STATEMENT OF WORK
PROFESSIONAL AND TECHNICAL SUPPORT SERVICES
Office of Response and Restoration
Damage Assessment Remediation and Restoration Program

This Statement of Work (SOW) describes the requirements for Professional and Technical Support Services for the Department of Commerce (DOC), National Oceanic and Atmospheric Administration (NOAA), National Ocean Service (NOS), Office of Response and Restoration (OR&R). Specifically, the requirements for a range of accounting and cost documentation services necessary to fully meet OR&R mission goals and statutory mandates.

1. OBJECTIVES

OR&R is responsible for preventing and mitigating risks to coastal habitats and resources from oil and hazardous materials releases and provides the primary scientific support to the lead cleanup organization entity. OR&R provides training, prepares and tests contingency plans, and conducts research to improve the nation’s capabilities to respond more effectively to spill events. OR&R has been delegated trustee responsibilities ascribed to the Secretary of Commerce under the Clean Water Act, the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA/Superfund), the Oil Pollution Act (OPA) of 1990, and implementing Executive Orders and regulations. In support of these responsibilities, OR&R ensures that NOAA’s resources are protected and restored following releases of oil or hazardous substances. OR&R collects data, conducts studies, and performs analyses needed to determine whether coastal resources have sustained injury from oil or hazardous substances releases, how to restore injured resources, and what are the appropriate damages to accomplish restoration.

OR&R performs these activities as part of NOAA’s Damage Assessment Remediation and Restoration Program (DARRP) which consists of OR&R, the NOAA Restoration Center (RC) in NOAA’s National Marine Fisheries Service (NMFS) and NOAA’s Office of General Counsel (OGC). NOAA’s Office of National Marine Sanctuaries (ONMS) is responsible for similar activities under the National Marine Sanctuaries Act (NMSA).

2. SCOPE

The purpose of this action is for a contractor to provide accounting and cost documentation support services to review and certify DARRP cost packages, review accounting practices, develop indirect cost rates for divisions/programs within DARRP and ONMS; review and track recovered funds from case settlements; and
provide technical support to NOAA and co-trustee agencies on a range of accounting-related topics. The contractor shall provide appropriate personnel, tools, materials, supervision, and other items and services as specified in this Performance Work Statement and Subsequent BPA Call Orders.

3. TASKS

a. Certification of DARRP Cost Documentation Packages
   The Contractor shall review cost documentation packages prepared by the DARRP cost documentation team for the purpose of cost recovery or cost reimbursement. The Contractor shall verify that the cost documentation packages are consistent with all relevant statutes, regulations, guidance, policy and procedures and confirm the completeness and consistency of the supporting documentation. The Contractor has 150 days upon receipt of request to deliver the certified package or within the agreed on deadline, if applicable. The accuracy and completeness of the package shall be formally certified by a senior contractor staff member. Certification procedures shall be determined by DARRP.

b. Review Co-trustee Case Costs and Accounting Practices
   The Contractor shall review specific co-trustee cost documentation packages, as needed. The Contractor, upon request of the COR, shall advise these co-trustees on designing, evaluating and/or modifying their financial accounting practices. The Contractor shall provide a written summary of findings and recommendations for this activity no later than 90 days or within the agreed on deadline, if applicable.

c. Technical Assistance and Review
   The Contractor shall respond to questions on DARRP cost accounting, cost documentation, and business practices. The Contractor shall review cost accounting and documentation practices to identify areas for change and improvement.

d. Training
   The Contractor shall provide training to each DARRP organizational unit on cost accounting and documentation practices on an as-needed basis. The objective is to keep abreast of updated events related to developments in this area.
e. **Indirect Rate Development - DARRP**

The Contractor shall develop an indirect cost rate for every DARRP component office/program specified by the COR no later than July 30 each year or as agreed deadline. The Contractor shall assist in and facilitate the collection of year-end data in the various NOAA and OR&R financial management databases sufficient to develop an indirect cost rate for each relevant component organization of DARRP.

f. **Indirect Rate Development - ONMS**

The Contractor shall develop and document an indirect cost rate for ONMS every fiscal year using the same processes/procedures as specified above in for the development of the DARRP indirect rates when requested by the COR.

g. **Technical Assistance and Review - ONMS**

The Contractor shall provide technical assistance to the ONMS on cost accounting and documentation business practices, indirect rate development, and such other accounting issues that may arise in the conduct of Sanctuary business.

h. **DARRF Financial Assistance**

The Contractor shall provide financial assistance on the Damage Assessment and Restoration Revolving Fund (DARRF), which was authorized by Congress in the Oil Pollution Act of 1990, to the following programs: DARRP and its component organizations and the Office of National Marine Sanctuaries (ONMS). This assistance is needed because of the number of programs, organizations, and cases involved in the cost recovery collections and disbursements.

4. **PLACE OF PERFORMANCE**

The primary work will be performed from the NOAA Office of Response and Restoration, 1305 East West Highway, Silver Spring, MD. It is possible that additional work, if necessary, could be performed from the OR&R office at 7600 Sand Point Way NE, Seattle, WA.