

U. S. DEPARTMENT OF ENERGY
OFFICE OF SCIENCE -- CHICAGO OFFICE

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)
ENVIRONMENTAL EVALUATION NOTIFICATION FORM

To be completed by "financial assistance award" organization receiving Federal funding. For assistance (including a point of contact), see "Instructions for Preparing SC-CH F-560, Environmental Evaluation Notification Form".

Solicitation/Award No. (if applicable): DE-SC0004569

Organization Name: CNI Technical Services, LLC

Title of Proposed Project/Research: _____

Total DOE Funding/Total Project Funding: TBD

I. Project Description (use additional pages as necessary):

A. Proposed Project/Action (delineate Federally funded/Non-Federally funded portions)

To provide IT support services to the SC-CH Information Management Services (IMS) group in its role for providing IT services to support SC-CH's vision, mission and business area. In addition, SC-CH provides IT support to SC Laboratory Site Offices in its role as component of the SC Integrated Support Center (ISC). SC-CH employees provide integrated business, technical, and administrative services in the following areas: Corporate Management Services,; Measurement Sciences; Program Management; Facility Management. The comprehensive SC-CH business-computing environment requires and IT Support Services contractor to operate and monitor the current system, as well as plan and implement new systems and upgrades to support changing business needs

B. Would the project proceed without Federal funding?

Yes No

If "yes", describe the impact to the scope:

II. Description of Affected Environment:

2000 feet of IT government provided office space.

III. Preliminary Questions:

- | | Yes | No |
|---|--------------------------|-------------------------------------|
| A. <u>Is the DOE-funded work <i>entirely</i> a "paper study"?</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If "Yes", ensure that the description in Section I reflects this and go directly to Section V.

- | | | |
|---|-------------------------------------|--------------------------|
| B. <u>Will the work to be performed take place <i>entirely</i> in existing buildings?</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|

And NOT:

- | | | |
|---|--------------------------|-------------------------------------|
| 1. Threaten a violation of applicable statutory, regulatory, or permit requirements for environment, safety, and health? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Require the siting, construction or major expansion of waste treatment, storage, or disposal facilities? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Disturb hazardous substances, pollutants, or contaminants preexisting in the environment? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Adversely affect environmentally-sensitive resources identified in Section IV.A.? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Be connected to another existing/proposed activity that could potentially create a cumulatively significant impact? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Have an inherent <i>possibility</i> for high consequence impacts to human health or the environment (e.g., Biosafety Level 3-4 laboratories, activities involving high levels of radiation)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If "Yes" to Question III.B. and ALL six subsequent questions, ensure the descriptions in Sections I and II reflect this and go directly to Section V.

IV. Potential Environmental Effects:

Attach/insert an explanation for each "Yes" response.

- A. Sensitive Resources: Will the proposed action result in changes and/or disturbances to any of the following resources?

- | | Yes | No |
|--|--------------------------|-------------------------------------|
| 1. Threatened/Endangered Species and/or Critical Habitats | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Other Protected Species (e.g., Burros, Migratory Birds) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Sensitive Environments (e.g., Tundra/Coral Reefs/Rain Forests) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Archaeological/Historic Resources | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Important Farmland | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Non-Attainment Areas for Ambient Air Quality Standards | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Class I Air Quality Control Region | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Special Sources of Groundwater (e.g. Sole Source Aquifer) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Navigable Air Space | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Coastal Zones | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. Areas with Special National Designation (e.g. National Forests, Parks, Trails) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 12. Floodplains and Wetlands | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

- B. Regulated Substances/Activities: Will the proposed action involve any of the following regulated items or activities?

- | | Yes | No |
|---|--------------------------|-------------------------------------|
| 13. Natural Resource Damage Assessments | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14. Exotic Organisms | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Noxious Weeds | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Clearing or Excavation (indicate if greater than one acre) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Dredge or Fill (under Clean Water Act, Section 404, indicate if greater than ten acres) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

B. Regulated Substances/Activities: Will the proposed action involve any of the following regulated Items or activities? (continued)

| | Yes | No |
|--|--------------------------|-------------------------------------|
| 18. Noise (in excess of regulations) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19. Asbestos Removal | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. PCB's | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Import, Manufacture, or Processing of Toxic Substances | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Chemical Storage/Use | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Pesticide Use | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 24. Hazardous, Toxic, or Criteria Pollutant Air Emissions | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 25. Liquid Effluents | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 26. Underground Injection | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 27. Hazardous Waste | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 28. Underground Storage Tanks | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 29. Radioactive Mixed Waste | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 30. Radioactive Waste | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 31. Radiation Exposure | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 32. Surface Water Protection | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 33. Pollution Prevention Act | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 34. Ozone Depleting Substances | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 35. Off-Road Vehicles | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 36. Biosafety Level 3-4 Laboratory | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

C. Other Relevant Information: Will the proposed action involve the following?

| | Yes | No |
|--|--------------------------|-------------------------------------|
| 37. Potential Violation of Environment, Safety, or Health Regulations/Permits | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 38. Siting/Construction/Major Modification of Waste Recovery, or Waste Treatment, Storage, or Disposal Facilities | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 39. Disturbance of Pre-existing Contamination | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 40. New or Modified Federal/State Permits | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 41. Public Controversy | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 42. Environmental Justice | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 43. Action/Involvement of Another Federal Agency (e.g. license, funding, approval) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 44. Action of a State Agency in a State with NEPA-type law. (Does the State Environmental Quality Review Act apply?) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 45. Public Utilities/Services | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 46. Depletion of a Non-Renewable Resource | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 47. Extraordinary Circumstances | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 48. Connected Actions | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 49. Exclusively Bench-top Research | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 50. Only a Laboratory Setting | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

V. Financial Assistance Award Organization Concurrence:

A. Organization Official (Name and Title): N/A - Not a Financial Assistance Award

Signature: _____ Date: _____

e-mail: _____ Phone: _____

B. Optional Concurrence (Name and Title): _____

Signature: _____ Date: _____

e-mail: _____ Phone: _____

Remainder to be completed by SC-CH

VI. SC-CH Concurrence/Recommendation/Determination:

A. SC-CH Office of Acquisition and Assistance or Office of Safety, Technical & Infrastructure Services:

Project Director or Contract Specialist (Name and Title): Cedric L Thomas
Signature: [Signature] Date: 9/7/11

B. SC-CH NEPA Team Review:

Is the project/activity appropriate for a determination or a recommendation to the Head of the Field Organization by the NEPA Compliance Officer (NCO) under Subpart D of the DOE NEPA Regulations?

Yes [X] No [] A1, B1.7 & B1.27

Specific class(es) of action from Appendices A-D to Subpart D (10 CFR 1021):

Name and Title: JAMES OPZEDK
Signature: [Signature] Date: 9/7/11

C. SC-CH Counsel (if necessary):

Name and Title: N/A
Signature: _____ Date: _____

D. SC-CH NEPA Compliance Officer:

The preceding pages are a record of documentation required under DOE Final NEPA Regulation, 10 CFR 1021.400.

- [X] Action may be categorically excluded from further NEPA review. I have determined that the proposed action meets the requirements for Categorical Exclusion referenced above.
[] Action requires approval by Head of the Field Organization. Recommend preparation of an Environmental Assessment.
[] Action requires approval by Head of the Field Organization or a Secretarial Officer. Recommend preparation of an Environmental Impact Statement.

Comments/Limitations if necessary:

Signature: [Signature] Date: 9/7/2011
Peter R. Siebach
SC-CH NEPA Compliance Officer

**CONTRACT LINE ITEM (CLIN 002)
PERFORMANCE WORK STATEMENT**

**FOR THE DEVELOPMENT, CUSTOMIZATION, AND IMPLEMENTATION OF
A PORTFOLIO ANALYSIS AND MANAGEMENT SYSTEM
FOR THE OFFICE OF SCIENCE**

1 BACKGROUND

The Department of Energy (DOE), Office of Science (SC), is in the process of development, customization, and implementation of a web-enabled business process management (BPM) solution, called the Portfolio Analysis and Management System (PAMS). The objective of this BPM solution is to consolidate and streamline all aspects of the financial assistance, interagency agreement, acquisition and other processes currently addressed in the DOE SC's systems into an integrated, internet-based system. DOE SC chose to leverage Government, Off-the-Shelf (GOTS) software capabilities to implement PAMS. This new system will support the entire lifecycle of SC funding programs from planning Funding Opportunity Announcements to the Closeout of awards. PAMS will support the requirements of a variety of SC program offices and meet the expectations of the stakeholders participating in the administration of those programs as well as the funding activities in DOE SC National Laboratories.

The SC Office of Business Policy and Operations (BPO) initiated a project to modify the selected GOTS application, the Electronic Handbooks (EHB) application developed at the Health Resources and Services Administration (HRSA), in order to satisfy the requirements defined in collaboration with representatives from the Office of the Deputy Director for Science Programs, SBIR/STTR, and the SC Office of Grants and Contracts.

Preliminary work has been completed on the BPM solution including the completion of a PAMS Requirements Definition Document (RDD). The RDD was produced for the information system and this document will serve as the baseline description of the functionality expected in the delivered information system. BPO manages a formal change control process to govern further changes to the requirements stated in the PAMS RDD. The PAMS RDD is provided as Attachment 1 to this Performance Work Statement (PWS).

The PAMS functionality was partitioned into distinct pieces for separate design, development and deployment. An iterative approach will be used to acquire the distinct functional pieces over time, with some iterations potentially overlapping or occurring in parallel.

2 PURPOSE

This PWS is for Contractor support to configure and modify the baseline EHB application software to meet SC’s requirements as defined in the RDD, to assist in the installation and configuration of the modified software in the SC computing environment, to document the modified software, to assist in training SC personnel in the proper use of the modified software and to migrate data from the information systems currently in use and targeted for consolidation into PAMS.

3 SCOPE

The Contractor shall provide fully trained administrative, managerial, supervisory, and technical supervision and direct labor personnel, facilities, equipment, materials, supplies, and services (except such facilities, equipment, materials, supplies, and services as are furnished by the Government, as set forth in Section H) necessary to perform the requirements and work set forth in the Contract for the continued development, customization, implementation, testing, and documentation of PAMS, and shall perform such requirements and work in a quality, timely, and cost-effective manner.

4 PAMS PROJECT PLACE OF PERFORMANCE

PAMS development, customization, and deployment services will be performed at:

The Contractor shall plan for and perform deployment of PAMS at SC Headquarters located in Germantown, MD, and Washington, DC. Development and customization of the software will be done at the Contractor’s place of business.

PAMS installation and testing will be performed at:

Department of Energy, Office of Science
19901 Germantown Rd.
Germantown, MD 20874

- Testing on the Systems and Applications Engineering environment will occur in the Office of Science testing lab located in Germantown, MD.
- Testing in the Production environment will occur on tester’s desktops.

5 PERFORMANCE OBJECTIVES/REQUIRED RESULTS

5.1 General Requirements

The Government intends to issue individual, informal Task Assignments (TAs), in accordance with the clause in Section H entitled, “Task Ordering” of this contract, consisting of any one or more of the tasks defined within this performance work statement in order to design, develop and implement the requirements derived from the PAMS Requirements Definition Document.

The Government will adhere to a formal change control process ensuring the cost and schedule impact of all proposed changes to the baseline requirements set forth in the RDD attached hereto, are considered for any accepted requirement change. The Contractor shall participate in the change control review process by providing, when requested by the Government, the cost and/or schedule impact for requested requirement changes being considered. Requirement changes resulting in changes to the scope, schedule, or cost of this contract must be approved by the Contracting Officer.

All work shall be performed under the technical direction of the PAMS Contracting Officer's Representative (COR), as defined in the contract clause DEAR 952.242-70, Technical Direction.

5.2 Administrative and Technical Supervision

The Contractor shall provide fully trained administrative, managerial, supervisory, and technical supervision, required to assure performance of activities identified in this PAMS PWS. The level and manner of supervision shall be clearly defined to all Contractor personnel and shall provide for effective supervision of Contractor personnel. In the event that the primary Contractor Supervisor is not available, an alternate shall be identified. The Contractor shall indicate in writing to the Contracting Officer (CO) and PAMS COR, the name of the Contractor's staff member responsible for supervising the work for each TA.

The Government will not exercise any supervision or control over Contractor employees or sub-contractors performing services under this contract. Contractor employees and sub-contractors shall be accountable solely to the Contractor, who, in turn, shall be accountable to the Government.

5.3 Contract Management and Administrative Support

The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel, as well as sub-contractor and vendor efforts used in performance of this Contract task order. The Contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effect support, performed in accordance with the requirements contained in this PWS and individual TAs. The Contractor shall provide the management and administrative activities to support this Contract task order. This activity involves the management and administrative support activities which directly reflect on the quality and performance of the TAs.

5.1 TASKS

5.1.1 Project Management

Using project management tools, the Contractor shall be responsible for the following PAMS project management activities:

- developing plans and procedures for the internal management of the PAMS project for purposes of performing the work defined in the PAMS TAs;
- developing and delivering project schedules using Microsoft Project with sufficient information to provide accurate forecasts of project performance problems.
- updating project schedules to reflect progress achieved and to report value earned;
- identifying, reporting and tracking project risks and issues, and assisting with mediation until resolution is accepted.
- consulting with the PAMS COR to define objectives and priorities, and conveying the objectives and priorities to key project personnel;
- preparing for and administering meetings which includes preparing meeting agendas, documenting meeting minutes and maintaining action item lists.

5.1.1.1 QUALITY STANDARD

The Contractor shall ensure all plans and procedures delivered under this contract for PAMS TAs comply with the guidance in the Project Management Institute's Project Management Body of Knowledge (PMBOK). The Contractor shall be responsible for addressing project integration management, project scope management, project time management, project cost management, project quality management, project human resource management, project communication management, project risk management, and project procurement management when establishing plans, performance services, monitoring services, and managing the end results.)

For all project schedules delivered under this contract for PAMS TAs, the Contractor shall ensure the Budget At Completion calculated for the baseline schedule is within 10% of the corresponding TA cost proposal total, indicating the delivered schedule closely correlates with the work described in the TA response.

For all project schedules delivered under cost-plus award-fee TAs, the Contractor shall include resource assignments for all tasks at the lowest level of decomposition (i.e., tasks that have no subordinate tasks), shall specify the labor rates for all resources assigned to work on the project, shall specify the amount of work for each task (as opposed to fixed durations for tasks) and shall assign other costs (e.g. material costs) to tasks as needed.

The Contractor shall ensure all project schedules delivered under this task are in Microsoft Project 2007 format and shall ensure the delivered files are editable by the PAMS COR.

The Contractor shall ensure updated project schedule files, delivered on the schedule specified in the TA, reflect progress achieved during the reporting period and provide sufficient information to provide accurate forecasts of project performance problems.

The Contractor shall ensure meeting agendas are provided to the PAMS COR at least one business day prior to the date and time scheduled for the meeting, unless a different lead time is specified in the TA.

The Contractor shall ensure meeting minutes are provided to the PAMS COR no later than 2 business days following the date and time the meeting was actually held, unless a different delivery schedule is specified in the TA.

5.1.2 SOFTWARE DESIGN AND DEVELOPMENT

The Contractor shall provide information systems analysis, design, development, customization, testing and deployment of the Government Off-The-Shelf (GOTS) application called Electronic Handbooks developed for the Health Resources and Services Administration in order to develop the PAMS for the Office of Science. Detailed requirements for the functionality to implement will be provided in the TAs for this effort.

5.1.2.1 QUALITY STANDARD

The Contractor shall ensure that all the requirements identified in the TA are included in the design and development of the delivered software application.

The Contractor shall ensure that all the requirements identified in the TA are adequately tested to demonstrate the delivered software application satisfies the requirements as stated.

5.1.3 Systems Engineering

The Contractor shall provide assistance in managing the complexity of implementing PAMS iteratively, providing recommendations on how to effectively deploy new functionality without significantly interrupting use of the already deployed functionality; how to manage migrating data and retiring functionality from legacy applications over the course of several iterations; and how to minimize redundant data entry during the time legacy applications are still partially in use (i.e. their functionality has not yet been fully replaced by PAMS).

5.1.3.1 QUALITY STANDARD

Quality Standards shall be in accordance with NIST and DOE Quality Assurance guidance. The Contractor shall ensure all recommendations delivered under TA's under this PAMS PWS include contingency plans for handling problems in deploying functionality, migrating data, retiring functionality or other issues that are identified as potential to occur due to the complexity of implementing PAMS iteratively.

5.1.4 CHANGE CONTROL SUPPORT

Change Control support shall be in accordance with NIST and DOE Configuration Management guidance. The Contractor shall provide assistance to the SC change control process by providing, when requested by the Government, the cost and/or schedule impact a proposed requirement change would have on the cost and schedule for delivering the PAMS functionality. The Contractor shall provide a

basis of estimate for each proposed change evaluated, with sufficient information to support an independent validation of the estimated cost and schedule impact. Requirement changes resulting in changes to the scope, schedule, or cost of this contract must be approved by the Contracting Officer.

5.1.4.1 QUALITY STANDARD

Quality Standards shall be in accordance with NIST and DOE Quality Assurance guidance. The Contractor shall ensure that all newly defined requirement statements are assigned identifiers consistent with the identification scheme used in the PAMS Requirements Definition Document (e.g. a further decomposition of a requirement uses the same identifier as the parent requirement and appends ".1" to the first new subordinate requirement, ".2" to the second new subordinate requirement, etc.).

5.1.5 APPLICATION INTEGRATION

The Contractor shall provide analysis, design, development, testing and deployment of system to system interfaces supporting data exchange between PAMS and other information systems. Detailed requirements for the interfaces to implement will be provided in the TAs for this effort.

5.1.5.1 QUALITY STANDARD

Quality Standards shall be in accordance with NIST and DOE Quality Assurance guidance. The Contractor shall ensure that any proposed system interface is technically viable for all system participating in the interface (i.e., the Contractor shall collaborate with the appropriate personnel for the other systems to devise a means of interfacing the systems that all agree is acceptable).

5.1.6 DATA MIGRATION

The Contractor shall provide analysis, design, development, testing and deployment of software services to migrate data from legacy applications into the database used by PAMS. The Contractor shall assist in the identification of data that must be modified prior to migration into PAMS, to avoid violation of data integrity rules (i.e. data cleansing). The data to migrate in iteration will be implied by the detailed requirements in the associated TA.

5.1.6.1 QUALITY STANDARD

Quality Standards shall be in accordance with NIST and DOE Quality Assurance guidance. The Contractor shall ensure that all data identified as critical from legacy applications is migrated for use in PAMS without loss of integrity or completeness (i.e., none of the critical data is corrupted in the process of migrating it and none of the critical data is missed in the migration).

5.1.7 PRODUCT DOCUMENTATION

The Contractor shall develop documentation of the work products from the other tasks in this PWS. The specific documentation to develop or update in iteration will

be identified in the associated TA. Documentation produced under this PWS shall include, but not be limited to, the following:

- Project Management Plan
- Requirements Definition Document
- Detailed Design Document
- Operations and Maintenance Manual
- User Manual
- Test Plan
- Implementation Plan
- Training Plan
- System Security Plan
- Security Risk Assessment
- Configuration Management Plan
- Interface Control Document

5.1.7.1 QUALITY STANDARD

Quality Standards shall be in accordance with NIST and DOE Quality Assurance guidance. The Contractor shall ensure all documentation delivered under this PWS is 98% free of spelling or grammatical errors.

The Contractor shall ensure all documentation delivered under this PWS complies with any document templates or guidelines provided in the corresponding TA.

The Contractor shall ensure all documentation delivered under this task is in a format editable by the PAMS COR. Editable formats acceptable for delivery include Microsoft Word 2007, Microsoft Excel 2007, Microsoft PowerPoint 2007, Microsoft Visio 2007, Rich Text Format, and text files.

5.1.8 TRAINING

The Contractor shall develop training material for the target users of PAMS and assist in delivering training to those users. The training needed for iteration will be implied by the detailed requirements in the associated TA.

5.1.8.1 QUALITY STANDARD

Quality Standards shall be in accordance with NIST and DOE Quality Assurance guidance. The Contractor shall ensure all training material delivered under this task is in a format editable by the PAMS COR. Editable formats acceptable for delivery include Microsoft Word 2007, Microsoft Excel 2007, Microsoft PowerPoint 2007, Microsoft Visio 2007, Microsoft Project 2007, Rich Text Format, and text files.

