. STANDARDS (e.g. 5 FAM 600)

The Contractor shall ensure that all work is completed in accordance with US Government and Department of State standards, policies, procedures and guidelines as provided.

## IX. GOVERNMENT-FURNISHED EQUIPMENT/INFORMATION:

The Government will furnish five (5) workspaces and other appropriate furnishings, computer hardware and software, telephones and other material appropriate to the performance of tasks. All computer resources in use at the U.S. Government facility will be Government furnished.

Any Government furnished materials, data, or property shall remain the property of the Government and will be returned upon completion of the support services. Government furnished equipment shall be tracked through applicable procedures that will be provided by the Contracting Officer in accordance with the Federal Acquisition Regulation (FAR).

## X. PERIOD OF PERFORMANCE:

The period of performance is for a base and one option year. The option years may or may not be exercised by the Government.

## XI. STANDARD WORK HOURS:

Normal work hours are 7:15 a.m. to 4:00 p.m., Monday through Friday. Contractor personnel shall be available during normal work hours and, when approved by the COR, for after-hours on-call support. Contractor personnel providing on-call support shall remain reachable by cellular telephone during their assigned on-call periods.

## XII. PLACE OF PERFORMANCE:

The primary place of work performance shall take place at the DOS facility located at 2201 C Street, NW, Washington, DC 20520. Specific task work locations will be directly coordinated between the Contractor Representative and the COR or GTM.

## XIII. SECURITY REQUIREMENTS:

All Contractor personnel assigned to this contract shall possess a Moderate Risk Public Trust personnel security clearance issued by the Defense Security Service commensurate with the level of access required, prior to contract performance. Security clearance requirements for contractors accessing DOS information systems shall be in accordance with Volume 12, Foreign Affairs Manual, Section 600. Furthermore, while at DOS locations, the Contractor shall comply with applicable DOS regulations relative to the protection of classified and/or sensitive information. The Office of Information Security (DS/IS/ISP/INB) is responsible for inspecting the Contractor's activities at DOS locations. Visit requests are to be sent to DS/IS/ISP/INB, SA-20, 13th floor,

Rosslyn, Virginia 22209. Letters of Consent issued by the Defense Security Service must be attached to all Visit Authorization Requests (VARs).

All DD Form 254 for subcontracts shall be forwarded to DS/IS/ISP/INB for certification prior to issuance to the subcontractor.

**XIV. TRAVEL:**

In performance of this task order, occasional travel to locations outside the greater Washington, DC metropolitan area may be required. Travel is receipt reimbursable and in accordance with the Joint Travel Regulation and GSA published per diem and mileage rates. Subject to availability, the Government may provide up to four (4) parking passes for Contractor personnel assigned to this contract. Availability of parking is not guaranteed and may change based on Government operational requirements.

**XV. FUNDING:**

This contract will be incrementally funded.

**XVI. INVOICE APPROVAL:**

The COR must approve all invoices before submission for payment.

**XVII. PBSC MEASURES & EVMS GUIDELINES (if applicable):**

Not Applicable.

**XVIII. POINTS OF CONTACT**

The contractor shall provide a name and phone number for a Point of Contact (POC), along with any subcontractors' POC at time of submission.

The Department of State Government contracting officer's representative (COR) will be the Certifying Official for government payment vouchers. The COR will also provide task order monitoring, task oversight and direction on administrative issues. The COR will also be responsible for coordinating contractual modifications and any required alterations or changes to the basic contract. The Assistant Contracting Officer's Representative (ACOR) will provide direction and oversight on technical issues.

The COR will be:

Mr. Chris Williams
U.S. Department of State
A/DOES/FMS/FSP
Room B2A61
2201 C Street, NW
Washington DC 20520

Commercial: 771-205-9201

The ACOR will be:

Mrs. Nerhosshia Davis-Smith
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