

Results of Key Phthalate Reviews

	US (risk assessments)			European Union					
	NTP CERHR ¹			CPSC	Risk Assessment ²		Hazard Classification/Labeling ³		
	General	Children	Infants	Children	Gen. pop.	Children	Cancer	Development	Fertility
DBP	Negligible ⁴	Minimal ⁴			ii	ii	None	2	3
DIBP							None	2	3
BBP	Negligible	Minimal			ii	ii	None	2	3
DPP							None	2	2
DEHP	Minimal	Some	Concern ⁵		ii	iii ⁶	None	2	2
DnOP	Negligible	Minimal							
DINP	Minimal	Minimal			ii	ii	None	None	None
DIDP	Negligible	Minimal			ii	ii	None	None	None

¹ NTP CERHR characterizations: "negligible", "minimal", "some", "concern", "serious"

² EU risk assessment characterizations: i - "need information", ii - "no risk reduction", iii - "risk reduction necessary"

³ EU classification & labeling: 1 - "known to cause effects", 2 - "regarded as if it causes effects", 3 - "cause for concern"

⁴ The CERHR expert panel's initial concern about exposures among women of child-bearing age has been clarified.

⁵ CERHR's expert panel expressed concern for male infants and serious concern for infants receiving medical treatment.

⁶ The EU risk assessment concluded that risk reduction was necessary for children's exposure in toys and child care articles, from medical treatments, and from proximity to production/processing plants

Results of CDC Biomonitoring, 2003-04
Fourth National Report (2009)

Estimated Exposure - Geometric Mean (ug/kg/day)

Parent	Metabolite	Total	Age Group			Gender		RfD ¹
			6-11	12-19	20+	Male	Female	
DBP	MnBP	0.72	0.768	0.727	0.665	0.656	0.811	100
DiBP	MiBP	0.13	0.139	0.124	0.121	0.134	0.13	2000 ^a
BBP	MBzP	0.431	0.658	0.554	0.367	0.442	0.433	200
DEHP	MEHP ²	1.048	0.786	0.986	1.019	1.101	1.029	20
DINP	MINP	*	*	*	*	*	*	120 ^a
DnOP	MOP	*	*	*	*	*	*	3500 ^a

Estimated Exposure - 95th Percentile (ug/kg/day)

Parent	Metabolite	Total	Age Group			Gender		RfD
			6-11	12-19	20+	Male	Female	
DBP	MnBP	3.33	2.733	2.704	3.046	2.483	3.815	100
DiBP	MiBP	0.56	0.574	0.491	0.491	0.581	0.513	2000 ^a
BBP	MBzP	2.338	4.199	2.595	1.863	2.416	2.206	200
DEHP	MEHP ²	12.1	7.518	11.81	12.19	12.76	11.57	20
DINP	MINP	1.313	0.822	0.906	*	1.198	1.345	120 ^a
DnOP	MOP	1.192	0.656	0.724	*	1.028	1.226	3500 ^a

* below the limit of detection

¹ EPA reference dose, except DINP value is from the 2001 CHAP and the values for DiBP and DnOP are estimates.

² CDC recently began monitoring for three additional DEHP metabolites. Exposure estimates based on these other metabolites are higher than those using MEHP and approach the RfD at the 95th percentile.

SOLICITATION, OFFER, AND AWARD <i>(Construction, Alteration, or Repair)</i>	1. SOLICITATION NO.	2. TYPE OF SOLICITATION	3. DATE ISSUED	PAGE	OF	PAGES
	GS-04P-09-EX-D-0023A	<input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		1		126

IMPORTANT - The "offer" section on the reverse must be fully completed by offeror.

4. CONTRACT NO.	5. REQUISITION/PURCHASE REQUEST NO.	6. PROJECT PLAN
7. ISSUED BY GSA, PBS, Real Estate, Design & Construction (4PG) 401 W Peachtree St Atlanta GA 30308	CODE EX000	8. ADDRESS OFFER TO 4PG B GSA REDC ACQUISITION BRANCH B (4PGB) 401 W PEACHTREE ST ROOM 2500 ATLANTA GA 30308
9. FOR INFORMATION CALL:	a. NAME Paula Mensah	b. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) 404-331-2748 paula.mensah@gsa.gov

SOLICITATION

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid and "bidder".
 10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS (Title, identifying no., date)

See Attached

11. The Contractor shall begin performance 10 calendar days and complete it within 365 calendar days after receiving award, notice to proceed. This performance period is mandatory negotiable. (See _____)

12a. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS? <i>(If "YES," indicate within how many calendar days after award in Item 12b).</i>	12b. CALENDAR DAYS
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	14

13. ADDITIONAL SOLICITATION REQUIREMENTS:
- a. Sealed offers in original and 3 copies to perform the work required are due at the place specified in Item 8 by 3:00 PM ET (hour) local time APR 07 2009 (date). If this is a sealed bid solicitation, offers will be publicly opened at that time. Sealed envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number, and the date and time offers are due.
 - b. An offer guarantee is, is not required.
 - c. All offers are subject to the (1) work requirements, and (2) other provisions and clauses incorporated in the solicitation in full text or by
 - d. Offers providing less than 120 calendar days for Government acceptance after the date offers are due will not be considered and will be rejected.

SECTION 00600

REPRESENTATIONS AND CERTIFICATIONS

SECTION 00800

CONSTRUCTION CONTRACT CLAUSES

APPENDIX A – C

ABBREVIATIONS AND SPECIAL PROVISIONS

FORMS

FORM B - DOCUMENT SECURITY
GSA 527 – CONTRACTOR'S QUALIFICATIONS
SF 24 – BID BOND

U.S. DEPARTMENT OF LABOR WAGE DETERMINATION

00001 - NOTICE TO OFFERORS

The General Services Administration, Southeast Sunbelt Region, intends to enter into a maximum of two (2) firm, fixed price, indefinite delivery, indefinite quantity, stand alone task order contracts for Roof Repair and Alterations including Design Build Services in the States of Southeast Sunbelt Region including the states of Georgia, Mississippi, Tennessee, Alabama, Florida, North Carolina, South Carolina and Kentucky.

The Multiple locations include the following counties of Georgia: Fulton, Richmond, Greene, Chatman, Bibb, and Dade. Florida: Leon, Mobile, Baldwin. Alabama: Augusta, Montgomery, Jefferson. Tennessee: Knoxville, Chattanooga, Clarksville. Mississippi: Jackson, Hattiesburg; North Carolina: Mecklenburg, Wayne, Wiles, Wilson, Cherokee, Green, McDowell, Rockingham, Stanly; South Carolina: Abbeville, Calhoun, Florence, Hampton, Beaufort, Charleston, Cherokee, Sumter, Union ; Kentucky: Adair, Bath, Bell, Boyd, Breathitt, Casey, Carter, Clark, Clay, Clinton, Cumberland, Edmonson, Elliott, Estill, Fleming, Floyd, Garrard, Green, Greenup, Harlan, Hart, Jackson, Johnson, Knott, Knox, Laurel, Lawrence, Lee, Leslie, Letcher, Lewis, Lincoln, McCreary, Madison, Magoffin, Martin, Menifee, Monroe, Montgomery, Morgan, Owsley, Perry, Pike, Powell, Pulaski, Rockcastle, Rowan, Russell, Wayne, Whitley, Wolfe. Additional locations may apply.

This solicitation is being procured in accordance with FAR 15.1, Source Selection Processes and Techniques, using "best value" procedures. Best value allows the Government to consider award to other than the lowest priced offeror or other than the highest technically rated offeror. For this procurement, technical quality is more important than cost or price. When technical proposals are evaluated as essentially equal, cost or price may be the deciding factor.

The Government will evaluate technical proposal submissions to establish those considered "technically competitive." Those proposals considered technically competitive will be evaluated relative to cost and price. Teaming arrangements in accordance with the applicable size standards for this procurement are permitted.

Offerors should submit proposals that are acceptable without additional explanation or information, as the Government may make a final determination regarding proposal acceptability solely on the basis of the initial proposal submitted.

The Government will evaluate all proposals. Two factors will be considered, a technical evaluation factor and price. The elements that make up the technical evaluation factor, in order of importance are:

- a. Past Performance
- b. Experience and Qualifications
 - c. Management Plan
 - d. Technology Application

Evaluation of the price proposal will be based on the realism and reasonableness of the proposed price for the Seed Project.

NOTE: A PRE-PROPOSAL CONFERENCE/SITE VISIT WILL BE HELD ON MARCH 19, 2009 @ 11:00AM AT THE BRYSON CITY COURTHOUSE/FEDERAL BUILDING 50 Main Street, BRYSON CITY, North Carolina 28713.

PLEASE SUBMIT ALL QUESTIONS REGARDING THIS PROCUREMENT IN WRITING TO PAULA L. MENSAH, CONTRACTING OFFICER @ PAULAL.MENSAH@GSA.GOV OR FAX TO 404-331-7063. QUESTIONS MUST BE SUBMITTED AT LEAST FIVE (5) DAYS PRIOR TO THE PRE-PROPOSAL CONFERENCE.

3. Water Penetration - Western Kentucky and Tennessee: Roofs installed on buildings in the Western halves of Kentucky and Tennessee will prevent water penetration into the interior of the buildings under the roof loads specified in Section E.2 above.
4. Grease, Chemical Resistance: Wherever there is a possibility of the introduction of grease, oils, or chemicals onto the roof, the roof systems will provide materials that are not damaged by such leakage.
5. Ice: Roofing elements will be designed to avoid damage due to ice formation and buildup on roofing and in water conductors.
6. Wear Resistance:
 - a. Surfaces Subject to Maintenance Foot Traffic: Provide membranes that are not punctured by ordinary materials or tools, when stepped on. At minimum, the Contractor shall provide walk pads from roof access points to and around all powered and motorized equipment on roofs.
 - b. Surfaces Subject to Other Traffic Levels: Provide membranes with durability appropriate to level of traffic anticipated.
 - c. Green Roof Areas: Do not use turf or plant beds for regularly used traffic surfaces to and around rooftop mechanical and electrical equipment.
 - d. Green Roof Plants: Sustainable without supplemental irrigation.
7. Biological Factors:
 - a. Animals: Work provided under this contract will not use materials which are attractive to or edible by animals or birds unless access by animals to these materials is prevented.
 - b. Insects: Work provided under this contract will not use materials that are edible by insects, unless access by insects is prevented.
 - c. Insect and Disease Resistance of Green Roof Plants: Avoid the use of plants and turf that are known to be subject to insect damage or disease.
 - d. Wood: When wood is used, the construction will provide at least the protection recommended by AWPA as contained in the most recent version of AWPA U1.
8. Service Life of Green Roof Plants: It is understood that ultimate survival of green roof plants will depend on weather conditions; however, the Contractor is responsible for providing plants that will survive under normal weather conditions for the project location. Soil shall be suitable for growing the plants provided, with adequate nutrients for the first two (2) years of growth, based on recommendations of established authorities.
9. For a period of two (2) years after completion, if any plants are dead, dying, or wilting, the Contractor shall replace them with other plants of better weather resistance, care for the replacement plants during their establishment period, and furnish maintenance data to the GSA.
10. Also see Warranty Requirements in sub-section 02.E below.

G. OPERATION AND MAINTENANCE:

1. Ease of Maintenance: Roofing materials and systems shall be used which minimize the amount of maintenance required.
2. Ease of Repair: Roofing system components should have a service life span equal to that specified for the installed roofing systems as a whole. Elements that do not meet these requirements shall be replaceable in manner that does not require destruction of contiguous or adjacent roofing components. These elements must also be replaceable in a manner which does not compromise the original thermal and moisture protection capabilities of the installed roofing systems. In addition, any roofing systems expected to require minor routine repairs shall not require more than one percent (1%) of the roof replacement costs for annual maintenance and minor repair requirements.
3. Ease of Replacement: Elements Not Required to have the Expected Service Life Span Equal to that Specified for the Roofing Systems as a Whole: The construction will make provisions for replacement without undue disruption of building operation.

5.2. PRODUCTS

A. GENERAL RESTRICTIONS

1. Roofing systems will not use:
 - a. Polyvinyl Chloride (PVC) roofing materials and components shall not be used.
 - b. Asbestos-containing materials (ACM).
 - c. Lead-based paints and coatings.
2. Where functional and cost constraints allow, the construction will use products manufactured with the least amount of petroleum when compared to other products.

B. MEMBRANE RESTRICTIONS

1. New roofing systems will not use:
 - a. Polyvinyl Chloride (PVC) membrane sheets.
 - b. Chlorosulfonated Polyethylene (CSPE)
 - c. Chlorinated Polyethylene (CPE).
2. Where thermoplastic and modified bitumen sheet membranes are used, provide systems designed for hot-air welding or torch-welding of seams and laps.

C. INSULATION RESTRICTIONS:

1. Insulation materials manufactured using chlorofluorocarbons (CFCs) shall not be used.
2. Extruded polystyrene insulation shall not be manufactured with chlorofluorocarbon (CFC) blowing agent and shall maximize recycled content.



Federal Register

Thursday,
October 8, 2009

Part VII

The President

Executive Order 13514—Federal
Leadership in Environmental, Energy,
and Economic Performance

Presidential Documents

Title 3—

Executive Order 13514 of October 5, 2009

The President

Federal Leadership in Environmental, Energy, and Economic Performance

By the authority vested in me as President by the Constitution and the laws of the United States of America, and to establish an integrated strategy towards sustainability in the Federal Government and to make reduction of greenhouse gas emissions a priority for Federal agencies, it is hereby ordered as follows:

Section 1. Policy. In order to create a clean energy economy that will increase our Nation's prosperity, promote energy security, protect the interests of taxpayers, and safeguard the health of our environment, the Federal Government must lead by example. It is therefore the policy of the United States that Federal agencies shall increase energy efficiency; measure, report, and reduce their greenhouse gas emissions from direct and indirect activities; conserve and protect water resources through efficiency, reuse, and stormwater management; eliminate waste, recycle, and prevent pollution; leverage agency acquisitions to foster markets for sustainable technologies and environmentally preferable materials, products, and services; design, construct, maintain, and operate high performance sustainable buildings in sustainable locations; strengthen the vitality and livability of the communities in which Federal facilities are located; and inform Federal employees about and involve them in the achievement of these goals.

It is further the policy of the United States that to achieve these goals and support their respective missions, agencies shall prioritize actions based on a full accounting of both economic and social benefits and costs and shall drive continuous improvement by annually evaluating performance, extending or expanding projects that have net benefits, and reassessing or discontinuing under-performing projects.

Finally, it is also the policy of the United States that agencies' efforts and outcomes in implementing this order shall be transparent and that agencies shall therefore disclose results associated with the actions taken pursuant to this order on publicly available Federal websites.

Sec. 2. Goals for Agencies. In implementing the policy set forth in section 1 of this order, and preparing and implementing the Strategic Sustainability Performance Plan called for in section 8 of this order, the head of each agency shall:

(a) within 90 days of the date of this order, establish and report to the Chair of the Council on Environmental Quality (CEQ Chair) and the Director of the Office of Management and Budget (OMB Director) a percentage reduction target for agency-wide reductions of scope 1 and 2 greenhouse gas emissions in absolute terms by fiscal year 2020, relative to a fiscal year 2008 baseline of the agency's scope 1 and 2 greenhouse gas emissions. Where appropriate, the target shall exclude direct emissions from excluded vehicles and equipment and from electric power produced and sold commercially to other parties in the course of regular business. This target shall be subject to review and approval by the CEQ Chair in consultation with the OMB Director under section 5 of this order. In establishing the target, the agency head shall consider reductions associated with:

(i) reducing energy intensity in agency buildings;

- (ii) increasing agency use of renewable energy and implementing renewable energy generation projects on agency property; and
- (iii) reducing the use of fossil fuels by:
 - (A) using low greenhouse gas emitting vehicles including alternative fuel vehicles;
 - (B) optimizing the number of vehicles in the agency fleet; and
 - (C) reducing, if the agency operates a fleet of at least 20 motor vehicles, the agency fleet's total consumption of petroleum products by a minimum of 2 percent annually through the end of fiscal year 2020, relative to a baseline of fiscal year 2005;
- (b) within 240 days of the date of this order and concurrent with submission of the Strategic Sustainability Performance Plan as described in section 8 of this order, establish and report to the CEQ Chair and the OMB Director a percentage reduction target for reducing agency-wide scope 3 greenhouse gas emissions in absolute terms by fiscal year 2020, relative to a fiscal year 2008 baseline of agency scope 3 emissions. This target shall be subject to review and approval by the CEQ Chair in consultation with the OMB Director under section 5 of this order. In establishing the target, the agency head shall consider reductions associated with:
 - (i) pursuing opportunities with vendors and contractors to address and incorporate incentives to reduce greenhouse gas emissions (such as changes to manufacturing, utility or delivery services, modes of transportation used, or other changes in supply chain activities);
 - (ii) implementing strategies and accommodations for transit, travel, training, and conferencing that actively support lower-carbon commuting and travel by agency staff;
 - (iii) greenhouse gas emission reductions associated with pursuing other relevant goals in this section; and
 - (iv) developing and implementing innovative policies and practices to address scope 3 greenhouse gas emissions unique to agency operations;
- (c) establish and report to the CEQ Chair and OMB Director a comprehensive inventory of absolute greenhouse gas emissions, including scope 1, scope 2, and specified scope 3 emissions (i) within 15 months of the date of this order for fiscal year 2010, and (ii) thereafter, annually at the end of January, for the preceding fiscal year.
- (d) improve water use efficiency and management by:
 - (i) reducing potable water consumption intensity by 2 percent annually through fiscal year 2020, or 26 percent by the end of fiscal year 2020, relative to a baseline of the agency's water consumption in fiscal year 2007, by implementing water management strategies including water-efficient and low-flow fixtures and efficient cooling towers;
 - (ii) reducing agency industrial, landscaping, and agricultural water consumption by 2 percent annually or 20 percent by the end of fiscal year 2020 relative to a baseline of the agency's industrial, landscaping, and agricultural water consumption in fiscal year 2010;
 - (iii) consistent with State law, identifying, promoting, and implementing water reuse strategies that reduce potable water consumption; and
 - (iv) implementing and achieving the objectives identified in the stormwater management guidance referenced in section 14 of this order;
- (e) promote pollution prevention and eliminate waste by:
 - (i) minimizing the generation of waste and pollutants through source reduction;
 - (ii) diverting at least 50 percent of non-hazardous solid waste, excluding construction and demolition debris, by the end of fiscal year 2015;
 - (iii) diverting at least 50 percent of construction and demolition materials and debris by the end of fiscal year 2015;
 - (iv) reducing printing paper use and acquiring uncoated printing and writing paper containing at least 30 percent postconsumer fiber;

- (v) reducing and minimizing the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed of;
 - (vi) increasing diversion of compostable and organic material from the waste stream;
 - (vii) implementing integrated pest management and other appropriate landscape management practices;
 - (viii) increasing agency use of acceptable alternative chemicals and processes in keeping with the agency's procurement policies;
 - (ix) decreasing agency use of chemicals where such decrease will assist the agency in achieving greenhouse gas emission reduction targets under section 2(a) and (b) of this order; and
 - (x) reporting in accordance with the requirements of sections 301 through 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (42 U.S.C. 11001 *et seq.*);
- (f) advance regional and local integrated planning by:
- (i) participating in regional transportation planning and recognizing existing community transportation infrastructure;
 - (ii) aligning Federal policies to increase the effectiveness of local planning for energy choices such as locally generated renewable energy;
 - (iii) ensuring that planning for new Federal facilities or new leases includes consideration of sites that are pedestrian friendly, near existing employment centers, and accessible to public transit, and emphasizes existing central cities and, in rural communities, existing or planned town centers;
 - (iv) identifying and analyzing impacts from energy usage and alternative energy sources in all Environmental Impact Statements and Environmental Assessments for proposals for new or expanded Federal facilities under the National Environmental Policy Act of 1969, as amended (42 U.S.C. 4321 *et seq.*); and
 - (v) coordinating with regional programs for Federal, State, tribal, and local ecosystem, watershed, and environmental management;
- (g) implement high performance sustainable Federal building design, construction, operation and management, maintenance, and deconstruction including by:
- (i) beginning in 2020 and thereafter, ensuring that all new Federal buildings that enter the planning process are designed to achieve zero-net-energy by 2030;
 - (ii) ensuring that all new construction, major renovation, or repair and alteration of Federal buildings complies with the *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings*, (Guiding Principles);
 - (iii) ensuring that at least 15 percent of the agency's existing buildings (above 5,000 gross square feet) and building leases (above 5,000 gross square feet) meet the Guiding Principles by fiscal year 2015 and that the agency makes annual progress toward 100-percent conformance with the Guiding Principles for its building inventory;
 - (iv) pursuing cost-effective, innovative strategies, such as highly reflective and vegetated roofs, to minimize consumption of energy, water, and materials;
 - (v) managing existing building systems to reduce the consumption of energy, water, and materials, and identifying alternatives to renovation that reduce existing assets' deferred maintenance costs;
 - (vi) when adding assets to the agency's real property inventory, identifying opportunities to consolidate and dispose of existing assets, optimize the performance of the agency's real-property portfolio, and reduce associated environmental impacts; and
 - (vii) ensuring that rehabilitation of federally owned historic buildings utilizes best practices and technologies in retrofitting to promote long-term viability of the buildings;
- (h) advance sustainable acquisition to ensure that 95 percent of new contract actions including task and delivery orders, for products and services with the exception of acquisition of weapon systems, are energy-

efficient (Energy Star or Federal Energy Management Program (FEMP) designated), water-efficient, biobased, environmentally preferable (e.g., Electronic Product Environmental Assessment Tool (EPEAT) certified), non-ozone depleting, contain recycled content, or are non-toxic or less-toxic alternatives, where such products and services meet agency performance requirements;

(i) promote electronics stewardship, in particular by:

(i) ensuring procurement preference for EPEAT-registered electronic products;

(ii) establishing and implementing policies to enable power management, duplex printing, and other energy-efficient or environmentally preferable features on all eligible agency electronic products;

(iii) employing environmentally sound practices with respect to the agency's disposition of all agency excess or surplus electronic products;

(iv) ensuring the procurement of Energy Star and FEMP designated electronic equipment;

(v) implementing best management practices for energy-efficient management of servers and Federal data centers; and

(j) sustain environmental management, including by:

(i) continuing implementation of formal environmental management systems at all appropriate organizational levels; and

(ii) ensuring these formal systems are appropriately implemented and maintained to achieve the performance necessary to meet the goals of this order.

Sec. 3. *Steering Committee on Federal Sustainability.* The OMB Director and the CEQ Chair shall:

(a) establish an interagency Steering Committee (Steering Committee) on Federal Sustainability composed of the Federal Environmental Executive, designated under section 6 of Executive Order 13423 of January 24, 2007, and Agency Senior Sustainability Officers, designated under section 7 of this order, and that shall:

(i) serve in the dual capacity of the Steering Committee on Strengthening Federal Environmental, Energy, and Transportation Management designated by the CEQ Chair pursuant to section 4 of Executive Order 13423;

(ii) advise the OMB Director and the CEQ Chair on implementation of this order;

(iii) facilitate the implementation of each agency's Strategic Sustainability Performance Plan; and

(iv) share information and promote progress towards the goals of this order;

(b) enlist the support of other organizations within the Federal Government to assist the Steering Committee in addressing the goals of this order;

(c) establish and disband, as appropriate, interagency subcommittees of the Steering Committee, to assist the Steering Committee in carrying out its responsibilities;

(d) determine appropriate Federal actions to achieve the policy of section 1 and the goals of section 2 of this order;

(e) ensure that Federal agencies are held accountable for conformance with the requirements of this order; and

(f) in coordination with the Department of Energy's Federal Energy Management Program and the Office of the Federal Environmental Executive designated under section 6 of Executive Order 13423, provide guidance and assistance to facilitate the development of agency targets for greenhouse gas emission reductions required under subsections 2(a) and (b) of this order.

Sec. 4. *Additional Duties of the Director of the Office of Management and Budget.* In addition to the duties of the OMB Director specified elsewhere in this order, the OMB Director shall: