



**DIRECTIVE NUMBER:** 9871.0-1a

**TITLE:** Roles and Responsibilities of Regional  
Project Officers and Headquarters Zone  
Project Officers in the Management of The  
Technical Enforcement Support Contract (TES5--

**APPROVAL DATE:** March 03, 1989

**EFFECTIVE DATE:** March 03, 1989

**ORIGINATING OFFICE:** OWPE

☒ **FINAL**

☐ **DRAFT**

**LEVEL OF DRAFT**

☒ **A — Signed by AA or DAA**

☐ **B — Signed by Office Director**


☐ **C — Review & Comment**

**REFERENCE (other documents):**  
OSWER Directive 9871.0 Roles and Responsibilities  
of Regional Project Officers and Headquarters  
Zone Project Officers For Management of TES  
(TES5+) Contracts

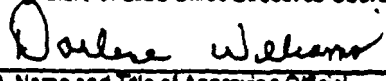
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		United States Environmental Protection Agency Washington, DC 20460		1. Directive Number 9871.0-1a
<b>OSWER Directive Initiation Request</b>				
2. Originator Information				
Name of Contact Person Frank Biros		Mail Code GS-510	Office OWPE	Telephone Code 475-8253
3. Title Roles and Responsibilities of Regional Project Officers and Headquarters Zone Project Officers in the Management of the Technical Enforcement Support Contracts (TES 5+)				
4. Summary of Directive (include brief statement of purpose) This directive defines the roles and responsibilities of Regional (RPO) and Headquarters Zone Project Officers (ZPO) managing and administering the Technical Enforcement Support (TES) Contracts, six of which were awarded on Dec. 2, 1988 and two of which will be awarded in the 2nd quarter, fy-89.				
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Roles and Responsibilities of Deputy Proj. Officers... Support TES ..				
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This Request Meets OSWER Directives System Format Standards.	
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10. Name and Title of Approving Official	Date *

EPA Form 1315-17 (Rev. 5-87) Previous editions are obsolete.

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

MAR 3 1989

OFFICE OF  
SOLID WASTE AND EMERGENCY RESPONSE

OSWER Directive No.9871.0-1a

**MEMORANDUM**

**SUBJECT:** Roles and Responsibilities of Regional Project Officers and Headquarters Zone Project Officers in the Management of the Technical Enforcement Support Contracts (TES 5+)

**FROM:** J. Winston Porter  
Assistant Administrator

**TO:** Regional Administrators, Regions I - X

This Directive defines the roles and responsibilities of Regional (RPO) and Headquarters Zone Project Officers (ZPO) managing and administering the Technical Enforcement Support (TES) Contracts, six of which were awarded on December 2, 1988 and two of which will be awarded in the second quarter, FY-89. These contracts are referred to collectively as TES 5+. My Directive of February 17, 1988 (OSWER Directive No. 9871.0) which describes duties and responsibilities of Regional Project Officers and Work Assignment Managers under TES 3 and 4 remains in effect with respect to those contracts. Its provisions relating to Work Assignment Managers, training and certification apply as well in the context of management of TES 5+ and are incorporated herein. A copy is attached (Attachment A) for your easy reference. Please refer to that Directive for detailed guidance in these areas.

This Directive, however, reflects the responsibilities for regional management of TES 5+ consistent with OSWER policy of increased delegation of program management and support functions to Regional Offices.

The Technical Enforcement Support Contract program and related efforts have increased dramatically in size and scope since the inception of the RCRA and CERCLA enforcement programs. Currently, TES 3 and 4 are our active contract support vehicles. These contracts have a potential total value of \$110 million, most of which has been utilized in support of the RCRA and CERCLA enforcement programs during their 3 year terms. TES 3 and 4 will terminate in June and September, 1989, respectively.

The TES 5+ contracts are Zone Contracts, with regions distributed in Zones as follows:

<u>Zone</u>	<u>Regions</u>	<u>Contract Designation</u>
1	1 and 2	TES 5 and 6
2	3 and 4	TES 7 and 8
3	5, 6, and 7	TES 9 and 10
4	8, 9, and 10	TES 11 and 12

On December 2, 1988, the Procurement and Contracts Management Division (PCMD) awarded six of the eight TES 5+ contracts in Zones 1, 2, and 4. Detailed information concerning these awards was provided to your Offices in a memorandum dated December 12, 1988 entitled: "Initiation of TES 5+ Contracts". The Zone 3 contracts are scheduled for award in the second Quarter FY-89. The eight TES 5+ contracts will have a total base and option capacity of 19.84 million level of effort hours valued at \$1.09 billion for a 5 year period of performance.

Because of the size of the TES 5+ program and increased regional management responsibilities, management of contract operations will require a minimum of a full time position, and, in the larger regions, two positions for CERCLA. For the RCRA Enforcement Program, the budget does not reflect a separate line item for contract management. However, it is factored into the pricing factors as overhead for FY-89 and subsequent fiscal years. These resources have been accounted for in the FY-89 budget and are planned for FY-90. The Contracts Management Section in the CERCLA Enforcement Division will provide a Headquarters Zone Project Officer (ZPO) to assist in contract operations and provide Quality Assurance and oversight of Zone contract management.

Each Region should also budget sufficient intramural financial resources to respond to the increased responsibilities for management of TES 5+ including travel funds to facilitate management consistent with the operation of the Zone Contract Management Committee concept described in this Directive. Travel funds should also be allocated for RPO participation in the Semi-Annual TES National Contracts Meetings as well as other training and national coordination meetings set up from time to time by PCMD and OWPE to enhance management and administration of the TES 5+ contracts.

The following describes general procedures which will apply to TES 5+ contract management in key administrative areas.

#### Funding

Each Region will receive an advice of allowance quarterly to fund TES 5+ activities consistent with case budget distributions and procedures employed by the Office of the Comptroller and OSWER's Resource Management Staff. This funding will be tracked and accounted for on the Technical Enforcement Support Work Assignment Tracking System (TESWATS) and CERCLIS information management systems. Accountability of this funding with regard to obligations, TES 5+ capacity acquisition and utilization, and disbursement is of the utmost importance. Close coordination between the RPO and ZPO, who will be monitoring the obligation, capacity utilization and disbursements for all Regions in the Zone will be necessary. In this regard, the RPO will also have a greater coordinating role with Regional financial management, Superfund enforcement case budget and information management staffs.

#### Work Assignments

As is the case with TES 3 and 4, the RPO will process TES 5+ work assignments by directly submitting them to the contracting officer in PCMD. The RPO should possess a clear understanding of contractual procedures and full knowledge of the RFP, statement of work, and contract terms for the TES 5+ contracts to effectively and accurately manage the work assignment review and approval process. Each work assignment must be quality checked by the RPO to ensure conformance with Agency contract management procedures and TES 5+ requirements. This will involve close coordination with the Regional Work Assignment Managers as well as the ZPO and the PCMD contracting officer.

#### Invoices

The RPOs will be responsible for processing their TES 5+ contracts' invoices for all work assignments for their program area. The invoices are normally received on a monthly basis and involve two invoices, one each for the two prime contractors in each zone. The RPO will refer processed invoices to the Office of Administrative and Resources Management in Research Triangle Park, N.C. in accordance with Agency procedures. The ZPO will establish internal procedures for the TES contracts and monitor this process as well as act as liaison among RTP, PCMD, and the contractor.

### Contractor Performance Evaluation

TES 5+ contracts are award fee contracts and it is essential that this important performance monitoring and evaluation process be used effectively to ensure optimum contractor performance.

The RPO will have the responsibility for managing the Performance Evaluation Board (PEB) process. The Zone Contract Management Committee described below will establish operating procedures for the PEB. The ZPO will provide assistance and support, as necessary, to ensure that the PEB process occurs on schedule and consistent with PCMD and TES 5+ contract requirements.

### Regional Training

With increased responsibility for contract management in the Regions, the RPOs must also focus on training work assignment managers (WAMs) and keeping the WAM's and RPO's management current on all contractual and program directives, policy, and procedures for the TES 5+ program. The ZPO role is to inform and assist the RPO in this responsibility.

### Information Management

The TESWATS and CERCLIS information management systems will be the primary vehicles for program monitoring of work assignments, case budgets, and funding utilization. With the installation of TESWATS scheduled for completion in early 1989, it is imperative that both RCRA and CERCLA RPOs have a dedicated computer to input and manage the flow of TES 5+ contract information to be exchanged among the Regions, PCMD, OWPE and the contractors. Most of the software has been developed for the initial implementation of TESWATS. The Contracts Management Section of OWPE conducted TESWATS training for RPOs in all the Regions during the first Quarter FY-89 so that RPOs should be fully literate with TESWATS as the TES 5+ contractors initiate program support activities. OWPE will establish periodic management reporting procedures for tracking critical TES 5+ information in TESWATS and CERCLIS. Details will be provided to your staffs later.

Zone Management

In order to effectively manage the many aspects of TES 5+ contract administration, the ZPO and each program RPO in the Regions comprising a zone should constitute a Zone Contract Management Committee(ZCMC). The ZPO will act as chair of the committee which will manage many of the inter-regional aspects of TES 5+ administration including capacity distribution and performance evaluation. The ZCMC will establish operational procedures consistent with PCMD and OWPE policies and guidelines and the requirements of the TES 5+ contract. The ZCMC process will involve start-up and continuing meetings involving key aspects of TES 5+ management in order to ensure consistency within the Zone. The ZPOs will be responsible for ensuring national consistency across Zones of the TES 5+ management procedures.

Attachment B to this Directive lists specific roles and responsibilities of the RPOs for management of TES 5+. These roles and responsibilities should be incorporated in the performance standards of RPOs. This will assist in facilitating high quality management of TES 5+. Also attached (Attachment C) are roles and responsibilities of the ZPO for your information. These have been incorporated in the performance standards of the ZPOs.

We would like to assure you that the OWPE Contracts Management Section and other OSWER staff, as appropriate, will be available to assist the Regions with training, orientation, and guidance requirements in order to effectively implement this delegation of contracts management of TES 5+.

Thank you for your cooperation in this matter. If you have any questions about these procedures, please contact Frank Biros, Acting Chief, Technical Support Branch at (FTS) 475-7281.

cc: Directors, Waste Management Division,  
Regions I, IV, V, VII, VIII  
Directors, Hazardous Waste Management Division,  
Regions III, VI  
Director, Air and Waste Management Division, Region II  
Director, Emergency and Remedial Response Division,  
Region II  
Director, Toxics and Waste Management Division, Region IX  
Director, Hazardous Waste Division, Region X  
CERCLA Enforcement Branch Chiefs, Regions I - X  
RCRA Enforcement Branch Chiefs, Regions I - X  
RPOs (RCRA/CERCLA), Regions I - X  
David O'Connor, Director, Procurement and Contracts  
Management Division

ATTACHMENT A



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OSWER Directive No. 9871.0

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OFFICE OF  
SOLID WASTE AND EMERGENCY RES

**MEMORANDUM**

**SUBJECT:** Roles and Responsibilities of Regional Project Officers and Work Assignment Managers Under the Technical Enforcement Support (TES) Contracts

**FROM:** *J. Winston Porter*  
J. Winston Porter  
Assistant Administrator

**TO:** Regional Administrators, Regions I - X

This Directive describes the duties and responsibilities associated with the positions of Regional Project Officer and Work Assignment Manager. These positions are established to assist the Office of Waste Programs Enforcement (OWPE) to administer two contracts for conducting technical enforcement support activities. These two contracts are valued at \$110 million and are referred to as TES III and TES IV. Because of the substantial dollar value of the TES contracts and because of their award fee nature, an increased effort is needed to monitor them. Close Regional oversight of contract operations is needed to ensure their effective and efficient implementation.

EPA's Procurement and Contracts Management Division (PCMD) has developed a list of duties-and responsibilities associated with the positions of Regional Project Officer and Work Assignment Manager (i.e., Primary Contact). A copy of this list is presented as Attachments A and B, respectively. Also included on Attachment A is an estimate of the expected amount of time that will be required of Regional Project Officers to carry out each of their duties and responsibilities.



It is clear from these estimates, and from the large number of work assignments expected to be issued under the TES contracts, that successful management and oversight of contract operations will require the full-time attention of TES Regional Project Officers for CERCLA and half-time for RCRA. These FTE's have been accounted for in the FY88 and 89 budget. Additional support will also be required in larger regions to assure effective contract management. Delegation of the Regional Project Officer duties to the TES Regional contacts is targeted for February 1, 1988. This additional authority would include submitting work assignments directly to the Contracting Officer for approval rather than through the Headquarters Project Officer. Regions would have to assure that packages submitted to the Contracting Officer were accurate, appropriate, complete and more detailed than that which is currently submitted. This would require quality time from the Regional Project Officer.

In light of the responsibilities associated with the Regional Project Officer position, and because the EPA Administrator has recently emphasized the importance of strong contract management, I urge you to give favorable consideration to assigning these responsibilities as full-time staff positions. I also urge you to ensure that Regional Project Officers are given sufficient authority to accomplish their assigned duties and responsibilities.

In addition to the responsibilities listed on Attachment A, Regional Project Officers are required to:

- \* Complete the three and a half day Project Officer certification training course
- \* Complete the three-day contract administration course (see Attachment F)
- \* Attend the semi-annual national contracts meetings
- \* Assist in conducting Regional TES contracts management reviews and training

Work Assignment Managers (Primary Contacts) are required to:

- \* Complete the three-day contract administration course
- \* Attend Regional TES contracts training
- \* Participate in Regional TES contracts management reviews and training.

The primary duties of the Regional Project Officer involve:

- (1) Approving work assignments for the Region and performing all administrative duties;
- (2) Coordinating work with the Contractor's Regional Manager, HQ Project Officers and the Contracting Officer and key personnel in the Region;
- (3) Assuring that work conducted by the contractor is within the Scope of Work, adheres to Agency guidance, is cost effective and is done safely and in a quality manner.

These duties and responsibilities must be incorporated into the performance standards of Regional Project Officers and Work Assignment Managers, as stipulated in Chapter 7 of the Contracts Management Manual. This will help to facilitate a high quality of performance in carrying out their duties and responsibilities and will result in successful management of the TES contracts.

Attachments to the memorandum are identified below:

- (1) Attachment A - Description of TES Regional Project Officer duties.
- (2) Attachment B - Description of TES Work Assignment Managers (i.e., Primary contact) duties.
- (3) Attachment C is a form for designation of Regional Project Officers. This form is to be used by the Regional Division Director when appointing a person to serve as a Regional Project Officer for the TES contract.
- (4) Attachment D is a form for approval/disapproval of contractor's monthly Vouchers for Work Assignment Managers. A copy of this form is to be filled out by the respective TES Work Assignment Managers at the end of each month. Attachment D is used by the TES Regional Project Officers to assure the accuracy of the contractor's monthly vouchers prior to their completion of Attachment E.
- (5) Attachment E is a form which is to be used by the TES contracts Regional Project Officers to notify the Project Officer that invoices have been reviewed by the Primary Contacts and to identify any questions or discrepancies in the invoice. This form is to be forwarded to the Project Officer at the end of each month.

- (6) Attachment F - Schedule for 3-day Contract Administration Course Training.
- (7) Attachment G - Experience Profile. This profile is to be completed by all TES Work Assignment Managers and forwarded to the appropriate TES Project Officer through the TES Regional Project Officer.

Thank you for your cooperation in this matter. Should you have any questions, please contact Michael Kosakowski at (FTS) 382-5611.

**Attachments**

**cc:**

Directors, Waste Management Division, Regions I, IV, V, VII, VIII  
Directors, Hazardous Waste Management Division, Regions III, VI  
Director, Toxics and Waste Management Division, Region IX  
Director, Air & Waste Management Division, Region II  
Director, Emergency & Remedial Response Division, Region II  
Director, Hazardous Waste Division, Region X  
CERCLA Enforcement Branch Chiefs, Regions I-X  
RCRA Enforcement Branch Chiefs, Regions I-X

OSWER Directive No. 9871.0  
ATTACHMENT A

DUTIES AND RESPONSIBILITIES OF REGIONAL PROJECT OFFICERS

Pre-Work Assignment Approval

Average Time Required

- \* Ensures Work Assignments (WA) are within the scope of the contract and Regional budget allocation 10 minutes/WA
- \* Ensures the WA Statements of work are sufficiently detailed and are within the scope of work of the contract 30 minutes/WA
- \* Ensures that WA form is properly completed and signed. This includes assuring that the WA level of effort (LOE) and cost, period of performance (POP), and appropriation are proper. In addition, CERCLA contracts must include appropriate site ID's and SCAP activity links. 30 minutes/WA
- \* Ensures that WA is a priority project and should be funded with Regional allocations 20 minutes/WA
- \* Reviews conflict of interest disclosure submitted by the contractor and coordinates regional review with management and attorneys and other programs 20 minutes/WA

Post Work Assignment Approval

Average Time Required

- \* Ensures that work plans are received and approved/dis-approved on time (prior to 45 day-period) 60 minutes/WA
- \* Ensures that amendments to change cost, hours, period of performance or to add work are justified, done properly and on time (not after the fact) 60 minutes/WA

OSWER Directive No. 9871.0  
Attachment A, page 2

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|---|----------------|
| * Reports any cost, performance, schedule, subcontractor, or conflict of interest problems that cannot be resolved quickly on a Regional level to the Project Officer/Contracting Officer | 10 minutes/WA  |
| * Ensures that all deliverables are received and approved/ disapproved in a timely manner. Ensures that format and level of effort of deliverables is consistent with Regional needs      | 60 minutes/WA  |
| * Reviews all progress reports to ensure proper cost control within each WA and within Regional allocation  | 60 minutes/WA  |
| * Coordinates Regional Award fee process  | 120 minutes/WA |
| -Reviews Contractor and Work Assignment Manager evaluations for each WA and makes a determination of rating   |                |
| -Meets with the Regional Contract Manager to discuss Regional work assignments and contract management issues   |                |
| -Evaluates contractor performance and provides these award fee evaluations in summary form to Project Officer, commensurate with contractor performance                                   |                |
| * Ensures that costs incurred/reported in monthly financial reports are accurate  | 60 minutes/WA  |
| * Serves as Regional representative to Project Officer/Contracting Officer on all WA issues   | 60 minutes/WA  |
| * Assists in closeout process   | 90 minutes/WA  |

**SUBTOTAL PER WORK ASSIGNMENT**

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**11.5 hours/WA**

**OTHER DUTIES AND RESPONSIBILITIES OF TES Regional PROJECT OFFICERS**

**Other Contract Management Duties**

- \* Provides other information required by Project Officer/Contracting Officer. Attends biannual meetings and participates in conference calls 100 hours/year
- \* Meets with Contractor's Regional Manager on a regular basis to assure projects are progressing, resolves outstanding issues, addresses health and safety concerns, and discusses quality assurance reviews 100 hours/year
- \* Provides training and guidance to Work Assignment Managers, ensures that Work Assignment Managers have attended the three-day contracts administration training course, and that Work Assignment Managers assignments do not exceed the limitations set in The Contract Administration Manual. Assures that Work Assignment Manager's profiles are submitted to the Project Officer (Attachment H) 75 hours/year
- \* Coordinates review of future work requests submitted by the contractor. Reviews include technical staff, management, Regional Counsel and other programs 50 hours/year
- \* Maintains appropriate regional contract filing system for WA forms, work plans, products, award fee forms, conflict of interest and future work requests, discussions and recommendations 100 hours/year
- \* Manages an S(a) contractor after award, by initiating work assignments, approving work plans and amendments, and closing out work assignments. Pays monthly vouchers, based on satisfactory performance as reviewed in monthly progress reports. Meets on a regular basis with contractor to discuss issues. 200 hours/year

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**SUBTOTAL OF MANAGEMENT**

**625 hours/year**

Although it is difficult to accurately predict the number of work assignments that will be issued under the contracts, it is estimated that there will be 1,800 work assignments per year. Given this assumption, and assuming that 1,560 hours represent one person year ( 52 weeks X 40 hours/week X .75 budget assumption for work hour available per person), it can be concluded that fulfillment of the duties and responsibilities of a Regional Project Officer will require approximately one person year in most Regions. The table below summarizes the projected number of work assignments in each Region.

**ASSUMED NUMBER OF WORK ASSIGNMENTS**

<b>REGION</b>	<b>CERCLA</b>	<b>RCRA</b>
I	120	30
II	120	30
III	130	100
IV	250	30
V	220	120
VI	80	40
VII	200	20
VIII	50	40
IX	100	20
X	50	30
<b>TOTALS</b>	<b>1,340</b>	<b>460</b>

ATTACHMENT B

DUTIES AND RESPONSIBILITIES OF TES WORK ASSIGNMENT MANAGERS

Pre-Award Responsibilities

- \* Defines/prepares Statement of Work for Work Assignment (WA)
- \* Ensures that scope of WA is within contract's scope of work
- \* Develops Government's estimate of level of effort and cost
- \* Identifies applicable appropriation (RCRA or CERCLA)
- \* Develops and identifies WA:
  - Period of Performance
  - Project schedule/milestones
  - Travel requirements
  - Government property or equipment needs
- \* Discusses WA with Section Chief for priority determination

Post Award Responsibilities

- \* Recommends approval/disapproval of work plans, both technical and cost aspects
- \* Assures that contractor has appropriate guidance to complete the assignment consistent with current policy and format.
- \* Monitors and oversees performance of WA
- \* Provides necessary technical direction (within limits)
- \* Reviews and recommends approval or disapproval of vouchers
- \* Reviews all progress reports to ensure cost control and technical quality; helps identify problems in advance
- \* Reports any cost, performance, schedule, subcontractor or conflict of interest problems to Regional Project Officer.
- \* Reviews and approves/disapproves all WA deliverables. Review shall include at a minimum: completeness, consistency with policy and guidance, technical adequacy, and format
- \* Provides award fee evaluations to Regional Project Officer every four months summarizing contractors performance
- \* Provides any other information required by Regional Project Officer/Project Officer/Contracting Officer
- \* Assists in closeout process



## **ATTACHMENT B**

### **ROLES AND RESPONSIBILITIES FOR TES 5+ REGIONAL PROJECT OFFICERS**

In general terms a Regional Project Officer (RPO) provides programmatic oversight and technical direction for contractor performance from a Regional perspective.

More specifically the roles and responsibilities are as follows:

1. The RPO prepares and submits to the Contract Officer (CO), procurement requests to obligate funds from the Region's advice of allowance to the appropriate contract vehicle. A copy is sent to the Headquarters Zone Project Officer (ZPO). This process is administered in a timely manner in order to ensure capacity needs are met and that contractors are working within an approved period of performance.
2. The RPO monitors the cost, management and overall technical performance of the Region's TES 5+ Contracts. He/She is responsible for Quality Assurance in the administration of TES 5+ for the Region.
3. The RPO ensures that the distribution of work to the TES 5+ prime contractors is in compliance with the requirements written in the TES 5+ Contract. He/She coordinates this effort with the ZPO and the RPOs in the other Regions within that Zone.
4. The RPO evaluates, processes and approves Regional WAs. He/She processes, approves and justifies all amendments. He/She verifies scope of work (SOW) accuracy (as it would need to conform to the overall TES 5+ SOW), level of effort (LOE) and dollar estimations. The RPO coordinates with ZPO, and the CO in this task area. The RPO makes certain all work plans are received and approved and that the contractors are working with approvals from the Contract Officers (COs) within the approved period of performance (POP). The RPO coordinates with the work assignment managers (WAMs) to insure all deliverables are received and approved within the POP.
5. The RPO informs the CO and ZPO of any contractor failure to meet any terms and conditions of the contract for the Region, including failure to stop work if work plan approval has not been received.

6. The RPO assists the CO and ZPO in all claims and appeal actions and supports all default and termination actions taken by the CO, as appropriate.
7. The RPO processes and approves invoices for Regional billings. He/She coordinates with the ZPO regarding allowability and or suspension of cost. The RPO complies with all guidelines established by PCMD, Financial Management Division (FMD), and the ZPO on procedures including process turn-around times for invoices.
8. The RPO issues administrative direction to the contractor from a Regional perspective where permitted by the contract. He/She coordinates with the ZPO on management issues of potential national significance that may affect the management of contracts in other zones. The RPO assists the WAMs in complying with the Federal Acquisition Regulations (FAR) in the technical direction given to contractors.
9. The RPO provide reports of financial obligations, tasking and disbursements for RPOs program area of responsibility in his/her Region. These reports may be requested by the ZPO and Procurement and Contracts Management Division. This effort is coordinated with the Prime Contractors. He/She ensures that the Regional contract utilization is at all times within allocated capacity, i.e. capacity secured with obligated funding.
10. The RPO coordinates and resolves Conflict of Interest (COI) issues in the Region. He/She alerts the WAM, Regional Counsel, and ZPO of any potential COI when informed by the Contractor or other source. The RPO organizes the decision making process with the Regional program management and Regional counsel. The Region's written decision is provided to the appropriate CO and a copy to ZPO.
11. The RPO assists in the preparation of appropriate documents for litigation support including invoices cost recovery information and other material, making sure the release of information is consistent with applicable statutory and Agency regulations relating to confidential business and privileged information. He/She counsels the WAM in this regard, as necessary.

12. The RPO manages the award fee evaluation process from the Regional perspective consistent with PCMD guidelines. He/She works closely with the WAM and the contractor to insure a timely and comprehensive Award Fee Evaluation report and assures that the reports adequately support and reflect the qualitative scores and award fees. The RPO arranges and coordinates the logistics of the PEB meetings with the ZPO, CO, and all Board members within the Zone.
13. The RPO is responsible for data input and maintenance of the required TES 5+ information in the TESWATS system. He/She ensures that budget, accounting data, WA numbers, task area and all pertinent information is entered and updated as necessary.
14. The RPO administers the official closeout process for the TES 5+ contracts for all Regional WAs and prepares final reports and supporting documents in accordance with PCMD policy and directives. He/She coordinates with the appropriate Regional staff in this effort.
15. The RPO assists the ZPO and CO in the official closeout of the Zone Contracts. In doing so, he/she prepares and provides the PCMD CO with all evaluations and close out reporting documents that are required. The RPO prepares the TES 5+ files for retention (the copying method to be determined according to the OWPE approved system of records management at the time of closeout), and storage.
16. The RPO is responsible for maintaining a TES 5+ filing system, to include but not be limited to, TESWATS reports, PEB reports, WA actions, deliverables, and all management and reporting documents required in order to administer the TES 5+ Contracts.
17. The RPO assists the ZPO in the planning and logistics of the Regional Management Reviews of TES 5+ operations, which are held bi-annually and conducted by the Contracts Management Section in OWPE. This includes, scheduling WAMs and management interviews, procuring times and meeting rooms and organizing and attending entrance and exit interviews.

18. The RPO attends TES Meetings that provide training, policy and management direction for the TES Contracts including Zone management. This includes the Semi-Annual National TES meetings. The RPO assists the ZPO meeting planner in suggesting meeting facilities and assists in the identification of speakers, agenda topics, organizing work groups, etc. He/She prepares, and presents materials for assigned agenda topics as appropriate.
19. The RPO must have completed all requirements for PO status, including 3 1/2 days PO Certification Course and the 3 day Contract Administration Course. He/She completes other training as identified by OSWER and PCMD as a contract management requirement.
20. The RPO assists in the maintenance and updating of the TES Contract Training Manual. He/She develops a training schedule for WAM training and coordinates this effort with the ZPO. The ZPO will assist in the training and the coordination with PCMD, OWPE and any other program's participation necessary in this training effort.
21. The RPO maintains continuing communication and coordination with the Contractor's Regional Manager. He/She serves as liaison among the contractor, WAM, ZPO and CO. The RPO assists in the planning of start-up meetings for TES 5+ contractors and subsequent management meetings as appropriate. He/She coordinates this effort with other TES 5+ RPOs within the Zone. The RPO conducts contractor reviews on-site and in some instances at the Prime Contractor's corporate office.

**ATTACHMENT C**

**ROLES AND RESPONSIBILITIES  
FOR  
TES 5+ HEADQUARTERS ZONE PROJECT OFFICERS (ZPO)**

In general terms the TES 5+ ZPO provides programmatic oversight and technical assistance to the Regional Project Officer (RPO) for contract management from the overall Zone and national TES 5+ perspective.

More specifically, the roles and responsibilities are as follows:

1. The ZPO ensures the timely submittal of all Procurement Requests (PR) from the RPO that will obligate funds from the Region's advice of allowance to the TES 5+ Contracts. The ZPO assists PCMD in tracking, approving, and ensuring the availability of capacity in the TES 5+ contracts for the Regional allocations.
2. The ZPO monitors the cost, management and technical performance of the TES Contracts from a national perspective. He/She is responsible for Quality Assurance activities in the administration of TES 5+. The ZPO may be required to conduct audits in the Regions of contract management procedures.
3. The ZPO ensures that the distribution of work between the two Prime Contractors in a Zone is in compliance with the requirements in the TES 5+ RFP, scope of work (SOW) and Contract. The ZPO coordinates this effort with the RPOs in all Regions for that Zone and with PCMD.
4. The ZPO oversees and provides technical assistance on the evaluation, processing, approval, and justification of the Zone WAs and provides guidance and assistance in the verification of SOW provisions for conformance with the overall TES 5+ SOW and LOE/\$ estimations. The ZPO acts as liaison among PCMD, the Regions and the contractors in this task.
5. The ZPO coordinates and informs the CO and RPO of any contractor's failure to meet any terms and conditions of the TES 5+ contract.
6. The ZPO assists COs and RPOs in all claims and appeal actions as well as all default and termination actions taken by the CO, where necessary.

7. The ZPO assists the RPOs in processing and approving invoices for Zone Contract billings. He/She coordinates with RPOs, FMD, and PCMD to ensure all EPA procedures are being followed including timely review requirements of the Agency as provided by the Prompt Payment Act. The ZPO establishes a training program for the RPOs in invoice processing, as necessary.
8. The ZPO coordinates with all RPOs and COs on issues involving technical direction of the TES 5+ contractors. He/She assists the RPOs in instructing their WAMs in compliance with the Federal Acquisition Regulation (FAR) regarding technical direction given to contractors.
9. He/She develops reports of financial obligations, tasking and disbursements for national contract budget management of the TES 5+ Contracts. He/She coordinates this effort with Prime Contractors. The ZPO insures that all Regions are within their capacity allocations for the Zone Contracts.
10. The ZPO assists the RPOs in dealing with Conflict of Interest (COI) issues. He/She alerts the RPO of any prior knowledge of a COI. The ZPO coordinates among the contractor, RPO, Regional Counsel and when necessary HQ program management and OGC to ensure that a timely determination is made. He/She ensures that a written determination is provided to the appropriate CO.
11. The ZPO provides appropriate policy guidance and assistance to the WAM, RPOs and HQ personnel regarding assembly of contract and cost documentation for litigation support including invoices and other contract documentation related to the TES 5+ contracts. He/She makes sure all information releases are in compliance with appropriate statutes and EPA regulations and counsels the RPO and WAM in their role in this area.
12. The ZPO assists in organizing and preparing the overall award fee evaluation process for the Zone Contracts. He/She ensures a timely and comprehensive Award Fee Evaluation Report in every case and that the narratives and scores are supported by adequate documentation. The ZPO coordinates the logistics of the PES process with RPOs, PCMD and the Board members for each Zone.

13. The ZPO maintains the TESWATS database for overall Zone contract management use, assessing accuracy of information. He/She ensures system is current and that all Regions have adequate training assistance. The ZPO works closely with contractor, RPO, PCMD, and other ZPOs to assess ongoing information management needs so that TESWATS is enhanced to meet management requirements.
14. The ZPO assists the RPOs in administering the official closeout process for Regional WAs in TES 5+. He/She ensures that final reports and deliverables and all supporting documents are in accordance with PCMD closeout policy and directives.
15. The ZPO conducts the national closeout process for the TES 5+ Contracts. He/She prepares policy and directives to the RPOs to assure that proper process is followed. The ZPO prepares policy and directives for the contractor on the closeout process and for storage and retention of documents; this guidance on current EPA policy concerning records management systems to be utilized at the time of closeout. The ZPO assists the RPOs in doing an assessment of equipment needs for storing and retrieving contract records in their Regions. He/She coordinates this effort with PCMD, OIRM, and other programs as appropriate.
16. The ZPO assists the RPOs in establishing and maintaining a file system to include, but not limited to, TESWATS reports, PEB reports, WA actions, deliverables, and other reporting required in order to effectively track and administer the TES Contracts.
17. The ZPO prepares, arranges and conducts the Contract Management Reviews in the Regions within his/her zone.
18. The ZPO plans and coordinates meetings that provide guidance and policy direction in the TES 5+ Contracts including Zone Management committee meetings and the Semi-Annual National TES Meetings. The ZPO prepares the agendas and coordinate with all attendees and presenters. He/She issues meeting notices and agendas to Regional management in a timely manner so that RPOs have sufficient notice.

19. The ZPO completes all requirements for PO status, including the 3 1/2 day PO Certification Course and the 3 day Contract Administration Course and completes other training as identified by PCMD as a requirement.
20. The ZPO develops training programs for RPOs and WAMs in the technical administration and management of the TES 5+ contracts. He/She conducts training activities for regional RPOs on a periodic basis and maintains and updates the Training Manual. The ZPO assists the RPOs in training the WAMs including arranging travel and logistics of the training with the RPOs, PCMD and Regional staffs within the Zone.
21. The ZPO ensures communication and coordination among the RPOs, PCMD, OWPE, and other EPA offices including RCRA Enforcement Division to resolve policy issues and operational problems that may arise among WAMs, Contractors and the RPOs. He/She plans on-going meetings among the contractor's regional manager, RPOs, WAM and COs and arranges start-up and continuing meetings of the Zone Contract Management Committee.