

Performance Work Statement (PWS)

EPA Ethics Mobile App

PROJECT DESCRIPTION: Development of EPA Ethics mobile app for use on iOS and Android, EPA ethics eGuide, and ethics animated whiteboard training videos.

BACKGROUND: Every EPA employee must abide by the federal ethics laws and regulations and the Hatch Act. EPA employees, supervisors, and ethics officials have long sought a convenient way to answer simple and sometimes, complex ethics questions. As the Agency migrates from the use of paper products, one of the most effective tools the Deputy Ethics Official (DEO) uses to meet the goal of creating and nurturing an ethical culture at EPA has become the access of available ethics resources online.

With the advancements to mobile device technology and developments of mobile apps, the use of mobile devices and applications has developed into an integral part of users' day-to-day activities. Users are conducting work activities on mobile devices from email correspondence to responding to EPA emergency communications to accessing online resources. Because of this, it is incumbent on EPA ethics to employ a vehicle which provides ethics resources to mobile users that meets the increasing need for on-demand information.

The EPA Ethics Mobile App is a tool that delivers approved EPA ethics content from the QuickSeries™ EPA Ethics Guide to mobile users. This app will make information about federal ethics rules available to all EPA employees through their personal or government issued devices. The app must be available on the Google Play and Apple App stores at no additional cost, and on the EPA iPhone marketplace. Availability on the public markets will allow former employees -- who are subject to federal criminal post-employment restrictions to access information as easily as current employees.

SCOPE:

The EPA anticipates awarding one contract for a base year of delivery of a mobile app for use on iOS and Android and with two option years of continued support and use. The following modules will be included in the app: Ethics News, Ethics eGuide library, About Us, Contact Us Module, PDF Library, Video Library, FAQ, Test Your knowledge Module, and Table of Terms. See PWS section titled "Performance Requirements" for requirements of each task below.

Task 1: Application Product Requirements:

1. The contractor shall produce Environmental Protection Agency - Ethics eGuide for use on EPA Ethics Mobile app. The Ethics Mobile App must include the set-up in the Base Period. Core Apps (iOS & Android) and Web Based Admin Portal plus the EPA Ethics eGuide must be included in the Base and all Option Periods.

Task 2: Whiteboard Training Videos

1. The contractor shall modify existing animated whiteboard training videos created by QuickSeries Publishing, Inc. at a cadence of 2 videos per year for use on EPA Ethics mobile app and EPA online website. The animated videos are listed in the order that they must be created:
 - (a) Widely Attended Gatherings-produced for Department of the Interior (BASE YEAR)
 - (b) Gifts-produced for Department of the Interior (BASE YEAR)
 - (c) Crowdfunding-Produced for the Department of Interior (OPTION YEAR 1)

- (d) Social Media Networking and the Ethics Rules for Federal Employees (OPTION YEAR 1)
- (e) Leaving Federal Service (OPTION YEAR 2)
- (f) The Hatch Act (OPTION YEAR 2)

PERFORMANCE REQUIREMENTS:

1. MOBILE APP REQUIREMENTS (Task 1)

- i. Contractor shall provide a mobile app solution that:
 - i. The system must meet each of the tasks as indicated on the EPA Cybersecurity Checklist, which is included as an addendum to the PWS. Is Section 508 compliant
 - ii. Is supported by a web-based portal through which EPA administrators will be able to update, customize, and manage the mobile app without intervention from contractor or a third party
 - iii. Is downloadable on EPA mobile devices and on personal mobile devices
 - iv. Provides unlimited downloads of up to 10 Tb of traffic per year
- ii. Contractor Support
 - i. The contractor shall submit the mobile app to the Apple App Store and Google Play
 - ii. The contractor shall provide full technical support for the duration of a three-year contract.

2. ETHICS EGUIDE (Task 1)

- i. The contractor shall provide editorial and design services to EPA in the creation of the content of an interactive eGuide for inclusion in the mobile app.
- ii. The EPA ethics eGuide will contain the government-wide ethics laws, standards of ethical conduct for federal employees and the supplemental standards of ethical conduct for employees of the EPA, including:
 - i. Criminal Conflicts of Interest Statutes
 - ii. Ethics Employment Statute
 - iii. Ethics Statutes on Procurement and Contracting
 - iv. Standards of Ethical Conduct
 - v. EPA Supplemental Standards of Ethical Conduct for Employees of the Executive Branch
 - vi. Hatch Act (Political Activities)
 - vii. Acceptance of Travel-Related Benefits from Non-Federal Sources.
- iii. A basic list, entitled, "Federal Ethics Statutes and Regulations for EPA," is included as an addendum to the PWS.
- iv. Maintenance and updates to the eGuide are included with the subscription of the mobile app.
- v. The COR will notify the contractor when updates must be made to the EPA ethics guide.

3. WHITEBOARD ANIMATED CONTENT (Task 2)

- i. The length of each video is dependent on the length of the original video produced.
- ii. The contractor shall remove the seals and logos of other federal agencies and replace seal and logos with the EPA logo.
- iii. The contractor shall remove references to other federal agencies in the narrative and replace them with references to EPA.
- iv. The contractor shall replace contact information of other federal agencies' ethics offices with EPA ethics contact information.

PERFORMANCE STANDARDS:

- 1. Pursuant to SCOPE Task 1 above,
 - a. EPA ethics guide must be free of grammatical and citation errors.
 - b. The content must accurately capture in plain, conversational language, the federal ethics statutes and regulations, and EPA supplemental standards of ethical conduct.

- c. The plain, conversational language style in the ethics guide must be consistent throughout the guide.
 - d. The order of the contents of the EPA ethics guide must be approved by the COR.
2. Pursuant to SCOPE Task 2 above, animated whiteboard videos must be free of visual and audio errors.

DELIVERABLES AND DELIVERY SCHEDULE:

- Contractor must be FedRAMP approved or provide proof of FedRAMP authorization sponsorship from another federal agency.
- Contractor shall deliver the mobile app developed pursuant to SCOPE above within six weeks of approval of the COR and onboarding in the Base Period. Delivery of all Task 1 deliverables shall remain uninterrupted (from the previous period) for all exercised option periods.
- Contractor shall deliver Environmental Protection Agency - Ethics eGuide developed pursuant to SCOPE Task 1 above within six weeks of approval of its content in the Base Period.
- Contractor shall deliver pursuant to SCOPE Item 2 above, six animated whiteboard videos at a rate of two per year as directed by the COR/Project Officer. A draft of each video shall be submitted to the COR/Project Officer for review. Contractor shall implement any comments received by the COR/Project Officer no later than two weeks after receipt of COR/Project Officer comments. Contractor shall deliver the finalized video to the COR/Project Officer no later than one week after approval the final draft.

GOVERNMENT-FURNISHED EQUIPMENT AND INFORMATION: N / A

PLACE OF PERFORMANCE: 365 EPA HQ 1200 Pennsylvania Ave. NW, Washington, DC 20004 (online effort)

PERIOD OF PERFORMANCE: [Award date 2025]

QUALITY ASSURANCE SURVEILLANCE PLAN: The quality assurance surveillance plan (QASP) is the portion of the PWS that explains to the contractor what the Government's expectations are, and how (and how often) deliverables or services will be monitored and evaluated.