

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 5	
2. CONTRACT NUMBER 89303319CEM000055		3. SOLICITATION NUMBER DE-SOL-0010125		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 01/29/2019	6. REQUISITION/PURCHASE NUMBER 19EM002006
7. ISSUED BY EMCBC U.S. Department of Energy EM Consolidated Business Center 250 E. 5th Street, Suite 500 Cincinnati OH 45202		CODE 893033	8. ADDRESS OFFER TO (If other than Item 7)			

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in _____ until _____ (Hour) local time _____ (Date)

CAUTION: LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Carin P. Boyd	B. TELEPHONE (NO COLLECT CALLS)			C. E-MAIL ADDRESS carin.boyd@emcbc.doe.gov
		AREA CODE 513	NUMBER 246-0570	EXT.	

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(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
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<input checked="" type="checkbox"/>	A	SOLICITATION/CONTRACT FORM	7	<input checked="" type="checkbox"/>	I	CONTRACT CLAUSES	13
<input checked="" type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICES/COSTS	27	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
<input checked="" type="checkbox"/>	C	DESCRIPTION/SPECS /WORK STATEMENT	68	<input checked="" type="checkbox"/>	J	LIST OF ATTACHMENTS	188
<input checked="" type="checkbox"/>	D	PACKAGING AND MARKING	2	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
<input checked="" type="checkbox"/>	E	INSPECTION AND ACCEPTANCE	8	<input type="checkbox"/>	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
<input checked="" type="checkbox"/>	F	DELIVERIES OR PERFORMANCE	4	<input type="checkbox"/>	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
<input checked="" type="checkbox"/>	G	CONTRACT ADMINISTRATION DATA	8	<input type="checkbox"/>	M	EVALUATION FACTORS FOR AWARD	
<input checked="" type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS	33				

OFFER (Must be fully completed by offeror)

Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232.8)	<input checked="" type="checkbox"/> 10 CALENDAR DAYS (%) NET 30	<input type="checkbox"/> 20 CALENDAR DAYS (%)	<input type="checkbox"/> 30 CALENDAR DAYS (%)	<input type="checkbox"/> CALENDAR DAYS (%)
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14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR Enterprise Technical Assistance Services, Inc. Attn: LESLI ALCORN 1100 Bethel Valley Road Oak Ridge TN 37830	CODE 080046033	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
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15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>	17. SIGNATURE	18. OFFER DATE
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AWARD (To be completed by government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT \$136,629,180.66	21. ACCOUNTING AND APPROPRIATION See schedule
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304 (c) () <input type="checkbox"/> 41 U.S.C. 253 (c) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7) See Schedule G	CODE 03002	25. PAYMENT WILL BE MADE BY CODE
26. NAME OF CONTRACTING OFFICER (Type or print) Carin P. Boyd	27. UNITED STATES OF AMERICA Signature on File (Signature of Contracting Officer)	28. AWARD DATE 08/22/2019

AWARD - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

NOT AUTHORIZED FOR LOCAL REPRODUCTION

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
89303319CEM000055

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NAME OF OFFEROR OR CONTRACTOR
Enterprise Technical Assistance Services, Inc.

1 NO. A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
00101	<p>DUNS Number: 080046033 Delivery Location Code: 03001 EMCBC US Department of Energy EM Consolidated Business Center 250 E. 5th Street, Suite 500 Cincinnati OH 45202</p> <p>Payment: FOB: Destination Period of Performance: 09/09/2019 to 09/04/2024</p> <p>Transition Period: 60 Days from NTP</p> <p>Accounting Info: Fund: 01250 Appr Year: 2019 Allottee: 33 Report Entity: 490810 Object Class: 25231 Program: 1111112 Project: 0001497 WFO: 0000000 Local Use: 0000000 Funded: \$60,495.57</p> <p>Accounting Info: Fund: 01250 Appr Year: 2019 Allottee: 33 Report Entity: 490811 Object Class: 25231 Program: 1111121 Project: 0001506 WFO: 0000000 Local Use: 0000000 Funded: \$60,495.57</p> <p>Accounting Info: Fund: 01751 Appr Year: 2019 Allottee: 33 Report Entity: 490810 Object Class: 25499 Program: 1110969 Project: 0001495 WFO: 0000000 Local Use: 0000000 Funded: \$60,495.57</p> <p>Accounting Info: Fund: 01751 Appr Year: 2019 Allottee: 33 Report Entity: 490811 Object Class: 25499 Program: 1110974 Project: 0001504 WFO: 0000000 Local Use: 0000000 Funded: \$60,495.57</p> <p>Accounting Info: Fund: 03000 Appr Year: 2019 Allottee: 33 Report Entity: 490810 Object Class: 25499 Program: 1111523 Project: 0001498 WFO: 0000000 Local Use: 0000000 Funded: \$60,495.57</p> <p>Accounting Info: Fund: 03000 Appr Year: 2019 Allottee: 33 Report Entity: 490811 Object Class: 25499 Program: 1111524 Project: 0001507 WFO: 0000000 Local Use: 0000000 Funded: \$60,495.57</p> <p>Continued ...</p>				423,468.80

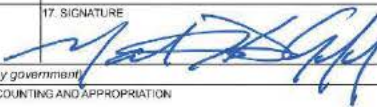
CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
89303319CEM000055

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NAME OF OFFEROR OR CONTRACTOR
Enterprise Technical Assistance Services, Inc.

1 NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Accounting Info: Fund: 01278 Appr Year: 2019 Allottee: 33 Report Entity: 490804 Object Class: 25499 Program: 1110465 Project: 0000712 WFO: 0000000 Local Use: 0490301 Funded: \$60,495.38				
00201	Base Period: 0 through 36 - PPPO Technical Services labor Line item value is: \$52,721,748.68				52,721,748.68
00202	Base Period - Travel Line item value is: \$750,000.00				750,000.00
00203	Base Period - Other Direct Costs (Material, Training, Misc.) Line item value is: \$3,000,000.00				3,000,000.00
00204	Base Period - Prime Contractor Indirect Costs Line item value is: \$187,500.00				187,500.00
00301	Option Period: 37 through 60 Months - PPPO Technical Services labor Amount: \$36,921,463.18 (Option Line Item)				36,921,463.18
00302	Option Period - Travel Amount: \$500,000.00 (Option Line Item)				500,000.00
00303	Option Period - Other Direct Costs (Material, Training, Misc.) Amount: \$2,000,000.00 (Option Line Item)				2,000,000.00
00304	Option Period - Prime Contractor Indirect Costs Amount: \$125,000.00 (Option Line Item)				125,000.00
00401	IDIQ: PPPO Technical Support Services Surge Line item value is: \$40,000,000.00				40,000,000.00

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING		PAGE OF PAGES 1 428	
2. CONTRACT NUMBER		3. SOLICITATION NUMBER DE-SOL-0010125		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED 07/03/2017	
7. ISSUED BY EMCBC U.S. Department of Energy EM Consolidated Business Center 250 E. 5th Street, Suite 500 Cincinnati OH 45202		CODE 03001		8. ADDRESS OFFER TO (If other than Item 7) SEE ITEM 7 ATTN: CARIN P. BOYD			
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".							
SOLICITATION							
9. Sealed offers in original and <u>L 10</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in _____ until <u>1500 ED</u> local time <u>03/01/2019</u>							
CAUTION: LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.							
10. FOR INFORMATION CALL:		A. NAME Carin P. Boyd		B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 513 246-0570		C. E-MAIL ADDRESS carin.boyd@emcbc.doe.gov	
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X	G	CONTRACT ADMINISTRATION DATA	7	X	M	EVALUATION FACTORS FOR AWARD	10
X	H	SPECIAL CONTRACT REQUIREMENTS	33				
OFFER (Must be fully completed by offeror)							
NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.							
12. In compliance with the above, the undersigned agrees, if this offer is accepted within <u>365</u> calendar days (60 calendar days unless a different period is inserted by the offeror) from the date of receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.							
13. DISCOUNT FOR PROMPT PAYMENT (See Section J, Clause No. 52.232.8)		<input checked="" type="checkbox"/> 10 CALENDAR DAYS (%)		<input type="checkbox"/> 20 CALENDAR DAYS (%)		<input type="checkbox"/> 30 CALENDAR DAYS (%)	
14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to this SOLICITATION for offers and related documents numbered and dated):		AMENDMENT NO.		DATE		AMENDMENT NO.	
		See attached.					
15A. NAME AND ADDRESS OF OFFEROR		CODE 7KN10		FACILITY		15B. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
Enterprise Technical Assistance Services, Inc. 1100 Bethel Valley Road Oak Ridge, TN 37830						Mark J. DeGraff President	
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT. 865 220-4300		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.		17. SIGNATURE 		18. OFFER DATE March 1, 2019	
AWARD (To be completed by government)							
19. ACCEPTED AS TO ITEMS NUMBERED:		20. AMOUNT		21. ACCOUNTING AND APPROPRIATION			
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 19 U.S.C. 2304 (c) () <input type="checkbox"/> 41 U.S.C. 253 (c) ()				23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM	
24. ADMINISTERED BY (If other than Item 7)		CODE		25. PAYMENT WILL BE MADE BY		CODE	
26. NAME OF CONTRACTING OFFICER (Type or print) Carin P. Boyd				27. UNITED STATES OF AMERICA carin.boyd@emcbc.doe.gov (Signature of Contracting Officer)		28. AWARD DATE Digitally signed by carin.boyd@emcbc.doe.gov DN: cn=carin.boyd@emcbc.doe.gov Date: 2019.08.22 09:08:56 -0400'	
IMPORTANT - Award will be made on this Form, or on Standard Form 29, or by other authorized official written notice. AUTHORIZED FOR LOCAL REPRODUCTION. Previous edition is unusable.							
STANDARD FORM 33 (Rev. 9-97) Prescribed by GSA - FAR (48 CFR) 53.214(c)							

SF-33 Attachment**Block 14. Acknowledgement of Amendments**

Amendment No.	Date
0001	08/17/17
0002	08/21/17
0003	08/31/18
0004	11/29/18
0005	01/29/19

PART I – THE SCHEDULE

SECTION B

SUPPLIES OR SERVICES AND PRICES/COSTS

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B.1 DOE-B-2012 SUPPLIES/SERVICES BEING PROCURED/DELIVERY REQUIREMENTS (OCT 2014)

The Contractor shall furnish all personnel, facilities, equipment, material, supplies, and services (except as may be expressly set for in this contract as furnished by the Government) and otherwise do all things necessary for, or incident to, the performance of work as described in Section C, Performance Work Statement.

B.2 DOE-B-2008 TIME-AND-MATERIALS CONTRACT (OCT 2014) (DEVIATION)

- (a) This is a Time-and-Materials (T&M) contract with a Firm-Fixed-Price (FFP) Contract Line Item Number (CLIN) and an Indefinite-Delivery Indefinite-Quantity (IDIQ) CLIN, under which only FFP task orders can be issued. For work performed by the Contractor's employees and/or subcontractor employees, the labor categories, direct-productive-labor-hours (DPLH) and fixed labor rates in Table B.2(3) below shall apply. The Contractor shall provide the DPLH at the fixed-hourly rates shown in Table B.2(3) by performing entity. The qualifications for the labor categories are identified in Section J, Attachment J-3, Minimum Position Qualifications.
- (b) The Contractor shall be reimbursed for the cost of materials, supplies, equipment, travel, or other direct costs in accordance with the applicable cost principles contained in the contract clause at FAR 52.216-7, Allowable Cost and Payment. The estimated cost of materials, supplies, equipment, travel, or Other Direct Costs (ODCs) for this contract (including the base and option period) is [\$6,250,000].
- (c) Estimated DPLH have been established for each labor category; however, these DPLH are only estimates, and therefore during the course of the contract, actual DPLH may vary from the estimated DPLH. The Contractor shall not be bound to deliver DPLH by labor category in strict accordance with this contract, but shall instead be authorized to interchange DPLH within the approved labor categories and manage to the total ceiling price for labor. However, prior to contractor utilization of DPLH in excess of the estimated DPLH for any given labor category, the contractor must provide 10 business days advance written notice to the Contracting Officer. The advance notification requirement applies to the initial instance such a situation occurs for each labor category.
- (d) The total value of this contract is \$136,629,180.66.
- (e) Payment for the DPLH provided and materials, supplies, equipment, travel, or other direct costs, if any, shall be made in accordance with FAR 52.232-7, Payments Under Time-and-Material and Labor-Hour Contracts (Aug 2012).
- (f) Under the IDIQ CLIN, the Government may issue FFP Task Orders only, on a schedule to be specified by the Government in accordance with the contract clause FAR 52.216-18, Ordering and FAR 52.216-19, Ordering Limitations. Payment for the services ordered and delivered shall be made in accordance with FAR 52.232-2, Payment (Apr 1984).

The minimum ordering quantity in accordance with FAR 52.216-22(b) is \$1,000. The maximum quantity of supplies or services the Government will acquire under the IDIQ CLIN over the full contract period of performance including the base period and the option period, if exercised, is \$40,000,000. The ordering period for the IDIQ CLIN is identified in Clause F.2, DOE-F-2003, Period Of Performance – Alternate I And Alternate II (Oct 2014), is consistent with the period of performance for the Base Period of 36 months and will be extended if the option period is exercised.

(g) The Contract consists of the following CLINs:

Table B.2(1): Contract CLIN structure

CLIN	Title	Contract Type
00001	Transition Period	FFP
00002	Base Period	
00201	Base Period - PPPO Technical Support Services labor	T&M
00202	Base Period - Travel	T&M
00203	Base Period - Other Direct Costs (Material, Training, Misc.)	T&M
00204	Base Period – Prime Contractor Indirect Costs	T&M
00003	Option Period	
00301	Option Period - PPPO Technical Support Services labor	T&M
00302	Option Period - Travel	T&M
00303	Option Period - Other Direct Costs (Material, Training, Misc.)	T&M
00304	Option Period – Prime Contractor Indirect Costs	T&M
00004	PPPO Technical Support Services Surge	IDIQ

Table B.2(2): Total Contract Value

Transition Period: 60 days from Notice to Proceed			
CLIN	Description of Services	Quantity	Firm-Fixed-Price
00001	Transition Period	60 days	
	Paducah		\$87,509.60
	Portsmouth		\$87,509.60
	Lexington		\$166,373.60
	DUF6		\$82,076.00
	Transition Total		\$423,468.80

Base Period: 0 Through 36 Months from contract effective date (Base Period)			
CLIN	Description of Services	Estimated DPLH	Ceiling Price
00002	Base Period		
00201	Base Period - PPPO Technical Support Services labor	795,090	\$52,721,748.68
00202	Base Period - Travel		\$750,000.00
00203	Base Period - Other Direct Costs (Material, Training, Misc.)		\$3,000,000.00
00204	Base Period – Prime Contractor Indirect Costs ³		\$187,500.00
	Base Period Total	795,090	\$56,659,248.68

Option Period: 37 Through 60 Months from contract effective date (Option Period)			
CLIN	Description of Services	Estimated DPLH	Ceiling Price
00003	Option Period		
00301	Option Period - PPPO Technical Support Services labor	530,060	\$36,921,463.18
00302	Option Period - Travel		\$500,000.00
00303	Option Period - Other Direct Costs (Material, Training, Misc.)		\$2,000,000.00
00304	Option Period – Prime Contractor Indirect Costs ³		\$125,000.00
	Option Period Total	530,060	\$39,546,463.18

CLIN	Description of Services		IDIQ Maximum Value²
00004	PPPO Technical Support Services Surge		\$40,000,000.00
Total Contract Value¹			\$136,629,180.66

- ¹ The total contract value equals the sum of the transition period, the base period total, the option period total, and the IDIQ maximum value.
- ² The IDIQ maximum ordering value of \$40,000,000 is for the full 60 month period of performance, including the option period, if exercised.
- ³ The indirect ceiling rates in Section B.3 for Years 1, 2, and 3 will each be applied to \$1,250,000 (\$750,000 for travel + \$3,000,000 for ODCs/3) to establish the value of sub-CLIN 00204 and the indirect ceiling rates in Section B.3 for Years 4 and 5 will each be applied to \$1,250,000 (\$500,000 for travel + \$2,000,000/2) to establish the value of sub-CLIN 00304.

Table B.2(3): Labor categories, DPLH, fixed labor rates and Extended Price

Period: 0 through 12 months from contract effective date

Table B.2(3): Labor categories, DPLH, fixed labor rates and Extended Price								
Base Period: 0 to 12 months from contract effective date								
Labor Categories	Estimated DPLH	Prime Estimated DPLH	S&K Estimated DPLH	L&A Estimated DPLH	Prime Fully Burdened Hourly Rate	S&K Fully Burdened Hourly Rate	L&A Fully Burdened Hourly Rate	Extended Price
Program Director	1,980	1,980	-	-	\$	-	-	\$
Portsmouth Project Manager	1,980	1,980	-	-	\$	-	-	\$
Paducah Project Manager	1,980	1,980	-	-	\$	-	-	\$
DUF6 Project Manager	1,980	1,980	-	-	\$	-	-	\$
Information Technology Manager	1,980	1,980	-	-	\$	-	-	\$
Senior Project Manager	7,920	7,920	-	-	\$	-	-	\$
Regulatory Specialist IV	3,960	3,960	-	-	\$	-	-	\$
Regulatory Specialist III	1,980	1,980	-	-	\$	-	-	\$
Engineer IV	9,900	9,900	-	-	\$	-	-	\$
Engineer III	3,960	-	-	3,960	\$	-	-	\$
Engineer II	3,960	-	-	3,960	\$	-	-	\$
Engineer I	1,980	-	-	1,980	\$	-	-	\$
Process Engineer/ Facility Specialist IV	8,460	8,460	-	-	\$	-	-	\$
Process Engineer/ Facility Specialist III	9,900	9,900	-	-	\$	-	-	\$
Waste Engineer IV	5,940	5,940	-	-	\$	-	-	\$
Waste Engineer III	1,980	1,980	-	-	\$	-	-	\$
Fire Protection Specialist	1,980	1,980	-	-	\$	-	-	\$
Certified Health Physicist	1,980	1,980	-	-	\$	-	-	\$
Senior Certified Industrial Hygenist	1,980	1,980	-	-	\$	-	-	\$
Emergency Management Specialist	100	100	-	-	\$	-	-	\$
Senior Quality Assurance (QA) Specialist	7,920	-	-	7,920	\$	-	-	\$
Quality Assurance (QA) Specialist	3,960	-	-	3,960	\$	-	-	\$
Senior Safety Specialist	7,920	7,920	-	-	\$	-	-	\$
Nuclear Criticality Engineer IV	1,980	1,980	-	-	\$	-	-	\$
Nuclear Criticality Engineer III	3,960	3,960	-	-	\$	-	-	\$
Nuclear Safety Engineer	3,960	3,960	-	-	\$	-	-	\$
Senior Nondestructive Assay Engineer	1,980	1,980	-	-	\$	-	-	\$
Environmental Risk Assessor	1,980	1,980	-	-	\$	-	-	\$
Database Administrator	1,980	-	1,980	-	\$	-	-	\$
Application Developer	1,980	-	1,980	-	\$	-	-	\$
Senior System Administrator	5,940	-	5,940	-	\$	-	-	\$
System Administrator	1,980	-	1,980	-	\$	-	-	\$
End User Support Specialist	7,920	-	7,920	-	\$	-	-	\$

IT Project Manager	100	-	100	-	\$		\$		\$	-	\$
Senior Network Administrator	1,980	-	1,980	-	\$		\$		\$	-	\$
Senior Cyber Security Specialist	1,980	-	1,980	-	\$		\$		\$	-	\$
Cyber Security Specialist	3,960	-	3,960	-	\$		\$		\$	-	\$
Senior Cyber Security Analyst	1,980	-	1,980	-	\$		\$		\$	-	\$
Cyber Security Analyst	1,120	-	1,120	-	\$		\$		\$	-	\$
Senior Penetration Tester	1,980	-	1,980	-	\$		\$		\$	-	\$
Penetration Tester	1,120	-	1,120	-	\$		\$		\$	-	\$
Incident Responder (Generalist)	80	-	80	-	\$		\$		\$	-	\$
Incident Responder (Malware Analyst)	80	-	80	-	\$		\$		\$	-	\$
Senior Security Specialist (Team Lead)	1,980	1,980	-	-	\$		\$	-	\$	-	\$
Senior Security Specialist	9,900	9,900	-	-	\$		\$	-	\$	-	\$
Senior Security Survey Lead	1,980	1,980	-	-	\$		\$	-	\$	-	\$
Security Survey Specialist	2,140	2,140	-	-	\$		\$	-	\$	-	\$
Security Analyst	1,980	1,980	-	-	\$		\$	-	\$	-	\$
Senior Nuclear Material Inventory & Accountability Specialist	1,980	1,980	-	-	\$		\$	-	\$	-	\$
SSIMS Operator	560	560	-	-	\$		\$	-	\$	-	\$
Program Analyst II	3,960	3,960	-	-	\$		\$		\$	-	\$
Program Analyst I	11,880	11,880	-	-	\$		\$		\$	-	\$
Senior Technical Writer/Editor	1,980	1,980	-	-	\$		\$	-	\$	-	\$
Paralegal	100	100	-	-	\$		\$		\$	-	\$
IT/Cyber/S&S Technical Writer/Editor	100	-	100	-	\$		\$		\$	-	\$
Technical Writer/Editor	100	100	-	-	\$		\$	-	\$	-	\$
Graphics Designer	100	100	-	-	\$		\$	-	\$	-	\$
Records Management and Document Control Manager	1,980	-	-	1,980	\$		\$		\$		\$
Records Management Technician	1,980	-	-	1,980	\$		\$		\$		\$
Document Control Specialist	1,980	-	-	1,980	\$		\$	-	\$		\$
Administrative Assistant III	9,900	9,900	-	-	\$		\$	-	\$	-	\$
Administrative Assistant II	11,880	11,880	-	-	\$		\$		\$	-	\$
Administrative Assistant I	7,920	7,920	-	-	\$		\$	-	\$	-	\$
Sr Project Controls Engineer	5,940	5,940	-	-	\$		\$		\$	-	\$
Project Controls Engineer	11,880	11,880	-	-	\$		\$		\$	-	\$
Project Planning Specialist	3,960	3,960	-	-	\$		\$	-	\$	-	\$
Lead Scheduler	1,980	1,980	-	-	\$		\$		\$	-	\$
Cost Estimator	3,960	3,960	-	-	\$		\$	-	\$	-	\$
Financial Analyst III	4,950	-	4,950	-	\$		\$		\$	-	\$
Financial Analyst II	1,980	-	1,980	-	\$		\$		\$	-	\$
Financial Analyst I	1,980	-	1,980	-	\$		\$		\$	-	\$
Accountant/Auditor	1,980	-	1,980	-	\$		\$		\$	-	\$
Contract Specialist	5,940	5,940	-	-	\$		\$		\$	-	\$
Public Affairs Specialist	1,980	1,980	-	-	\$		\$		\$	-	\$
Subject Matter Expert IV*	100	50	25	25	\$		\$		\$		\$

Subject Matter Expert III*	100	50	25	25	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Subject Matter Expert II*	100	50	25	25	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Subject Matter Expert I*	100	50	25	25	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Base Period 0 to 12 Month Totals	265,030	191,940	45,270	27,820				\$ [REDACTED]

*These labor categories shall only be used on FFP Task Orders issued by the Contracting Officer under the contract, as needed.

Period: 13 through 24 months from contract effective date

Labor Categories, Rates, and Estimated Hours								
Base Period: 13 to 24 months from contract effective date								
Labor Categories	Estimated DPLH	Prime Estimated DPLH	S&K Estimated DPLH	L&A Estimated DPLH	Prime Fully Burdened Hourly Rate	S&K Fully Burdened Hourly Rate	L&A Fully Burdened Hourly Rate	Extended Price
Program Director	1,980	1,980	-	-	\$	-	-	\$
Portsmouth Project Manager	1,980	1,980	-	-	\$	-	-	\$
Paducah Project Manager	1,980	1,980	-	-	\$	-	-	\$
DUF6 Project Manager	1,980	1,980	-	-	\$	-	-	\$
Information Technology Manager	1,980	1,980	-	-	\$	-	-	\$
Senior Project Manager	7,920	7,920	-	-	\$	-	-	\$
Regulatory Specialist IV	3,960	3,960	-	-	\$	-	-	\$
Regulatory Specialist III	1,980	1,980	-	-	\$	-	-	\$
Engineer IV	9,900	9,900	-	-	\$	-	-	\$
Engineer III	3,960	-	-	3,960	\$	-	-	\$
Engineer II	3,960	-	-	3,960	\$	-	-	\$
Engineer I	1,980	-	-	1,980	\$	-	-	\$
Process Engineer/ Facility Specialist IV	8,460	8,460	-	-	\$	-	-	\$
Process Engineer/ Facility Specialist III	9,900	9,900	-	-	\$	-	-	\$
Waste Engineer IV	5,940	5,940	-	-	\$	-	-	\$
Waste Engineer III	1,980	1,980	-	-	\$	-	-	\$
Fire Protection Specialist	1,980	1,980	-	-	\$	-	-	\$
Certified Health Physicist	1,980	1,980	-	-	\$	-	-	\$
Senior Certified Industrial Hygenist	1,980	1,980	-	-	\$	-	-	\$
Emergency Management Specialist	100	100	-	-	\$	-	-	\$
Senior Quality Assurance (QA) Specialist	7,920	-	-	7,920	\$	-	-	\$
Quality Assurance (QA) Specialist	3,960	-	-	3,960	\$	-	-	\$
Senior Safety Specialist	7,920	7,920	-	-	\$	-	-	\$
Nuclear Criticality Engineer IV	1,980	1,980	-	-	\$	-	-	\$
Nuclear Criticality Engineer III	3,960	3,960	-	-	\$	-	-	\$
Nuclear Safety Engineer	3,960	3,960	-	-	\$	-	-	\$
Senior Nondestructive Assay Engineer	1,980	1,980	-	-	\$	-	-	\$
Environmental Risk Assessor	1,980	1,980	-	-	\$	-	-	\$
Database Administrator	1,980	-	1,980	-	\$	-	-	\$
Application Developer	1,980	-	1,980	-	\$	-	-	\$
Senior System Administrator	5,940	-	5,940	-	\$	-	-	\$
System Administrator	1,980	-	1,980	-	\$	-	-	\$
End User Support Specialist	7,920	-	7,920	-	\$	-	-	\$
IT Project Manager	100	-	100	-	\$	-	-	\$

Senior Network Administrator	1,980	-	1,980	-	\$		\$		\$	-	\$
Senior Cyber Security Specialist	1,980	-	1,980	-	\$		\$		\$	-	\$
Cyber Security Specialist	3,960	-	3,960	-	\$		\$		\$	-	\$
Senior Cyber Security Analyst	1,980	-	1,980	-	\$		\$		\$	-	\$
Cyber Security Analyst	1,120	-	1,120	-	\$		\$		\$	-	\$
Senior Penetration Tester	1,980	-	1,980	-	\$		\$		\$	-	\$
Penetration Tester	1,120	-	1,120	-	\$		\$		\$	-	\$
Incident Responder (Generalist)	80	-	80	-	\$		\$		\$	-	\$
Incident Responder (Malware Analyst)	80	-	80	-	\$		\$		\$	-	\$
Senior Security Specialist (Team Lead)	1,980	1,980	-	-	\$		\$	-	\$	-	\$
Senior Security Specialist	9,900	9,900	-	-	\$		\$	-	\$	-	\$
Senior Security Survey Lead	1,980	1,980	-	-	\$		\$	-	\$	-	\$
Security Survey Specialist	2,140	2,140	-	-	\$		\$	-	\$	-	\$
Security Analyst	1,980	1,980	-	-	\$		\$	-	\$	-	\$
Senior Nuclear Material Inventory & Accountability Specialist	1,980	1,980	-	-	\$		\$	-	\$	-	\$
SSIMS Operator	560	560	-	-	\$		\$	-	\$	-	\$
Program Analyst II	3,960	3,960	-	-	\$		\$		\$	-	\$
Program Analyst I	11,880	11,880	-	-	\$		\$		\$	-	\$
Senior Technical Writer/Editor	1,980	1,980	-	-	\$		\$		\$	-	\$
Paralegal	100	100	-	-	\$		\$		\$	-	\$
IT/Cyber/S&S Technical Writer/Editor	100	-	100	-	\$		\$		\$	-	\$
Technical Writer/Editor	100	100	-	-	\$		\$		\$	-	\$
Graphics Designer	100	100	-	-	\$		\$		\$	-	\$
Records Management and Document Control Manager	1,980	-	-	1,980	\$		\$		\$		\$
Records Management Technician	1,980	-	-	1,980	\$		\$		\$		\$
Document Control Specialist	1,980	-	-	1,980	\$		\$		\$		\$
Administrative Assistant III	9,900	9,900	-	-	\$		\$		\$	-	\$
Administrative Assistant II	11,880	11,880	-	-	\$		\$		\$	-	\$
Administrative Assistant I	7,920	7,920	-	-	\$		\$		\$	-	\$
Sr Project Controls Engineer	5,940	5,940	-	-	\$		\$		\$	-	\$
Project Controls Engineer	11,880	11,880	-	-	\$		\$		\$	-	\$
Project Planning Specialist	3,960	3,960	-	-	\$		\$		\$	-	\$
Lead Scheduler	1,980	1,980	-	-	\$		\$		\$	-	\$
Cost Estimator	3,960	3,960	-	-	\$		\$		\$	-	\$
Financial Analyst III	4,950	-	4,950	-	\$		\$		\$	-	\$
Financial Analyst II	1,980	-	1,980	-	\$		\$		\$	-	\$
Financial Analyst I	1,980	-	1,980	-	\$		\$		\$	-	\$
Accountant/Auditor	1,980	-	1,980	-	\$		\$		\$	-	\$
Contract Specialist	5,940	5,940	-	-	\$		\$		\$	-	\$
Public Affairs Specialist	1,980	1,980	-	-	\$		\$		\$	-	\$
Subject Matter Expert IV*	100	50	25	25	\$		\$		\$		\$
Subject Matter Expert III*	100	50	25	25	\$		\$		\$		\$

Subject Matter Expert II*	100	50	25	25	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Subject Matter Expert I*	100	50	25	25	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Base Period 13 to 24 Month Totals	265,030	191,940	45,270	27,820				\$ [REDACTED]

*These labor categories shall only be used on FFP Task Orders issued by the Contracting Officer under the contract, as needed.

Period: 25 through 36 months from contract effective date

Labor Categories, Rates, and Estimated Hours								
Base Period: 25 to 36 months from contract effective date								
Labor Categories	Estimated DPLH	Prime Estimated DPLH	S&K Estimated DPLH	L&A Estimated DPLH	Prime Fully Burdened Hourly Rate	S&K Fully Burdened Hourly Rate	L&A Fully Burdened Hourly Rate	Extended Price
Program Director	1,980	1,980	-	-	\$	-	-	\$
Portsmouth Project Manager	1,980	1,980	-	-	\$	-	-	\$
Paducah Project Manager	1,980	1,980	-	-	\$	-	-	\$
DUF6 Project Manager	1,980	1,980	-	-	\$	-	-	\$
Information Technology Manager	1,980	1,980	-	-	\$	-	-	\$
Senior Project Manager	7,920	7,920	-	-	\$	-	-	\$
Regulatory Specialist IV	3,960	3,960	-	-	\$	-	-	\$
Regulatory Specialist III	1,980	1,980	-	-	\$	-	-	\$
Engineer IV	9,900	9,900	-	-	\$	-	-	\$
Engineer III	3,960	-	-	3,960	\$	-	-	\$
Engineer II	3,960	-	-	3,960	\$	-	-	\$
Engineer I	1,980	-	-	1,980	\$	-	-	\$
Process Engineer/ Facility Specialist IV	8,460	8,460	-	-	\$	-	-	\$
Process Engineer/ Facility Specialist III	9,900	9,900	-	-	\$	-	-	\$
Waste Engineer IV	5,940	5,940	-	-	\$	-	-	\$
Waste Engineer III	1,980	1,980	-	-	\$	-	-	\$
Fire Protection Specialist	1,980	1,980	-	-	\$	-	-	\$
Certified Health Physicist	1,980	1,980	-	-	\$	-	-	\$
Senior Certified Industrial Hygenist	1,980	1,980	-	-	\$	-	-	\$
Emergency Management Specialist	100	100	-	-	\$	-	-	\$
Senior Quality Assurance (QA) Specialist	7,920	-	-	7,920	\$	-	-	\$
Quality Assurance (QA) Specialist	3,960	-	-	3,960	\$	-	-	\$
Senior Safety Specialist	7,920	7,920	-	-	\$	-	-	\$
Nuclear Criticality Engineer IV	1,980	1,980	-	-	\$	-	-	\$
Nuclear Criticality Engineer III	3,960	3,960	-	-	\$	-	-	\$
Nuclear Safety Engineer	3,960	3,960	-	-	\$	-	-	\$
Senior Nondestructive Assay Engineer	1,980	1,980	-	-	\$	-	-	\$
Environmental Risk Assessor	1,980	1,980	-	-	\$	-	-	\$
Database Administrator	1,980	-	1,980	-	\$	-	-	\$
Application Developer	1,980	-	1,980	-	\$	-	-	\$
Senior System Administrator	5,940	-	5,940	-	\$	-	-	\$
System Administrator	1,980	-	1,980	-	\$	-	-	\$
End User Support Specialist	7,920	-	7,920	-	\$	-	-	\$
IT Project Manager	100	-	100	-	\$	-	-	\$
Senior Network Administrator	1,980	-	1,980	-	\$	-	-	\$

Senior Cyber Security Specialist	1,980	-	1,980	-	\$		\$		\$	-	\$	
Cyber Security Specialist	3,960	-	3,960	-	\$		\$		\$	-	\$	
Senior Cyber Security Analyst	1,980	-	1,980	-	\$		\$		\$	-	\$	
Cyber Security Analyst	1,120	-	1,120	-	\$		\$		\$	-	\$	
Senior Penetration Tester	1,980	-	1,980	-	\$		\$		\$	-	\$	
Penetration Tester	1,120	-	1,120	-	\$		\$		\$	-	\$	
Incident Responder (Generalist)	80	-	80	-	\$		\$		\$	-	\$	
Incident Responder (Malware Analyst)	80	-	80	-	\$		\$		\$	-	\$	
Senior Security Specialist (Team Lead)	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
Senior Security Specialist	9,900	9,900	-	-	\$		\$	-	\$	-	\$	
Senior Security Survey Lead	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
Security Survey Specialist	2,140	2,140	-	-	\$		\$	-	\$	-	\$	
Security Analyst	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
Senior Nuclear Material Inventory & Accountability Specialist	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
SSIMS Operator	560	560	-	-	\$		\$	-	\$	-	\$	
Program Analyst II	3,960	3,960	-	-	\$		\$		\$	-	\$	
Program Analyst I	11,880	11,880	-	-	\$		\$		\$	-	\$	
Senior Technical Writer/Editor	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
Paralegal	100	100	-	-	\$		\$		\$	-	\$	
IT/Cyber/S&S Technical Writer/Editor	100	-	100	-	\$		\$		\$	-	\$	
Technical Writer/Editor	100	100	-	-	\$		\$	-	\$	-	\$	
Graphics Designer	100	100	-	-	\$		\$	-	\$	-	\$	
Records Management and Document Control Manager	1,980	-	-	1,980	\$		\$		\$		\$	
Records Management Technician	1,980	-	-	1,980	\$		\$		\$		\$	
Document Control Specialist	1,980	-	-	1,980	\$		\$	-	\$		\$	
Administrative Assistant III	9,900	9,900	-	-	\$		\$	-	\$	-	\$	
Administrative Assistant II	11,880	11,880	-	-	\$		\$		\$	-	\$	
Administrative Assistant I	7,920	7,920	-	-	\$		\$	-	\$	-	\$	
Sr Project Controls Engineer	5,940	5,940	-	-	\$		\$		\$	-	\$	
Project Controls Engineer	11,880	11,880	-	-	\$		\$		\$	-	\$	
Project Planning Specialist	3,960	3,960	-	-	\$		\$	-	\$	-	\$	
Lead Scheduler	1,980	1,980	-	-	\$		\$		\$	-	\$	
Cost Estimator	3,960	3,960	-	-	\$		\$	-	\$	-	\$	
Financial Analyst III	4,950	-	4,950	-	\$		\$		\$	-	\$	
Financial Analyst II	1,980	-	1,980	-	\$		\$		\$	-	\$	
Financial Analyst I	1,980	-	1,980	-	\$		\$		\$	-	\$	
Accountant/Auditor	1,980	-	1,980	-	\$		\$		\$	-	\$	
Contract Specialist	5,940	5,940	-	-	\$		\$		\$	-	\$	
Public Affairs Specialist	1,980	1,980	-	-	\$		\$		\$	-	\$	
Subject Matter Expert IV*	100	50	25	25	\$		\$		\$		\$	
Subject Matter Expert III*	100	50	25	25	\$		\$		\$		\$	
Subject Matter Expert II*	100	50	25	25	\$		\$		\$		\$	

Subject Matter Expert 1*	100	50	25	25	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Base Period 25 to 36 Month Totals	265,030	191,940	45,270	27,820				\$ [REDACTED]
Base Period Labor Totals	795,090	575,820	135,810	83,460				\$ [REDACTED]

*These labor categories shall only be used on FFP Task Orders issued by the Contracting Officer under the contract, as needed.

Period: 37 through 48 months from contract effective date

Labor Categories, Rates, and Estimated Hours								
Option Period: 37 to 48 months from contract effective date								
Labor Categories	Estimated DPLH	Prime Estimated DPLH	S&K Estimated DPLH	L&A Estimated DPLH	Prime Fully Burdened Hourly Rate	S&K Fully Burdened Hourly Rate	L&A Fully Burdened Hourly Rate	Extended Price
Program Director	1,980	1,980	-	-	\$	-	-	\$
Portsmouth Project Manager	1,980	1,980	-	-	\$	-	-	\$
Paducah Project Manager	1,980	1,980	-	-	\$	-	-	\$
DUF6 Project Manager	1,980	1,980	-	-	\$	-	-	\$
Information Technology Manager	1,980	1,980	-	-	\$	-	-	\$
Senior Project Manager	7,920	7,920	-	-	\$	-	-	\$
Regulatory Specialist IV	3,960	3,960	-	-	\$	-	-	\$
Regulatory Specialist III	1,980	1,980	-	-	\$	-	-	\$
Engineer IV	9,900	9,900	-	-	\$	-	-	\$
Engineer III	3,960	-	-	3,960	\$	-	-	\$
Engineer II	3,960	-	-	3,960	\$	-	-	\$
Engineer I	1,980	-	-	1,980	\$	-	-	\$
Process Engineer/ Facility Specialist IV	8,460	8,460	-	-	\$	-	-	\$
Process Engineer/ Facility Specialist III	9,900	9,900	-	-	\$	-	-	\$
Waste Engineer IV	5,940	5,940	-	-	\$	-	-	\$
Waste Engineer III	1,980	1,980	-	-	\$	-	-	\$
Fire Protection Specialist	1,980	1,980	-	-	\$	-	-	\$
Certified Health Physicist	1,980	1,980	-	-	\$	-	-	\$
Senior Certified Industrial Hygenist	1,980	1,980	-	-	\$	-	-	\$
Emergency Management Specialist	100	100	-	-	\$	-	-	\$
Senior Quality Assurance (QA) Specialist	7,920	-	-	7,920	\$	-	-	\$
Quality Assurance (QA) Specialist	3,960	-	-	3,960	\$	-	-	\$
Senior Safety Specialist	7,920	7,920	-	-	\$	-	-	\$
Nuclear Criticality Engineer IV	1,980	1,980	-	-	\$	-	-	\$
Nuclear Criticality Engineer III	3,960	3,960	-	-	\$	-	-	\$
Nuclear Safety Engineer	3,960	3,960	-	-	\$	-	-	\$
Senior Nondestructive Assay Engineer	1,980	1,980	-	-	\$	-	-	\$
Environmental Risk Assessor	1,980	1,980	-	-	\$	-	-	\$
Database Administrator	1,980	-	1,980	-	\$	-	-	\$
Application Developer	1,980	-	1,980	-	\$	-	-	\$
Senior System Administrator	5,940	-	5,940	-	\$	-	-	\$
System Administrator	1,980	-	1,980	-	\$	-	-	\$
End User Support Specialist	7,920	-	7,920	-	\$	-	-	\$
IT Project Manager	100	-	100	-	\$	-	-	\$
Senior Network Administrator	1,980	-	1,980	-	\$	-	-	\$

Senior Cyber Security Specialist	1,980	-	1,980	-	\$		\$		\$	-	\$	
Cyber Security Specialist	3,960	-	3,960	-	\$		\$		\$	-	\$	
Senior Cyber Security Analyst	1,980	-	1,980	-	\$		\$		\$	-	\$	
Cyber Security Analyst	1,120	-	1,120	-	\$		\$		\$	-	\$	
Senior Penetration Tester	1,980	-	1,980	-	\$		\$		\$	-	\$	
Penetration Tester	1,120	-	1,120	-	\$		\$		\$	-	\$	
Incident Responder (Generalist)	80	-	80	-	\$		\$		\$	-	\$	
Incident Responder (Malware Analyst)	80	-	80	-	\$		\$		\$	-	\$	
Senior Security Specialist (Team Lead)	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
Senior Security Specialist	9,900	9,900	-	-	\$		\$	-	\$	-	\$	
Senior Security Survey Lead	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
Security Survey Specialist	2,140	2,140	-	-	\$		\$	-	\$	-	\$	
Security Analyst	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
Senior Nuclear Material Inventory & Accountability Specialist	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
SSIMS Operator	560	560	-	-	\$		\$	-	\$	-	\$	
Program Analyst II	3,960	3,960	-	-	\$		\$		\$	-	\$	
Program Analyst I	11,880	11,880	-	-	\$		\$		\$	-	\$	
Senior Technical Writer/Editor	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
Paralegal	100	100	-	-	\$		\$		\$	-	\$	
IT/Cyber/S&S Technical Writer/Editor	100	-	100	-	\$		\$		\$	-	\$	
Technical Writer/Editor	100	100	-	-	\$		\$	-	\$	-	\$	
Graphics Designer	100	100	-	-	\$		\$	-	\$	-	\$	
Records Management and Document Control Manager	1,980	-	-	1,980	\$		\$		\$		\$	
Records Management Technician	1,980	-	-	1,980	\$		\$		\$		\$	
Document Control Specialist	1,980	-	-	1,980	\$		\$	-	\$		\$	
Administrative Assistant III	9,900	9,900	-	-	\$		\$	-	\$	-	\$	
Administrative Assistant II	11,880	11,880	-	-	\$		\$		\$	-	\$	
Administrative Assistant I	7,920	7,920	-	-	\$		\$	-	\$	-	\$	
Sr Project Controls Engineer	5,940	5,940	-	-	\$		\$		\$	-	\$	
Project Controls Engineer	11,880	11,880	-	-	\$		\$		\$	-	\$	
Project Planning Specialist	3,960	3,960	-	-	\$		\$	-	\$	-	\$	
Lead Scheduler	1,980	1,980	-	-	\$		\$		\$	-	\$	
Cost Estimator	3,960	3,960	-	-	\$		\$	-	\$	-	\$	
Financial Analyst III	4,950	-	4,950	-	\$		\$		\$	-	\$	
Financial Analyst II	1,980	-	1,980	-	\$		\$		\$	-	\$	
Financial Analyst I	1,980	-	1,980	-	\$		\$		\$	-	\$	
Accountant/Auditor	1,980	-	1,980	-	\$		\$		\$	-	\$	
Contract Specialist	5,940	5,940	-	-	\$		\$		\$	-	\$	
Public Affairs Specialist	1,980	1,980	-	-	\$		\$		\$	-	\$	
Subject Matter Expert IV*	100	50	25	25	\$		\$		\$		\$	
Subject Matter Expert III*	100	50	25	25	\$		\$		\$		\$	
Subject Matter Expert II*	100	50	25	25	\$		\$		\$		\$	

Subject Matter Expert 1*	100	50	25	25	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Option Period: 37 to 48 Month Totals	265,030	191,940	45,270	27,820			\$ [REDACTED]	

*These labor categories shall only be used on FFP Task Orders issued by the Contracting Officer under the contract, as needed.

Period: 49 through 60 months from contract effective date

Labor Categories, Rates, and Estimated Hours								
Option Period: 49 to 60 months from contract effective date								
Labor Categories	Estimated DPLH	Prime Estimated DPLH	S&K Estimated DPLH	L&A Estimated DPLH	Prime Fully Burdened Hourly Rate	S&K Fully Burdened Hourly Rate	L&A Fully Burdened Hourly Rate	Extended Price
Program Director	1,980	1,980	-	-	\$	-	-	\$
Portsmouth Project Manager	1,980	1,980	-	-	\$	-	-	\$
Paducah Project Manager	1,980	1,980	-	-	\$	-	-	\$
DUF6 Project Manager	1,980	1,980	-	-	\$	-	-	\$
Information Technology Manager	1,980	1,980	-	-	\$	-	-	\$
Senior Project Manager	7,920	7,920	-	-	\$	-	-	\$
Regulatory Specialist IV	3,960	3,960	-	-	\$	-	-	\$
Regulatory Specialist III	1,980	1,980	-	-	\$	-	-	\$
Engineer IV	9,900	9,900	-	-	\$	-	-	\$
Engineer III	3,960	-	-	3,960	\$	-	-	\$
Engineer II	3,960	-	-	3,960	\$	-	-	\$
Engineer I	1,980	-	-	1,980	\$	-	-	\$
Process Engineer/ Facility Specialist IV	8,460	8,460	-	-	\$	-	-	\$
Process Engineer/ Facility Specialist III	9,900	9,900	-	-	\$	-	-	\$
Waste Engineer IV	5,940	5,940	-	-	\$	-	-	\$
Waste Engineer III	1,980	1,980	-	-	\$	-	-	\$
Fire Protection Specialist	1,980	1,980	-	-	\$	-	-	\$
Certified Health Physicist	1,980	1,980	-	-	\$	-	-	\$
Senior Certified Industrial Hygenist	1,980	1,980	-	-	\$	-	-	\$
Emergency Management Specialist	100	100	-	-	\$	-	-	\$
Senior Quality Assurance (QA) Specialist	7,920	-	-	7,920	\$	-	-	\$
Quality Assurance (QA) Specialist	3,960	-	-	3,960	\$	-	-	\$
Senior Safety Specialist	7,920	7,920	-	-	\$	-	-	\$
Nuclear Criticality Engineer IV	1,980	1,980	-	-	\$	-	-	\$
Nuclear Criticality Engineer III	3,960	3,960	-	-	\$	-	-	\$
Nuclear Safety Engineer	3,960	3,960	-	-	\$	-	-	\$
Senior Nondestructive Assay Engineer	1,980	1,980	-	-	\$	-	-	\$
Environmental Risk Assessor	1,980	1,980	-	-	\$	-	-	\$
Database Administrator	1,980	-	1,980	-	\$	-	-	\$
Application Developer	1,980	-	1,980	-	\$	-	-	\$
Senior System Administrator	5,940	-	5,940	-	\$	-	-	\$
System Administrator	1,980	-	1,980	-	\$	-	-	\$
End User Support Specialist	7,920	-	7,920	-	\$	-	-	\$
IT Project Manager	100	-	100	-	\$	-	-	\$
Senior Network Administrator	1,980	-	1,980	-	\$	-	-	\$
Senior Cyber Security Specialist	1,980	-	1,980	-	\$	-	-	\$

Cyber Security Specialist	3,960	-	3,960	-	\$		\$		\$	-	\$	
Senior Cyber Security Analyst	1,980	-	1,980	-	\$		\$		\$	-	\$	
Cyber Security Analyst	1,120	-	1,120	-	\$		\$		\$	-	\$	
Senior Penetration Tester	1,980	-	1,980	-	\$		\$		\$	-	\$	
Penetration Tester	1,120	-	1,120	-	\$		\$		\$	-	\$	
Incident Responder (Generalist)	80	-	80	-	\$		\$		\$	-	\$	
Incident Responder (Malware Analyst)	80	-	80	-	\$		\$		\$	-	\$	
Senior Security Specialist (Team Lead)	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
Senior Security Specialist	9,900	9,900	-	-	\$		\$	-	\$	-	\$	
Senior Security Survey Lead	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
Security Survey Specialist	2,140	2,140	-	-	\$		\$	-	\$	-	\$	
Security Analyst	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
Senior Nuclear Material Inventory & Accountability Specialist	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
SSIMS Operator	560	560	-	-	\$		\$	-	\$	-	\$	
Program Analyst II	3,960	3,960	-	-	\$		\$		\$	-	\$	
Program Analyst I	11,880	11,880	-	-	\$		\$		\$	-	\$	
Senior Technical Writer/Editor	1,980	1,980	-	-	\$		\$	-	\$	-	\$	
Paralegal	100	100	-	-	\$		\$		\$	-	\$	
IT/Cyber/S&S Technical Writer/Editor	100	-	100	-	\$		\$		\$	-	\$	
Technical Writer/Editor	100	100	-	-	\$		\$	-	\$	-	\$	
Graphics Designer	100	100	-	-	\$		\$	-	\$	-	\$	
Records Management and Document Control Manager	1,980	-	-	1,980	\$		\$		\$		\$	
Records Management Technician	1,980	-	-	1,980	\$		\$		\$		\$	
Document Control Specialist	1,980	-	-	1,980	\$		\$		\$		\$	
Administrative Assistant III	9,900	9,900	-	-	\$		\$	-	\$	-	\$	
Administrative Assistant II	11,880	11,880	-	-	\$		\$		\$	-	\$	
Administrative Assistant I	7,920	7,920	-	-	\$		\$	-	\$	-	\$	
Sr Project Controls Engineer	5,940	5,940	-	-	\$		\$		\$	-	\$	
Project Controls Engineer	11,880	11,880	-	-	\$		\$		\$	-	\$	
Project Planning Specialist	3,960	3,960	-	-	\$		\$	-	\$	-	\$	
Lead Scheduler	1,980	1,980	-	-	\$		\$		\$	-	\$	
Cost Estimator	3,960	3,960	-	-	\$		\$	-	\$	-	\$	
Financial Analyst III	4,950	-	4,950	-	\$		\$		\$	-	\$	
Financial Analyst II	1,980	-	1,980	-	\$		\$		\$	-	\$	
Financial Analyst I	1,980	-	1,980	-	\$		\$		\$	-	\$	
Accountant/Auditor	1,980	-	1,980	-	\$		\$		\$	-	\$	
Contract Specialist	5,940	5,940	-	-	\$		\$		\$	-	\$	
Public Affairs Specialist	1,980	1,980	-	-	\$		\$		\$	-	\$	
Subject Matter Expert IV*	100	50	25	25	\$		\$		\$		\$	
Subject Matter Expert III*	100	50	25	25	\$		\$		\$		\$	
Subject Matter Expert II*	100	50	25	25	\$		\$		\$		\$	
Subject Matter Expert I*	100	50	25	25	\$		\$		\$		\$	

Option Period: 49 to 60 Month Totals	265,030	191,940	45,270					\$ [REDACTED]
Option Period Labor Totals	530,060	383,880	90,540					\$ [REDACTED]

*These labor categories shall only be used on FFP Task Orders issued by the Contracting Officer under the contract, as needed.

B.3 NON-LABOR COST – INDIRECT CEILING RATE

The Contractor is entitled to apply an indirect rate to all non-labor costs (travel and ODCs (material, training, misc.)) in accordance with the ceiling rates provided in the below table. The percentage specified is considered a ceiling rate. The Contractor’s actual rates, up to the ceiling rate, will be applied for each year. The Contractor’s reimbursed indirect rate shall be supported by the Contractor’s accounting system. If the Contractor is unable or does not segregate indirect rates with an allocation base containing non-labor costs, the Contractor is not entitled to any applied indirect rates to non-labor costs incurred.

	Year 1	Year 2	Year 3	Year 4	Year 5
Ceiling Rate	█	█	█	█	█
Description of Allocation Base (e.g. Material, Subcontract, etc.)	E-TAS utilizes a total cost input (TCI) base for G&A. All materials, subcontracts, travel, ODCs and similar direct costs are subject to this indirect ceiling rate.				

B.4 DOE-B-2013 OBLIGATION OF FUNDS (OCT 2014)

Pursuant to the clause of this contract at FAR 52.232-22, Limitation of Funds, total funds in the amount(s) specified below are obligated for the payment of allowable costs. It is estimated that this amount is sufficient to cover performance through the date(s) shown below.

Table B.4(1): Contract Obligations

Base Period (0 through 36 months)				
CLIN	PWS Element/Description	Funding Amount (current action)	Cumulative Funding Amount	Performance Funded Through Date
00001	Transition Period (60 day Transition Period)	\$423,468.80	\$423,468.80	Transition
00002	Base Period - PPPO Technical Support Services labor, Travel and ODCs			
TOTAL				

Option Period (37 through 60 months)				
CLIN	PWS Element/Description	Funding this Action	Cumulative Funding	Performance Funded Through Date
00003	Option Period - PPPO Technical Support Services labor, Travel and ODCs			
TOTAL				

*Funding for IDIQ CLIN 00004 will be obligated to individual task orders. All task orders issued under the IDIQ CLIN count towards the maximum value of \$40,000,000 (including the option (if exercised)), and the total cumulative value of the task orders issued shall not exceed the maximum value.

B.5 DOE-B-2014 OPTION TO EXTEND THE TERM OF THE CONTRACT: CEILING PRICE AND PERIOD OF PERFORMANCE (OCT 2014) (DEVIATION)

- (a) In accordance with the clause at FAR 52.217-9, Option to Extend the Term of the Contract, the Government may unilaterally extend the contract period of performance (as set forth in Section F, Deliveries) to require the Contractor to perform the work set out by Section C, Performance Work Statement, of the contract. In the event that the Government elects to exercise its unilateral right to extend the term of the contract pursuant to this clause and FAR 52.217-9, all terms and conditions of the contract will remain in full force and effect.
- (b) The Contracting Officer will consider factors set forth in FAR 17.207, Exercise of Options, in determining whether to exercise an option to extend the term of the contract. The Government is concerned with ensuring that the Contractor’s performance meets, or exceeds, the performance requirements of the contract in a cost-effective manner. Accordingly, the Contracting Officer will consider the Contractor’s performance as part of the determination to exercise any option to extend the contract term.
- (c) The Ceiling Price and Period of Performance of the option to extend the term of the contract is set forth in Table B.2(2), and Section F, DOE-F-2003, Period of Performance – Alternate I and Alternate II (OCT 2014).

B.6 DOE-B-2017 GOVERNMENT PROVIDED COSTS (OCT 2014)

- (a) The contract includes the following estimated costs for the identified portions of the work:

CLIN	Title	Contract Type	Estimated Costs
CLIN 00202	Base Period – Travel	T&M	\$750,000
CLIN 00203	Base Period – Other Direct Costs (Material, Training, Misc.)	T&M	\$3,000,000
CLIN 00302	Option Period – Travel	T&M	\$500,000
CLIN 00303	Option Period – Other Direct Costs (Material, Training, Misc.)	T&M	\$2,000,000
CLIN 00004	PPPO Technical Support Services Surge	IDIQ	\$40,000,000

- (b) These costs are the Government’s best estimate of the expected actual cost of these portions of the work.
- (c) Estimated, not-to-exceed values have been established for the ODCs and travel for the base and option period. The ODCs and travel will be reimbursed on an actual cost basis, including applicable indirect rates (non-fee bearing). **All costs for ODCs and travel shall be approved in advance by the Contracting Officer.** The Contractor shall exceed the not-to-exceed values established at its own risk.

B.7 EXECUTION OF CLINS

Sequence of Execution. Upon the Notice to Proceed, the Transition CLIN (00001) will be executed. Upon completion of Transition, the base period CLIN (00002) will be executed. The CLIN for the Option Period (00003) will be executed if the option is exercised in accordance with FAR 52.217-9, Option to Extend the Term of the Contract. The IDIQ CLIN 00004 ordering period is consistent with the period of performance for the Base Period of 36 months and will be extended commensurate with the exercise of the Option (if exercised). The Periods of Performance are detailed in Clause F.2 DOE-F-2003.

B.8 LIMITATION OF GOVERNMENT'S OBLIGATION (FOR FIRM-FIXED-PRICE CLINS/TASK ORDERS)

- (a) This contract's CLIN 00001 and fixed-price task orders issued under CLIN 00004 have traditional Federal Acquisition Regulation fixed prices and contract terms and conditions, with the exceptions that: CLIN 00001 and fixed-price task orders issued under CLIN 00004 may be incrementally funded; and if a CLIN or task order is incrementally funded, in the event of termination before it is fully funded the Government's maximum liability for the CLIN or task order will be the lower of the amount of funds allotted to the CLIN or task order or the amount payable to the Contractor per the Termination for Convenience (Fixed-Price) clause of this contract. For each CLIN or task order there is:
- (1) a fixed price for the action;
 - (2) a fixed amount of work that corresponds to the fixed price;
 - (3) a planned funding schedule that corresponds to the fixed price and the fixed amount of work;
 - (4) no Government obligation to the Contractor until the Government allots funds to the contract for the action;
 - (5) if the Government allots funds, a maximum Government obligation, including any termination obligations, to the Contractor equal to the allotted funds; and
 - (6) an obligation that the Government will pay the Contractor for the work the Contractor performs for which funds were allotted based on the price of the work performed, not the costs the Contractor actually incurs.
- (b) For each CLIN or task order:
- (1) the Government's maximum obligation, including any termination obligations and obligations under change orders, equitable adjustments, or unilateral or bilateral contract modifications, at any time is always less than or equal to the total amount of funds allotted by the Government to the contract for the CLIN or task order;
 - (2) the Contractor explicitly agrees it reflected (that is, included or could have included an additional amount) in its offered price and in the subsequent negotiated fixed price for each of the fixed-price CLINs or task orders included in this contract:
 - i. the added complexity, challenges, and risks (including all risks, costs or otherwise, associated with termination as articulated in this clause) to

- which the Contractor is subject due to the incremental funding arrangement established in this clause; and
- ii. the specific risk that in the event of termination of an incrementally funded CLIN or task order before the CLIN or task order is fully funded, the Contractor could receive less than the Termination for Convenience (Fixed-Price) clause of this contract would allow, that is, because the maximum Government obligation for a fixed-price CLIN or task order is the allotted funds for the CLIN or task order, the Contractor will receive the lower of the allotted funds or what the Termination for Convenience (Fixed-Price) clause of this contract would allow.
- (3) the Contractor is not authorized to continue work beyond the point at which the total amount payable by the Government, which is the price of the services the allotted funds cover, equals the total amount allotted to the contract for the services;
 - (4) if funds become available and the Government's need continues, the Government will allot funds periodically to the CLIN or task order, the Contractor will provide a fixed amount of work for the funds allotted, and the Government will pay the Contractor based on the price of the fixed amount of work. The Government will not pay the Contractor based on the costs the Contractor incurs in performing the work; and
 - (5) the Contractor agrees to provide the fixed amount of work for the fixed price identified in the contract's Section B, Supplies or services and prices/costs, and in accordance with the delivery schedule identified in the contract's Section F, Deliveries or performance, provided the Government provides the funding per or earlier than the Planned Funding Schedule in paragraph (n) of this clause. At any time, the cumulative amount of funds allotted is the fixed price for the cumulative fixed amount of work identified with the funds.
- (c) For each CLIN or task order:
- (1) The fixed price (of both the entire CLIN or task order and of the current cumulative amount of funds allotted to the CLIN or task order at any time during contract performance) is not subject to any adjustment on the basis of the Contractor's cost experience;
 - (2) The contract places the maximum risk and full responsibility on the Contractor for all costs and resulting profit or loss; and
 - (3) If the Government meets the entire Planned Funding Schedule,
 - i. the cumulative amount of funds allotted will equal the CLIN's or task order's fixed price and
 - ii. the Contractor must provide the work the contract requires for the CLIN or task order.
- (d) The fixed price for each CLIN or task order is listed in Section B of this contract (or task order to be issued).
- (e) The Planned Funding Schedule for each CLIN or task order is in paragraph (n) of this clause. The sum of the planned funding for each CLIN or task order equals the fixed price of the CLIN or task order.
- (f) The Actual Funding Schedule for each CLIN or task order is in paragraph (o) of this clause. It specifies the actual amount of funds allotted and presently available for

- payment by the Government separately for CLIN 00001 and fixed-price task orders issued under CLIN 00004, and the work to be performed for the funds allotted.
- (1) The Contractor may bill against a CLIN or task order only after the Government has allotted funds to the CLIN or task order and the Contractor has delivered the services and earned amounts payable for the CLIN or task order.
 - i. The Contractor may bill only the lower of the two preceding amounts, that is, the lower of allotted funds or amount payable.
 - ii. If the Contractor does not perform the contract's requirements for the CLIN or task order, it must return the amounts that it billed that the Government reimbursed.
 - (g) If during the course of this contract the Government is allotting funds to a CLIN or task order per or earlier than the Planned Funding Schedule, this contract to that point will be considered a simple fixed-price contract for that CLIN or task order regardless of the rate at which the Contractor is, or is not, earning amounts payable, and:
 - (1) The Government's and the Contractor's obligations under the contract for the CLIN or task order—with the exception that the Government's obligation for the CLIN or task order is limited to the total amount of funds allotted by the Government to the CLIN or task order and similarly the Contractor is not authorized to continue work beyond the point at which the total amount payable by the Government equals the total amount allotted—will be as if the CLIN or task order were both fixed price and fully funded at time of contract execution, that is, the Contractor agrees that: it will perform the work of the contract for that CLIN or task order; and neither the fixed-price for the CLIN or task order nor any other term or condition of the contract will be affected due to the CLIN's or task order's being incrementally funded.
 - i. The Contractor agrees, for example, if the Government allots funds to a CLIN or task order per or earlier than all of the funding dates in the Planned Funding Schedule for the CLIN or task order, the Government has met all of its obligations just as if the CLIN or task order were fully funded as of the time of contract execution and the Contractor retains all of its obligations as if the CLIN or task order were fully funded as of the time of contract execution, while at the same time the Contractor is not authorized to continue work beyond the point at which the total amount payable by the Government equals the total amount allotted to the contract; consequently, if the Contractor earns amounts payable at any time in performing work for the CLIN or task order that exceed the total amount of funds allotted by the Government to the contract for the CLIN or task order
 - A. it (not the Government) will be liable for those excess amounts payable
 - B. it will remain liable for its obligations under every term or condition of the contract and
 - C. if it fulfills all of its obligations for that CLIN or task order and the Government allots funds to the CLIN or task order equal to the CLIN's or task order's fixed price, the Government will pay it the fixed price for the CLIN or task order and no more.

- ii. The Contractor also agrees, for example, if the Government allots funds to a CLIN or task order by the first funding date in the Planned Funding Schedule, the Government has met all of its obligations up to that point in the contract as if the CLIN or task order were fully funded (that is, as if progress payments based on cost had been agreed to and had been made, or milestone payments had agreed to and been made, or etc.) and the Contractor retains all of its obligations up to that point (such as meeting delivery schedules, maintaining quality, etc.) as if the CLIN or task order were fully funded; consequently, if the Government subsequently terminates the CLIN or task order it will pay the Contractor the lower of the following two amounts: the amount allotted by the Government to the CLIN or task order; or the amount payable per the Termination for Convenience (Fixed-Price) clause of this contract.
- (h) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the amount payable it expects to earn for the CLIN or task order in the next 60 days, when added to all amounts payable previously earned, will exceed 75 percent of the total amount allotted to the CLIN or task order by the Government.
- (1) The notification is for planning purposes only and does not change any obligation of either the Government or the Contractor.
 - (2) The Contractor is not authorized to continue work beyond the point at which the total amount payable by the Government equals the total amount allotted to the CLIN or task order.
 - (3) The Government may require the Contractor to continue performance of that CLIN or task order for as long as the Government allots funds for that CLIN or task order sufficient to cover the amount payable for that CLIN or task order.
- (i) If the Government does not allot funds to a CLIN or task order per or earlier than its Planned Funding Schedule, the Contractor will be entitled to an equitable adjustment and:
- (1) the Government's maximum obligation, including any termination obligation, to reimburse the Contractor remains limited to the total amount of funds allotted by the Government to the contract for that CLIN or task order;
 - (2) the Contractor is not authorized to continue work beyond the point at which the total amount payable by the Government, equals the total amount allotted to the contract;
 - (3) if the Government subsequently terminates the CLIN or task order, it will pay the Contractor the lower of the following two amounts: the total amount of funds allotted by the Government to the contract for the CLIN or task order; or the amount payable per the Termination for Convenience (Fixed-Price) clause of this contract.
- (j) Except as required by either other provisions of this contract specifically citing and stated to be an exception to this clause, or by, among other things, terminations, change orders, equitable adjustments, or unilateral or bilateral contract modifications specifically citing and stated to be an exception to this clause, for either CLIN or task order:
- (1) The Government is not obligated to reimburse the Contractor in excess of the total amount allotted by the Government to this contract for the CLIN or task order; and

- (2) The Contractor is not obligated to continue performance under this contract related to the CLIN or task order or earn amounts payable in excess of the amount allotted to the contract by the Government until the Contracting Officer notifies the Contractor in writing that the amount allotted by the Government has been increased and specifies an increased amount, which shall then constitute the total amount allotted by the Government to the CLIN or task order.
- (k) No notice, communication, or representation in any form, including, among other things, change orders, equitable adjustments, or unilateral or bilateral contract modifications, other than that specified in this clause, or from any person other than the Contracting Officer, shall affect the amount allotted by the Government to this contract for a CLIN or task order, which will remain at all times the Government’s maximum liability for a CLIN or task order. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any amounts payable earned for a CLIN or task order in excess of the total amount allotted by the Government to this contract for a CLIN or task order, whether earned during the course of the contract or as a result of termination.
- (l) Change orders, equitable adjustments, unilateral or bilateral contract modifications, or similar actions shall not be considered increases in the Government’s maximum liability or authorizations to the Contractor to exceed the amount allotted by the Government for a CLIN or task order unless they contain a statement increasing the amount allotted.
- (m) Nothing in this clause shall affect the right of the Government to terminate this contract for convenience or default.
- (n) Planned Funding Schedule:

The following table and requisite information shall be inserted by the Government for CLIN 00001 and in each fixed-priced task order issued under CLIN 00004 to account for incrementally funded FFP CLINs:

CLIN 00001 Transition:

Date	Funds To Be Allotted	Work To Be Accomplished	Cumulative Funds To Be Allotted	Cumulative Work To Be Accomplished
08/22/2019	\$423,468.80	Transition	\$423,468.80	Transition

CLIN [TBD in each Task Order]:

Date	Funds To Be Allotted	Work To Be Accomplished	Cumulative Funds To Be Allotted	Cumulative Work To Be Accomplished

- (o) Actual Funding Schedule:

The following table and requisite information shall be inserted by the Government for CLIN 00001 and in each fixed-priced task order issued under CLIN 00004 to account for incrementally funded FFP CLINs:

CLIN 00001 Transition:

Date	Funds To Be Allotted	Work To Be Accomplished	Cumulative Funds To Be Allotted	Cumulative Work To Be Accomplished
08/22/2019	\$423,468.80	Transistion	\$423,468.80	Transition

CLIN [TBD in each Task Order]:

Date	Funds To Be Allotted	Work To Be Accomplished	Cumulative Funds To Be Allotted	Cumulative Work To Be Accomplished

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PERFORMANCE WORK STATEMENT
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PORTSMOUTH / PADUCAH PROJECT OFFICE (PPPO)
TECHNICAL SUPPORT SERVICES (TSS)
PERFORMANCE WORK STATEMENT (PWS)

C.1 PURPOSE

The Mission of the Portsmouth/Paducah Project Office (PPPO) is to conduct the safe, secure, compliant, and cost effective environmental legacy cleanup of the Portsmouth and Paducah Uranium Enrichment Sites on behalf of the local communities and the American taxpayer. The PPPO requires a Technical Support Services (TSS) Contractor to provide technical and administrative support to assist the Department of Energy (DOE) with the oversight and management of: the clean-up activities at the Portsmouth Gaseous Diffusion Plant (GDP)/site in Pike County, Ohio and the Paducah GDP/site in Paducah, Kentucky; operation of the Depleted Uranium Hexafluoride Conversion Project (DUF6) in Pike County, Ohio and Paducah, Kentucky; and to provide various technical engineering functions, information technology infrastructure support, S&S oversight, and general administrative support for all of the PPPO sites. Resources shall be provided at all sites based on site needs and workload.

C.1.1 Goals and Objectives

In the performance of this contract, the TSS contractor (hereafter Contractor) shall support and implement actions in furtherance of the “*Office of Environmental Management FY15/FY16 Performance Agreement*” (See Section J, Attachment J-9), and achievement of the following goals:

- Goal 1: Improve Organizational Culture.
- Goal 2: Increase Efficiency/Improve Performance.
- Goal 3: Achieve Program/Project Results.
- Goal 4: Organizational Excellence.

C.1.2 Performance Expectations and Management Approach

The Contractor shall:

1. Provide 100% of all services and deliverables identified in this PWS in a timely, complete, effective and efficient manner.
2. Demonstrate commitment to quality in preparation of all deliverables and services required by the contract.
3. Adhere to and follow all applicable procedures, policies, statues, regulations, and DOE Orders which pertain to the activities outlined in the PWS.
4. Ensure that personnel assigned to the Contract have the skills, training, and appropriate qualifications required to perform the PWS requirements.
5. Conduct themselves with professionalism expected in a Government office environment, and in accordance with applicable DOE and federal regulations.

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The Contractor shall ensure that its technical approach and execution of work comply with all current, applicable statutory and regulatory requirements, and other regulatory agreements between DOE and regulatory agencies. Regulatory documents include applicable laws, regulations, licenses, agreements, and DOE directives (*List A and B*) (See Section J, Attachment J-1). The Contractor's performance of "oversight" consists of gathering information and providing accurate technical advice and recommendations for use by Federal Government officials.

The Contractor's performance will be measured for completeness, quality of work, timeliness and accuracy. Unacceptable work as determined by DOE will be documented in accordance with DOE performance evaluation policy and procedures on an interim, annual or final basis in Contractor Performance Assessment Reporting System (CPARS) evaluations. The evaluation ratings include but are not limited to: quality, cost control, timeliness of meeting performance schedules, business relations, management (including performance of key personnel), further utilization of small businesses for subcontracting, regulatory compliance and overall customer satisfaction. Unsatisfactory performance may result in DOE taking action under the terms of the contract, including but not limited to not exercising options under this contract.

The Contractor shall ensure that personnel assigned to the Contract have and maintain the skills, training, and appropriate qualifications required to perform the PWS requirements, and in accordance with the minimum position qualifications identified in Section J, Attachment J-3. The Contractor shall perform an annual self-assessment and certify to the Contracting Officer that all employees performing work under the contract still meet the requirements of the minimum position qualifications.

The Contractor is expected to conduct all work in a manner that promotes and improves productivity and minimizes wasteful spending, while complying with contract terms and conditions, safety standards and security standards. On a quarterly basis, the Contractor shall provide recommendations/lessons learned for all areas of the PWS, and annually submit a formal roll-up of lessons learned to provide a basis to improve the efficiency and cost effectiveness of the DOE managed activities.

Recommendations/lessons learned shall be relevant, useful and implementable.

The Contractor shall work with DOE and onsite contractors to establish partnering agreements based upon open communication, collaboration, and commitment to joint success. Partnering establishes a collaborative approach among all parties to achieve desirable results. These partnering agreements will not be part of this contract nor does it alter the contractual relationship of the various parties.

The Contractor shall review the Shared Site Services and Interface Requirements Matrices currently in place with the other site Contractors, shall perform oversight as delineated to the incumbent technical support service contractors (termed DOE Technical Support or ETS within the matrices) in the matrices, and shall coordinate with the DOE and other site contractors to make updates to these matrices, as required (see Section J, Attachment J-11, Shared Site Services and Interface Requirements Matrices).

The Contractor shall develop work and staffing plans for this PWS and for all projects under this contract and provide monthly status reports on all work activities to the Contracting Officer Representative(s) COR(s) or other DOE representatives as required. These plans shall leverage the use

of technical expertise across all three (3) sites where possible, so as to not compromise safety and security, but to minimize the need for duplicative personnel, where possible, at each site. The Contractor shall provide a Roles and Responsibilities Matrix that identifies specific roles, responsibilities, interfaces, and points of contact within the Contractor organization to streamline communications in all areas of the PWS. Individual staff shall not be assigned solely or exclusively to support one site or project unless identified in the approved Transition Plan (see section C.2.1). The Contractor shall maximize the efficiency of its resources, which may result in a single resource being located at one (1) PPPO site providing support to all three (3) sites; however, site project support/oversight needs must not be compromised due to the location of individuals. The Contractor shall ensure that each of its employees has an executed non-disclosure agreement from date of hire to separation, and shall provide a copy to the Contracting Officer (See Section J, Attachment J-13).

The Contractor shall develop an Annual Work Plan (AWP) with details of the specific activities to be performed for each PWS element demonstrating how the Contractor plans to achieve the anticipated contract outcomes, the time frames involved for each activity, and those responsible for performing the activities. In addition to the overall direct labor requirements, the Contractor shall provide cost and schedule details for travel, ODC's and overtime to perform the work required in the PWS. The AWP shall include any required corrective actions plans, risk assessments and/or planned corrective actions for deficiencies. The AWP shall include a table presenting the anticipated spending schedule by month for budget planning. The AWP shall be submitted in accordance with the Deliverables (See Section J, Attachment J-2).

C.1.3 Structure of Key Personnel

The Contractor shall appoint a Program Director (PD) as one (1) of its Key Personnel to serve as the primary interface to the PPPO Manager, Deputy Manager, CO and COR. The PD shall maintain supervisory control over all personnel assigned to perform work under this contract. The PD may be required to provide senior level risk management support to DOE through environmental, engineering and technical analysis and reviews of documents and issues related to this PWS. This position may require travel to all PPPO sites, or other DOE sites as requested, as part of normal work responsibilities.

The Contractor shall appoint additional Key Personnel to serve as Project Managers (PMs) for Portsmouth, Paducah, DUF6 and as an IT Manager. The PMs and IT Manager will perform as functional managers to lead the cadre of core staff in the performance of assigned projects. The PMs and IT Manager will report directly to the PD. Staff, or other personnel, shall report through the PMs and IT Manager to the PD.

The IT Manager will be responsible for providing Information Technology Planning and Project Management for the PPPO Federal IT systems. This includes business systems support, mobile field technology, ensuring that the IT infrastructure is operational, all cyber security activities and ensuring that new technologies are being utilized where beneficial to the PPPO mission.

The Contractor shall determine the reporting structure of staff not directly assigned to the PMs and IT Manager and clearly communicate it to DOE within the Roles and Responsibilities Matrix, as required

in Section J, Attachment J-2. The primary duty locations for the Key Personnel are identified below. Duty station and relocation benefits shall be consistent with the Section H clauses. Business travel between sites necessary to implement the PWS will be an allowable cost.

Key Personnel	Primary Location
Program Director	Lexington, KY
Paducah Project Manager	Paducah, KY
Portsmouth Project Manager	Portsmouth, OH
DUF6 Project Manager	Lexington, KY
IT Manager	Lexington, KY

C.2 CONTRACT TRANSITION

The objectives of the transition period are to become familiar with performance requirements in order to minimize the impacts on continuity of operations and prepare for full performance of the contract within 60 days from the date of the issuance of the Notice To Proceed (NTP). During the transition period, the Contractor shall perform those activities that are necessary to transition work from the previous contractors in a manner that: (1) assures that all work for which the Contractor is responsible under the contract is continued without disruption; (2) provides for an orderly transfer of resources, responsibilities, and accountability from the previous Contractors; and (3) provides for the ability of the Contractor to perform the work in an efficient, effective, and safe manner. Workforce transition shall be managed in accordance with the requirements of any and all applicable Section H clauses.

The contract transition period is specified in the Section F clause entitled, Period of Performance. The first day of the Transition Period will be the date of the NTP. The contract effective date is the date the Contractor shall assume full responsibility for this PWS. The transition period is not included in the 60-month maximum overall period of performance.

To minimize any decreases in productivity and to prevent possible negative impacts on services, the Contractor shall have all necessary personnel available during the transition period. All Key Personnel designated in Section H clause entitled “Key Personnel” shall be available at the NTP date of the contract to support all contract transition work activities, in accordance with the Contractor’s Transition Plan, and shall report to their primary duty location no later than the contract effective date.

The Contractor is responsible for providing logistical support (office space, computers, telephone, etc.) during the transition period, unless specifically directed otherwise by the CO.

C.2.1 Transition Plan

The Contractor shall submit for DOE concurrence a transition plan 5 days after the NTP. The transition plan shall include a schedule of major work activities and at a minimum shall address the following:

- a) Communication process with DOE and the 3 incumbent contractors;
- b) Identification of major transition work activities and associated milestones;

- c) Identification of the transition team and contact information (inclusive of consultants and teaming partners, if any);
- d) Technical approach for ensuring minimal impacts to the continuity of operations at all PPPO sites;
- e) Assumptions made associated with the transition of the support services;
- f) Personnel staffing plan and overall Human Resource (HR) management;
- g) Identification of security transition activities and consultations with the sites Officially Designated Security Authorities (ODSAs) (e.g., security access authorizations associated with positions/job offers, Security Special Survey) prior to end of transition and concurrence on any relevant site security documents; and
- h) The Contractor shall put into place any agreements between it and other contractors/ subcontractors and support organizations for provision of all services, as required (see Section J, Attachment J-11).

To ensure continuity of operations, the Contractor shall adopt the incumbent contractor's programs, plans and procedures at NTP, unless specified otherwise within this PWS or Section J attachments, provided the contractor has reviewed the programs, plans and procedures to ensure compliance with contract requirements, current regulatory requirements, DOE Orders and Directives. The Contractor may revise those programs, plans and procedures it deems necessary, provided the programs, plans and procedures remain in compliance with DOE requirements, and shall maintain its programs, plans and procedures, etc., in accordance with this PWS. Where the programs, plans and procedures used by the three (3) incumbent contractors overlap or are duplicative, the Contractor shall consolidate the programs, plans and procedures (as deemed necessary by the Contractor to accomplish the work scope indicated within this Section C), standardizing these documents, resulting in a single set of multi-site programs, plans and procedures. A multi-site consolidation plan shall be submitted to the COR, including a list of those programs, plans and procedures to be consolidated and a correlating schedule of completion dates, no later than 60 days after the NTP. The Contractor shall ensure that the consolidation of programs, plans and procedures is completed within 120 days of the contract effective date.

After completion of the transition activities contained in the transition plan and such other transition activities as may be authorized or directed by the CO, the Contractor shall notify the CO in writing that it is ready to assume full responsibility for all work under this contract. Upon the effective date of the contract (after the transition period), the Contractor shall assume full responsibility for the work.

C.2.2 Weekly Status Reports of Transition Activities

The Contractor shall provide written weekly status reports of transition activities to DOE. The Contractor shall establish routine status meetings with DOE and other affected contractors to review transition activities and issues. The frequency of the meetings may increase as the end of the contract transition period approaches. The Contractor shall coordinate directly with DOE and/or other organizations and contractors to finalize any transition agreements required to assume full responsibility.

C.2.3 Contractor Performance Assurance Surveillance Plan (PASP)

The Contractor shall develop a PASP, incorporating measurable standards for self-evaluation of its performance against the contract requirements. The draft plan shall be submitted to the CO within 60 days of NTP, and shall be finalized within 60 days from the contract effective date. The Plan shall be revised as needed to ensure compliance is maintained throughout the contract performance period. CO review and approval is required for all revisions. The Contractor's PASP shall be applicable to all members of the contractor's team and its subcontractors (if any). Within the PASP, the Contractor shall delineate how they will monitor services performed to effectively ensure compliance under the contract. The plan shall align with the PWS and the contractor's proposed approach to accomplish it, and shall include detail as to how the Contractor will meet the requirements of the Performance Requirements Summary, as identified in the Quality Assurance Surveillance Plan (see Section J, Attachment J-6).

C.3 PORTSMOUTH, PADUCAH AND DEPLETED URANIUM HEXAFLUORIDE (DUF6) SITE OPERATIONS OVERSIGHT

C.3.1 General Oversight Work Activities

The Contractor shall provide DOE with project and contract management oversight by monitoring and evaluating the onsite contractors (Portsmouth Deactivation and Decommissioning (D&D) and Portsmouth Infrastructure, Paducah Decommissioning and Remediation (D&R) and Paducah Infrastructure, and DUF6 Operations at both sites) requirements compliance and performance.

Contractor personnel shall be expected to perform the activities described in this PWS with minimum oversight and guidance by PPPO personnel, while in compliance with all applicable PPPO procedures. The Contractor shall ensure that duties are performed in a competent, professional manner that meets established milestones and adheres to schedules as established by PPPO. Work products are expected to be thorough, timely, accurate, appropriately documented, and comply with established criteria. Some work products will include highly sensitive information and recommendations. The Contractor shall maintain the confidentiality of information as dictated by the requesting federal party and overall DOE standards of ethics and professional behavior. The Contractor shall provide technical assistance necessary to support PPPO program areas stated in the PWS.

The Contractor shall perform oversight and provide information to support the evaluation of contractor performance through all phases of a project/facility's life time and its associated activities which may include: construction, active operations, surveillance & maintenance (S&M), deactivation or cold & dark, post-deactivation S&M; remediation, and demolition.

Deactivation and demolition activities include but are not limited to vent and purge work activities, cell housing panel removal, cutting, segmenting, dismantling, cleaning, capping, and removal of targeted process and auxiliary equipment.

The Contractor shall support DOE management with oversight of overall D&D and D&R approach and its effect on infrastructure and ongoing nuclear operations. The Contractor shall provide oversight and

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management support to DUF6 operations, cylinder yard and DUF6 conversion process operations, suggestions for DUF6 production process improvements and efficiencies, DUF6 infrastructure and utility needs, waste management, safety envelope, and disposal options.

Oversight of program requirements includes, but is not limited to: utility optimization, environmental management, field investigation and sampling, characterization, nuclear regulatory compliance, Applicable or Relevant and Appropriate Requirements (ARARs) interpretation, waste management, waste packaging, health and safety, security, radiation protection, training, Conduct of Operations, Quality Assurance, nuclear materials control & accountability, safety envelope, nuclear material storage, property management, waste disposition, transportation, verification of corrective actions, incident investigations, field services support, on-site Work for Others activities, subcontracts, and other areas as directed.

The Contractor shall perform oversight in accordance with PPPO procedures and processes. Compliance is to be assessed at all levels of documentation and implementation and the requirements may include verification of compliance with Regulations, Permits, Policies, Procedures, briefings, plan of the day instructions, and work level performance. Review includes contract submittals and Deliverables, schedules at all levels of work authorization, planning, and execution, and documentation for the identification, control, mitigation, prevention, and response to hazards to personnel, equipment, and the environment.

Oversight shall be conducted through a combination of direct field observation and documentation verification, interviews of workers and management, attendance at various briefings and pre-job meetings or critiques, participation in drill and exercises, monitoring of training and participation in meetings. Oversight shall be conducted as scheduled and unscheduled surveillances, assessments, Management Assessments, Readiness Assessments, Operational Readiness Reviews, Critiques, and participation in Investigations, Drills and Exercises.

Oversight may include performing photographic documentation of ongoing work activities onsite, preparation of surveillance reports, entry of issues into the corrective actions database, and analysis of trends. Oversight shall occur on back shift, holidays, and weekends as directed by the CO in addition to normal work-week schedules.

The Contractor shall provide support to DOE for Special Projects which may result as program decisions are made throughout the D&D, D&R, S&M and DUF6 Operations process. Work activities may include review and analysis of design and construction plans and related data. Future actions may include support for transfer of site facilities currently under lease to site tenants back to DOE. The Contractor shall identify, track, monitor and report special work activities as required.

The Contractor shall provide support to DOE for other DOE contracts including, but not limited to:

- a) Power;
- b) Natural gas;
- c) Cost recovery tracking; and
- d) Cost recovery for services to others.

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C.3.2 Technical Oversight Work Activities

Work activities include, but are not limited to:

- a) Provide technical oversight (surveillance, walk-throughs, audits, and any other form of operational review) of all phases of on-site contractor operations, system processes and work activities (including DUF6 and Balance of Plant) in both normal and off-normal conditions, and provide a compliance status, recommendations for resolution, and/or reports to DOE on a daily, weekly, or other specified frequency. The Contractor shall be knowledgeable of DUF6 systems' design, processes, plant test and startup requirements;
- b) Evaluate on-site contractor's compliance with applicable requirements or Regulations and against all applicable programs and procedures including but not limited to the Quality Assurance Surveillance Plan (QASP); Safety Basis; and Work Plans;
- c) Maintain files, photographs, checklists, and other information collected as part of PPPO site contractors' firm fixed price work scope QASP reviews and maintain a database or other system sufficient to produce the monthly QASP reports. Develop, review and submit to DOE the monthly QASP reports for the PPPO site contractors by the 10th of each month.
- d) Provide technical review of documents, plans, programs, procedures, deliverables, and other items (e.g. critical decision milestones, Design Work Packages, Optimization Plans, utility isolation plans (to ensure security, emergency plans, accident alarms, etc., concur with site safety requirements)) as directed, providing document sufficiency information to DOE;
- e) Review the on-site contractor's work status, progress, and schedule; develop and review cost estimates; review subcontracts and other contractual agreements; verify fixed-price work accomplishment against schedule; and review and comment on invoices.
- f) Assist DOE in the management of the on-site contractor's subcontracts, and provide technical review and comment on contract changes including major system upgrades, modifications, and retrofits;
- g) Assist DOE with drafting of contract documents, letters, reports, briefings, presentations; develop checklists; and other correspondence as requested related to the on-site contractors. Support DOE with determining the adequacy of comment resolutions and providing timely responses and document revisions. Provide recommendations to DOE with adequately written justification, and support DOE's timely resolution of all issues identified by the Contractor, by DOE, or by other outside stakeholders;
- h) Provide technically qualified and experienced technical personnel in areas to include, but is not limited to: Nuclear Criticality Safety (NCS); Nuclear Regulatory Requirements; Quality Assurance; Waste Management; all aspects of Radiation Protection including approval and tracking (e.g., characterization; sampling, surveys, personnel controls, development of authorized limits); Industrial Hygiene; Deferred Maintenance activities; Fire Protection and Impairment; Emergency Preparedness; Mechanical and Plant Systems Engineering; and freeze protection;
- i) Provide inspection and technical evaluation of all aspects of the on-site contractor's waste management activities including, but not limited to: packaging, staging, storage, transportation, and permits for all waste types (e.g., LLW, MLLW, TSCA, municipal, recycled, and non-characterized) including treatment and storage permit requirements and modifications.

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- j) Assist in the evaluation of site waste profiles and treatment plans, site waste management plans and procedures, forecasts and reporting (e.g., Radioactive Waste Disposition, Shipping Forecast and Accomplishment Analysis Report), quarterly and annual reports;
- k) Provide compliance assessment support for the North American Electric Reliability Corporation (NERC) activities;
- l) Provide tracking and validation of the site contractors' Performance Based Incentives (PBIs) and other value-added technical contributions; and
- m) Provide technical support of the de-leasing of facilities including, but not limited to, walk downs, review of data, and checklist development.

The Contractor shall provide DOE with technical and management support of the Portsmouth On-Site Disposal Cell (OSDC) pre-design geotechnical documents, siting and design criteria documents at the 30%, 60% 90% and 100% design. The Contractor shall provide review and oversight of OSDC Design Engineering packages associated with the D&D OSDC Design and Construction under the D&D Waste Management Program.

Work activities include, but are not limited to:

- a) Participate in technical and status summary meetings conducted with the Ohio Environmental Protection Agency (EPA).
- b) Facilitate and coordinate review of OSDC Design and Construction technical documents by appropriate DOE staff.
- c) Provide technical review of pre-design geotechnical, siting and design criteria, 30%, 60%, 90% and 100% OSDC design engineering documents.
- d) Ensure that review comments receive adequate responses, so that DOE can close out the review and approval process.

C.3.3 Paducah Federal Facility Agreement (FFA) Oversight

The Contractor shall provide oversight support in accordance with PPPO procedures and processes of the overall administration of DOE's responsibilities under the Paducah Gaseous Diffusion FFA, to include verifying field activities are in compliance with regulatory documents such as Operation and Maintenance Plans and Work Plans.

Work activities under this task include, but are not limited to, the following subtasks:

- a) Participation in project meetings, review and comment on regulatory documents, and consolidate comments for transmittal to the D&R contractor;
- b) Assistance to the PPPO PMs with tracking the status of documents, meeting action items, field activities, and other actions associated with the CERCLA projects at the site;
- c) Maintenance of a current understanding of all deliverables required under FFA. Track and report on compliance with administrative and enforceable milestone requirements;
- d) Preparation of stakeholder correspondence (regulator and other) and transmittal documentation to track all DOE communications under the FFA;
- e) Maintenance of a FFA deliverable schedule;

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- f) Supporting and coordinating potential schedule changes based on negotiated dates for lower tier deliverables throughout the process;
- g) Supporting the ongoing development of a Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) implementation strategy to pursue PPPO D&D objectives;
- h) As requested, provide facilitation support to PPPO including, but not limited to, regulator, PPPO, and stakeholder meetings, workshops, seminars (e.g., FFA Managers' Meeting).

C.4 ENVIRONMENTAL SAFETY AND HEALTH (ES&H), FIELD SERVICES AND REGULATORY OVERSIGHT

The Contractor shall support the evaluation and oversight of onsite contractors' safety health and environment programs in accordance with PPPO procedures and processes, and the onsite contractors' adherence to their own policies and procedures and applicable regulatory requirements. The ES&H and field services support will require document reviews, evaluation and reporting.

The Contractor shall provide NQA-1 qualified auditors as assessment/team leads. The Contractor shall also provide qualified auditors in the fields of Nuclear Safety (NS), Nuclear Criticality Safety (NCS), Non-destructive Assay (NDA), Radiation Safety, Industrial Hygiene, Chemical Safety, Fire Protection, Emergency Management, Engineering, Industrial Safety and associated areas of the Integrated Safety Management System (ISMS) program for this work.

Work activities include, but are not limited to the following subtasks:

- a) Provide day-to-day oversight support of onsite contractors' implementation of safety programs, including but not limited to: 10 CFR 851, Worker Safety and Health Program; ISMS; 10 CFR 835, Occupational Radiation Protection; DOE O 458.1, Radiation Protection of the Public and the Environment; Nuclear Safety Management (10 CFR 830); and the DOE Occurrence Reporting and Processing System. Other applicable safety areas include but are not limited to: NDA, Industrial Hygiene, Chemical Safety, Fire Protection, Emergency Management, Engineering, OSHA and Industrial Safety;
- b) Perform team assessments based on PPPO policies, procedures and targeted milestones (e.g., Integrated Assessment and Surveillance Schedule); develop Lines of Inquiry (LOI) or Criteria Review Approach Documents (CRAD) for each assessment and surveillance; assist with operational readiness activities, including participating in onsite contractor Management Assessments and Readiness Reviews; support Accident and Incident Investigations;
- c) Support the development, planning, and approval of DOE Readiness Plan of Actions, Implementation Plans and required level Readiness Assessments and Operational Readiness Reviews; and Support the quarterly review, approval and tracking of contractor Start-up Notification Reports (SNR);
- d) Provide support to the DOE Facility Representatives by performing daily, direct field observation and surveillance activities, monitoring of contractor activities, and achievements and progress in meeting DOE performance objectives; participate in weekly Facility Representative meetings and provide reports, as required;

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- e) Develop and distribute a DOE Summary Status Report by project, as required, prepare ES&H related reports and DOE Oversight Assessment Report, as required, and a DOE Monthly Safety Statistics report; conduct trend analyses of ES&H findings and observations; document results in monthly reports and provide reporting on ES&H issues during weekly staff meetings; review and analyze ES&H Corrective Action Plans; provide recommendations and follow up to ensure compliance;
- f) Evaluate implementation and compliance with DOE Orders, state and other federal codes/standards (e.g., U.S. Environmental Protection Agency (EPA), U.S. Department of Transportation); site-wide permits, licenses, environmental standards, and milestones; and all other applicable safety and health requirements; and review and comment on the 'impact analyses' prepared by the onsite contractors from new and/or revised Federal, State, Local or DOE publications, on their programs/projects;
- g) Assist DOE with environmental compliance determinations and the development of reports and correspondence and/or make recommendations that analyze the degree of compliance with requirements such as RCRA, CERCLA, TSCA, NEPA, NERC, FERC and National Historic Preservation Act (NHPA) (e.g., Annual NEPA planning summary), Kentucky Pollutant Discharge Elimination System (KPDES) permits and inspections; and RCRA Part A&B Permitted Facilities, and Operations; Agreement milestones and decision document reports
- h) Perform field observations, evaluate work control documents, participate in development of onsite contractor worker safety and health programs, provide daily project summary reports, and respond to issues in assigned areas including, but not limited to the following subtasks:
 - 1. Work Packages;
 - 2. Job Hazard Analysis;
 - 3. Procedure Adherence;
 - 4. Training Requirements;
 - 5. Activity Hazard Analysis;
 - 6. Engineering Evaluations;
 - 7. Radiological Work Permits;
 - 8. Technical Safety Requirements;
 - 9. Accurate Supervisor /Station Logs;
 - 10. Nuclear Safety Criticality Compliance;
 - 11. Employee Participation and Feedback; and
 - 12. Radiological and Hazardous Material Controls.
- i) Assist DOE in its reviews to ensure compliant document submittals to meet regulatory milestones and requirements, including work authorizations, regulatory agreements, permit submittals, work plan requirements, and Director's Final Findings and Orders/Administrative Orders (DFF&Os/AOs)(e.g. Regulatory Activity Oversight, Assessment and Tracking Report);
- j) Provide geology and hydrology technical oversight support to DOE including, but not limited to: trichloroethylene degradation, monitored natural attenuation, technical impracticability waivers, and groundwater modeling;
- k) Assist in the development of reports and correspondence associated with DOE Headquarters (HQ) requests including, but not limited to, Agreements Milestones and Decision Documents

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(AMDD) reports and annual Environmental Management System (EMS) reports (e.g. Agreements milestones and decision document report).

In support of Executive Order 13693, Planning for Federal Sustainability in the Next Decade; DOE Order 436.1 Departmental Sustainability and other applicable statutes, regulations and Executive Orders, and in recognition that harm to the environment, including from greenhouse gas (GHG) pollution and electronic equipment manufacturing and disposal, has quantifiable costs and negative impacts on the economy and federal agency operations, it is the Government's intent to encourage contractors to adopt corporate sustainable practices. The Contractor shall develop, implement and maintain a PPPO Sustainability Plan (to include having an internal plan for pollution prevention, waste minimization, electrical efficiency, etc. for federal and support contractor activities), and submit to the Contracting Officer for approval 90 days from NTP and shall update annually.

The Contractor shall support the development and maintenance of the PPPO Worker Safety and Health Program (WSHP), and follow any Worker and Safety and Health requirements provided by PPPO as set forth in 10 CFR 851. Any subcontracts in support of this contract shall require subcontractors to comply with PPPO's WSHP.

Work activities include, but are not limited to the following subtasks:

- a) Ensure the integration of safety management requirements into work planning packages and work execution;
- b) Attend weekly planning meetings, DOE functional area planning and review meetings, participate in weekly and monthly safety forums, area safety meetings, and present DOE safety statistics on a weekly basis;
- c) Compile data and produce Monthly Safety Charts to be posted at all 3 PPPO locations that compile contractor data on Days Away Restricted or Transferred (DART) and Total Recordable Cases (TRC) rates. These charts will be based upon a 12 month rolling average and fiscal year rates;
- d) Provide overall programmatic ES&H support to DOE for the development and implementation of the Federal Employee Occupational Safety and Health (FEOSH) program.

C.5 QUALITY ASSURANCE OVERSIGHT

The PPPO QA Program Plan (QAPP) is based on EM-QA-001, *Office of Environmental Management (EM) Quality Assurance Program (QAP)*, which meets the requirements of 10 Code of Federal Regulations (CFR) 830 Subpart A, *Quality Assurance requirements (i.e., QA Rule)*, DOE Order 414.1D, *Quality Assurance*, and DOE Order 226.1B, *Implementation Of Department Of Energy Oversight Policy*. The EM QAP also adopts American Society of Mechanical Engineers (ASME) NQA-1-2008 with addenda through 2009 for nuclear facilities applications, ASME NQA-2-1990, Part 2.7, and ASME NQA-3-1989.

The Contractor shall implement and maintain the PPPO QAPP (including polices, plans and procedures), and shall ensure that all work products produced comply with the PPPO QAPP.

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The Contractor shall provide NQA-1 certified lead auditors to lead DOE audits and surveillances as specified in the current PPPO Assessment Plan.

Work activities include, but are not limited to:

- a) Perform QA Independent Assessments and surveillance of PPPO Project activities in accordance with the current PPPO Assessment Plan, or as needed;
- b) Perform QA audits and surveillances; provide oversight support during management assessments; provide QA support for accident investigation reporting, and Readiness Reviews, and support DOE with external assessments;
- c) Oversee compliance and implementation of control of Suspect/Counterfeit Items (S/CIs), safety issue corrective actions, and safety software quality assurance.
- d) Provide QA and review support for declassifying documents and/or buildings in relation to D&D, D&R, or S&M work.
- e) Manage and maintain the DOE Federal System Software QA plans and programs.
- f) Assist with drafting and updating DOE QA documents such as PPPO policies, plans and procedures, and coordinate QA program updates.
- g) Develop audit and surveillance plans including Criteria Review Approach Documents for audits and surveillances.
- h) Develop final audit and surveillance reports and coordinate factual accuracy of audit and surveillance reports.
- i) Track QA deliverables submitted under this contract, as well as those submitted by the onsite contractors.
- j) Review DOE directives as they relate to the PPPO functions, responsibilities and authorities; provide implementation recommendations and possible impacts to existing programs and processes.
- k) Provide recurring events analysis as required by DOE O 232.2.
- l) Provide support to DOE in reviews of onsite contractors' design and construction packages for technical content and overall project performance efficacy.
- m) Develop and maintain a database to record onsite contractor performance in the areas of non-conformances, issues or deficiencies, corrective actions and corrective action closure and verification.
- n) Maintain the Management Tracking System.
- o) Prepare and distribute "Lessons Learned" reports to encourage improvements of onsite contractor performance.
- p) Ensure quality records are identified, stored and maintained (regardless of media) in accordance with the PPPO Quality Assurance Program Plan, the NQA-1 and the National Archives and Records Administration (NARA) by incorporating the NQA-1 requirements into the federal records lifecycle.
- q) Provide document reviews.

C.6 NUCLEAR MATERIAL MANAGEMENT OVERSIGHT

The Contractor shall provide oversight of nuclear material management at PPPO Sites including, but not limited to, technical analyses, expert advice, and short turnaround assignments for special projects as

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requested. The Contractor shall provide experienced and knowledgeable personnel to support DOE, in areas of S&S (assisting Senior NMC&A Specialist), nuclear safety, excess uranium inventory history, uranium inventory management, characterization, processing, storage, packaging and transportation, value estimation and trending, marketing, and disposition. The Contractor shall provide direct support to PPPO operations, as needed, to meet programmatic goals and objectives.

Work activities include, but are not limited to the following subtasks:

- a) Support independent assessments of the Nuclear Material Control & Accountability (NMC&A) Program and application of NMC&A practices in accordance with DOE requirements.
- b) Provide independent assessment of Physical Security and Safeguards and Security programs for the protection of nuclear materials to assess compliance with DOE requirements.
- c) Provide special project coordination and support for activities such as International Atomic Energy Agency (IAEA) initiatives, securing Helium-3 (He3) tubes and portable Criticality Accident Alarm System (CAAS) units from other sites, transfer of autoclaves to support other program offices, and support for the work-for-others historical activities.
- d) Provide support for PPPO excess uranium inventory management, including, but not limited to, the following subtasks:
 1. Provide technical support to PPPO management in planning for the disposition of uranium inventories, including, but not limited to, activities such as updating the PPPO inventory data included in the DOE Excess Uranium Inventory Management Plan and maintaining oversight of ongoing activities and plans to ensure consistency with DOE plans and policies.
 2. Establish and maintain current and accurate data relative to DOE uranium inventories at PPPO sites. This data shall include location, quantities, count of containers/cylinders, characteristics, disposition path, marketability, potential shipping and transfer issues, and estimated market value. Data shall be developed proactively and maintained in the form of tables, graphs, and schedules. Data shall be provided, as appropriate, in briefings and meetings with PPPO management, and maintained for ready reference in responding to PPPO management needs for up-to-date information. The Contractor shall provide a Nuclear Material Management/Disposition Activity Oversight, Assessment and Tracking Report, as required. This will require coordination with all PPPO sites to provide total inventory management for reporting on material handled across the PPPO.
 3. Document and maintain a uranium processing history for the United States uranium industry from which the PPPO excess uranium inventories are a legacy. This historical documentation will provide information essential for the identification and understanding of the characteristics of the uranium now in the PPPO inventory.
 4. Maintain a history of uranium, uranium conversion, and separated work unit market prices and optimum tails for enrichment.
 5. Maintain uranium database information to meet DOE requirements.
 6. Provide alternative data representation as appropriate to meet PPPO needs.
 7. Provide technical expertise and support to assist DOE with planning and evaluation associated with disposition alternatives for the higher-value DUF6 inventories at the PPPO.

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C.7 NUCLEAR SAFETY BASIS OVERSIGHT AND SAFETY MANAGEMENT PROGRAM SUPPORT

The Contractor shall provide technical support in the area of nuclear safety basis for all Federal and contractor programs and oversight of safety basis implementation activities to include safety management program support. The Contractor shall review and comment on safety basis revisions for the PPPO sites. There may also be safety basis changes that occur as a result of Un-reviewed Safety Questions (USQ), as well as annual updates to current requirements. This task will include updates based on USQ results or Potential Inadequate Safety Analyses, as well as continued annual updates for existing nuclear facilities. The Contractor shall provide oversight of the annual assessments of the USQ process. This work activity is required in accordance with 10 CFR 830, Subpart B.

Work activities include, but are not limited to:

- a) Provide general DOE Nuclear Safety and Nuclear Criticality Safety Support such as, but not limited to, technical evaluations, performance of assessments, surveillances, development of technical position papers, field observations of contractor performance, tracking and trending of contractor performance and related issues.
- b) Development of Safety Basis documents such as Nuclear Criticality Safety Evaluation (NCSE) and Nuclear Criticality Safety Reports (NCSR).
- c) Develop and provide a NDA measurement requirements and oversight quarterly status report (and/or as required) for DOE concurrence or approval, as required..
- d) Develop and provide a quarterly status report (and/or as required) for DOE concurrence or approval, as required, for the oversight of contractor cognizant system engineer programs.
- e) Technical review of any safety basis changes that occur (e.g., as emerging from Readiness Reviews). Anticipated work activities include participation in interface meetings between DOE and the Contractor, review of draft and final changes, and preparation of Safety Evaluation Report (SER) revision(s).
- f) Contractor shall facilitate safety basis implementation work activities, including providing technical support to DOE including FAC Representatives, safety systems, oversight engineers and other technical staff.
- g) Contractor shall develop and provide training and orientation of the Facility Documented Safety Analysis (DSA), safety basis and Technical Safety Requirements (TSR).
- h) As part of the oversight of any safety basis changes anticipated work activities shall include participation in meetings between DOE and the onsite contractor(s), review of USQ results, review of change submissions and review of Safety Evaluation Report (SER) revision preparation.
- i) Provide assistance with safety basis related assessment activities, such as annual USQ assessments.
- j) Provide safety basis review and/or independent review of SERs as needed for all PPPO nuclear facilities.
- k) Provide assistance to PPPO in addressing any emerging nuclear safety issues, initiatives, or external assessments.
- l) Provide oversight of nuclear safety, NCS and NDA measurements including general nuclear safety oversight activities such as document reviews and assessments and walk downs.

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- m) Assist in development and implementation of the PPPO NDA measurement oversight procedures including finalizing plan, implementing oversight plan and administering the performance demonstration plan.

The following requirements are anticipated to support DOE nuclear safety work activities:

- a) Reviews of Safety Basis submittals and changes to PPPO nuclear facilities. Facility Tours and Walk downs within 10 days after site contractor submittal of draft safety basis and a trip summary as requested by DOE with recommendations and conclusions.
- b) Complete technical review and provide written comments to the contractors' on draft DSA and TSR changes 30 days after submittal to DOE. Provide written comments and input to PPPO project correspondence.
- c) Prepare a SER on safety basis changes formally submitted to DOE 30 days after submittal to DOE. Provide input to PPPO project correspondence.
- d) Provide Independent Review of PPPO SERs (e.g., General PPPO Nuclear Safety Support). Complete technical review and provide written comments to PPPO staff 10 Days after submittal to DOE. Provide written comments, including recommendations and proposed fixes, as well as input to PPPO project correspondence.
- e) Assist PPPO in addressing emerging nuclear safety issues, initiatives, or external assessments (e.g., General PPPO Nuclear Safety Support).
- f) Provide direct input and recommendations on proposed or final DOE HQ nuclear safety policies and assessment activities promptly, typically within five (5) days after identification.
- g) Provide documentation and/or white papers outlining issues and recommendations.
- h) Assist PPPO in nuclear safety training and procedures development (e.g., General PPPO Nuclear Safety Support).
- i) Develop draft training materials and/or PPPO procedures, typically within three (3) weeks after identification. Provide written training materials and procedures as requested.

Work activities under nuclear safety, NCS, Radiation Protection, NDA measurements include, but are not limited to the following subtasks:

- a) Provide general technical support to DOE Radiation Protection personnel.
- b) Evaluation of radiological release documentation of onsite contractors in accordance with the Multi-Agency Radiation Survey and Assessment of Materials and Equipment (MARSAME) requirements for statistically adequate sampling strategy.
- c) Evaluate/assess practices of onsite contractors pursuant to DOE O 420.1, DOE O 450.2, 10 CFR 830, DOE O 458.1 (or 5400.5 if applicable), and associated contractor policies and procedures including performing one (1) observation of a free release survey at a minimum per year. This includes performing an assessment of technical basis documents and ensuring that their policies and procedures are comprehensive, protective, and cost effective.
- d) Review onsite contractors' Radiation Protection Program procedures, instrumentation, survey technique, survey documentation, training, and records management. This includes performing an assessment of processes and procedures to ensure that the contractors' program is comprehensive, protective, and cost effective.
- e) Review onsite contractors' radiological submissions including, but not limited to, National emissions Standards for Hazardous Air Pollutants, External Gamma, Annual Exposure Reports,

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- and Radiation Survey Plans including recalculation of raw data to data is properly calculated and reported.
- f) Perform statistical analysis and assessment of health physics data in support of radiation protection and environmental remediation efforts onsite. This subtask includes the development and implementation of the DOE radiation protection oversight program.
 - g) Perform verification analysis of radiological program outputs, including, Residual Radioactivity (RESRAD), RESRAD-OFFSITE, CAP88, Radon Emanations (U-WISE), and other programs that produce technical data used in support of nuclear safety and radiation safety.
 - h) Participate with DOE at the FFA Manager Radiation Support Group meetings.
 - i) Assess DOE and onsite contractors' program with the evaluation of technical standards and DOE Orders relating to radiation protection.
 - j) Develop, publish and disseminate lessons learned reports and technical position papers that promote the PPPO mission. Communicate and share PPPO program status and achievements across the complex through DOE site visits, attendance at national conferences associated with DOE activities, such as the American Nuclear Society and the Energy Facilities Contractor Group (EFCOG).
 - k) Develop and implement procedures, training materials and qualification programs that support PPPO.
 - l) Develop briefing reports for informing PPPO management and develop responses for DOE HQ memoranda.
 - m) Provide technical support (including field oversight, technical reviews, performance of investigations, and development of technical reports) for the safety systems oversight program.
 - n) Provide technical expertise and support in the following areas on an ongoing and on an as needed basis:
 - 1. explosion analysis;
 - 2. cost (e.g. estimating associated with engineering related activities);
 - 3. process chemistry;
 - 4. corrosion;
 - 5. metallurgy;
 - 6. physics;
 - 7. demolition;
 - 8. software engineering and quality assurance;
 - 9. electrical engineering;
 - 10. mechanical engineering;
 - 11. seismic analysis;
 - 12. civil engineering;
 - 13. gaseous diffusion process engineering;
 - 14. instruments;
 - 15. process testing;
 - 16. failure analysis;
 - 17. investigation expertise;
 - 18. lessons learned;
 - 19. human factors;
 - 20. NDA;

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21. training and qualification expertise;
 22. hoisting and rigging specialists;
 23. robotics specialists; and
 24. fire protection engineering.
-
- o) Provide oversight support for the emergency management programs. This includes the observation and evaluation of drills and exercises, monitoring and reporting of site contractors' performance of all aspects of the emergency management programs. Interface and communicate with the DOE HQ and other DOE sites on the appropriate subjects related to emergency management programs.
 - p) Provide oversight of PPPO Quality System NDA programs in accordance with the PPPO Quality System for Nondestructive Assay Characterization. This includes the development and implementation of PPPO policies, standards, directives, procedures, and associated technical basis documents. The oversight also includes the development and implementation of a Performance Demonstration Program (PDP). Provide the technical expertise and support required to identify and develop recommendations for improving the NDA program for inclusion into PPPO contracts that implement the goals and objectives associated with the PPPO mission.
 - q) Provide oversight of PPPO Nuclear Criticality Safety (NCS) programs. This includes the development and implementation of PPPO policies, standards, directives, procedures, and associated technical basis documents. Provide the technical expertise and support required to identify and develop recommendations for improving the NCS program for inclusion into PPPO contracts that implement the goals and objectives associated with the PPPO mission.
 - r) Provide oversight support for the fire protection programs. This includes the observation and evaluation of drills and exercises, monitoring and reporting of site contractors' performance of all aspects of the fire protection programs. The oversight includes the review and evaluation of Transitional Fire Hazards Analysis (TFHAs) that require DOE approval, the development of recommendations for the implementation of DOE O 420.1 requirements, the development of recommendations for implementing the Baseline Needs Assessments (BNA) and maintain and improve the infrastructure associated with the fire protection systems. Interface and communicate with the DOE HQ and other DOE sites on the appropriate subjects related to fire protection programs.
 - s) Provide oversight of the maintenance programs including deferred maintenance and safety related systems, structures and components. This includes tracking and trending of contractor performance, development, review and maintenance of databases (both PPPO and its contractors), the development and tracking of metrics, policies, procedures, and technical evaluations.
 - t) Provide oversight in the area of data management including generation, quality assurance, quality control, validation, archiving, and third-party review.
 - u) Provide oversight and management of historical information that is important and beneficial to the PPPO mission. This includes the identification, review, analysis, evaluation and archiving of historical information in a variety of existing forms.
 - v) Provide oversight of Industrial Hygiene and industrial safety programs.
 - w) Provide support for the PPPO Facility Representative program.

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C.8 ENVIRONMENTAL RISK ASSESSMENTS

The Contractor shall provide senior-level experienced and qualified personnel to provide risk assessment analysis/review of risk documents for the project. This task requires coordination and attendance at technical meetings and periodic travel to Nashville, Tennessee; Lexington, Kentucky; Piketon Ohio and Paducah, Kentucky.

The Contractor shall review and comment on a variety of documents, figures, tables, and modeling results and provide QA/QC on risk-based information (including, but not limited to: detection limits, background data, action- and no-action levels, preliminary remediation goals, remediation goals, remedial action objectives, screening levels, and human health and ecological risk & hazard calculations, calculation packages); then reviewing the revisions versus the comment response summary packages. The primary basis of these reviews shall be the most recent revision of the Paducah or Portsmouth methods for conducting risk assessments and risk evaluations (Human Health and Ecological Risk), as appropriate. Additional documentation used to complete reviews is the most recent Paducah programmatic and project-specific Quality Assurance Program Plans, or the Portsmouth Sample Analysis Data Quality Assurance Project Plan, as appropriate. Regulatory guidance documents and DOE manuals and execution plans shall also be used to complete reviews, as necessary.

Work activities under this task include, but are not limited to the following subtasks:

- a) Development of the yearly revision of Methods for Conduction Risk Assessments and Risk Evaluations at the Paducah Gaseous Diffusion Plant, Paducah, Kentucky, Volume 1. Human Health,
- b) Development, as required, of the revised Methods for Conduction Risk Assessments and Risk Evaluations at the Paducah Gaseous Diffusion Plant, Paducah, Kentucky, Volume 2. Ecological.
- c) Development, as required, of the revised Portsmouth Methods for Conducting Human Health Risk Assessments and Risk Evaluations at the Portsmouth Gaseous Diffusion Plant.
- d) Development, as required, of the revised Portsmouth Methods for Conducting Ecological Risk Assessments and Risk Evaluations at the Portsmouth Gaseous Diffusion Plant.
- e) Development of the yearly revision of Paducah Gaseous Diffusion Plant Programmatic Quality Assurance Project Plan.
- f) Coordinating reviews between DOE and DOE contractors of environmental work plans, sampling plans, remedial investigations, and decision document containing environmental risk evaluations or assessments, or planning for environmental risk evaluations or assessments,

The Contractor shall assist DOE with the preparation and participation in technical meetings including Paducah and Portsmouth Risk Assessment Working Group meetings, Paducah Modeling Working Group meetings, Paducah Programmatic Quality Assurance Plan Working Group meetings and meetings related to remedial and removal decisions. The latter will include Waste Acceptance Criteria (WAC) development meetings and comment resolution (decision making) meetings with the federal and state environmental regulators.

C.9 INFORMATION TECHNOLOGY (IT) AND CYBER SECURITY

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The Contractor shall provide IT and Cyber Security services as required to support the PPPO mission including but not limited to the following sections:

C.9.1 IT Support Services

C.9.1.1 IT Management and Oversight

The Contractor shall provide IT contractor management and oversight for all related activities to support the PPPO Federal IT infrastructure. The Contractor shall maintain reliability and functionality of the PPPO systems along with coordinating with the Federal IT specialists to ensure the PPPO Strategic plan is aligned with DOE EM and the Office of the Chief Information Officer (OCIO) goals and activities. The Contractor shall provide the IT Strategic Plan annually to the CIO for approval. The IT manager shall provide monthly briefings to PPPO IT specialists and management on all IT activities. The IT Manager through the Contractor IT Technical Writers shall be responsible for all IT related documentation.

These work activities include, but are not limited to, the following subtasks:

- a) Daily management functions;
- b) Helpdesk activities;
- c) Application development status;
- d) Procurement status;
- e) Documentation creation and annual reviews of internal work plans, procedures, diagrams, etc.;
- f) Training status;
- g) Outages and uptime statistics;
- h) Technology recommendations; and
- i) Budget status.

C.9.1.2 Project Management and IT Coordination

The Contractor shall carry out all projects and tasks related to IT in line with the PPPO IT strategic plan. The Contractor shall maintain the IT project plan and coordinate all IT tasks in accordance with the strategic plan and technology needs of the PPPO IT infrastructure and IT support services. The Contractor shall provide a monthly project report on the status of all projects including delays, change of priority and project completion. The IT project plan shall be maintained in Microsoft Project hosted within the PPPO SharePoint instance for real time tracking of projects. All projects shall be assigned priorities that are approved by PPPO management and may require additional status meetings based on these priorities.

C.9.1.3 IT and Cyber Security Documentation

The Contractor shall create and maintain IT and Cyber Security Documentation based on input from technical personnel including the IT Manager. This documentation will include all plans, policies, procedures, diagrams and all other general documentation related to operations and project functions in IT and Cyber Security. This effort shall be supported by a technical writer.

C.9.1.4 Helpdesk Services

The Contractor shall ensure the availability of Helpdesk services for the PPPO user base centralized in Lexington, KY. Helpdesk services shall be available from 7:30 a.m. – 6:00 p.m. EST Monday–Friday, except holidays and other days on which PPPO Federal facilities are closed. Email and voicemail shall be available to the user base to request assistance and/or report a problem. End User Support Specialists are technical specialists whose primary function is to ensure that workstation and network problems encountered by federal and contractor personnel at PPPO are resolved as promptly and completely as possible. A Helpdesk service level agreement (SLA) shall be created, maintained, and submitted for approval, to meet helpdesk goals in which high priority tickets shall be responded to within one (1) hour, moderate priority tickets within three (3) hours, and low priority tickets within five (5) hours.

Work activities under this task include, but are not limited to, the following subtasks:

- a) Desktop and local printing setup;
- b) Office-specific help desk and site support;
- c) Application support;
- d) Entrust Support;
- e) Video Teleconference (VTC) support for all sites;
- f) Remote Access troubleshooting (not to include support of personal equipment);
- g) Site-specific troubleshooting for hardware and software; and
- h) Additional hardware requirements for new equipment.

C.9.1.5 End User Site Support

The Contractor shall establish, engineer, implement and maintain the desktop infrastructure and provide desktop service for problem resolution for PPPO federal and contractor support personnel at all three (3) sites. In order to ensure that PPPO personnel experience minimal computer down time, the Contractor shall maintain End User Support Specialists at the Lexington site during regular business hours (7:30 a.m. – 6:00 p.m. Eastern Time) Monday-Friday, excluding Federal holidays. Evening and weekend coverage, on-site or on-call, shall be made available. Support Specialists shall be provided at all sites based on site needs and workload.

Work activities under this task include, but are not limited to, the following subtasks:

- a) Provide desk-side assistance to resolve hardware and software problems;
- b) install new hardware and software at user's desktop;
- c) maintain Government hardware in good working order;
- d) document inventory changes, and
- e) maintain the upkeep of storage areas.

The Contractor shall maintain a minimum of four (4) spare computers at all three (3) PPPO sites, one (1) network-capable printer, and one standalone printer at all times.

C.9.1.6 Network Operations and Systems Support

The Contractor shall establish, implement and operate the PPPO network, including:

- a) Acquisition, installation, configuration and testing of all necessary hardware and software;
- b) Maintaining file servers, Exchange/Outlook electronic mail post offices and any message transport agent, remote access capabilities, security on servers, network and server resource monitoring, proactive maintenance and data backups;
- c) Establishing and maintaining email configuration and connectivity, and troubleshooting email-related problems;
- d) Supporting Records Management by ensuring compliance with Electronic Information System (EIS) requirements in 36 CFR 1236.
- e) Deploying and maintaining a wireless network infrastructure at all three (3) PPPO sites including internal, employee personal and guest network connectivity;
- f) Deploying and maintaining Point to Point (PtP) wireless connectivity between the Lexington facilities;
- g) Deploying and maintaining a VoIP phone system infrastructure for Lexington and future expansion to the sites;
- h) Optimizing the performance, reliability and availability of the PPPO network infrastructure and shared resources, including:
 - a. Server tuning;
 - b. Maintaining backup equipment, schedules, validation and offsite storage;
 - c. Patch Management to include software, OS and firmware;
 - d. Risk analysis and disaster recovery planning; and
 - e. Evaluation and implementation or coordination of cable and network equipment upgrades.
- i) Maintaining user accounts on the network including:
 - a. Creation of new user login ID's and file directories;
 - b. Disabling user accounts as users leave or are reassigned;
 - c. Deleting user accounts as requested or as users leave or are reassigned;
 - d. Mapping users to appropriate shared directories and files and ensuring rights are administered at the correct level;
 - e. Ensuring appropriate user access to network-based applications, network printers, and print queues;
 - f. Administration of shared resources, i.e., Microsoft Exchange, VMware, Lync, shared directories, virus protection, security implementation, website support, etc.;
 - g. Network security planning and implementation (remote users, access audits, firewalls, physical access controls); and
 - h. Providing prompt and timely notification of network or server outages of any type.

C.9.1.7 Shared Services Environment

The Contractor shall implement, maintain and support a shared services environment that will support the external facing web applications and PPPO Public Key Infrastructure (PKI). The shared services

environment will be utilized by PPPO staff and contractor organizations as a centralized location for document sharing, collaboration and general use services.

Work activities under this task include, but are not limited to the following subtasks:

- a) Shared services domain and infrastructure;
- b) Database systems;
- c) SharePoint;
- d) Mail relay;
- e) Web presence;
- f) CRL hosts;
- g) Risk Tracking System;
- h) External applications;
- i) Backups and disaster recovery planning; and
- j) Other support systems.

C.9.1.8 Software/Application Development and Support

The Contractor shall test, implement and support any Commercial off the Shelf (COTS), Government or contractor developed software/application on the PPPO network. Additionally, the Contractor shall develop new applications as requested by program areas within the PPPO to enhance efficiency and effectiveness of these areas. Along with developing new applications and systems the Contractor shall also provide the day to day operational support for existing custom applications and new systems as developed. The Contractor shall manage all new application development in house unless the task requires additional effort beyond basic report or web interface development and shall manage all subcontract efforts for this level of effort as required by the PPPO mission. The Contractor shall also support all applications and supporting systems within in the environment, including, but not limited to:

- a) Acquisition, installation, configuration and testing of all necessary Database platforms;
Optimizing the performance, reliability and availability of the PPPO Infrastructure Databases, including:
 - b) server tuning;
 - c) maintaining backups in Team Foundation Server;
 - d) updates;
 - e) training;
 - f) user support;
- g) Administration of software and applications, including user setup, account creation, account maintenance and license tracking;
- h) Administration and deployment of Microsoft SharePoint and supporting modules, including user setup, account creation, account maintenance; and
- i) Administration and maintenance of LiveLink record and action tracking application for all three (3) sites.

C.9.1.9 Database Administration

Contractor shall plan, test, implement and support any Database on the PPPO network, including:

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- a) Acquisition, installation, configuration and testing of all necessary Database platforms; and
- b) Optimizing the performance, reliability and availability of the PPPO Infrastructure Databases, including:
- c) server tuning;
- d) maintaining backups;
- e) updates;
- f) training; and
- g) user support.

C.9.1.10 *Hardware and Software Compatibility Testing*

The Contractor shall ensure compatibility testing of all software (including COTS and government or contractor-developed), computers, and peripherals planned for deployment on the PPPO IT infrastructure. There shall be two (2) types of testing: platform and application. This testing shall be conducted in a test environment apart from, and configured to mimic, the live or production environment. The test environment shall be deployed and maintained alongside the production PPPO IT systems. The testing shall include startup, login, network connectivity, printing, and close down. No software shall be deployed until testing is completed. Contractor shall provide all network compatibility testing information to the PPPO, including the Network Compatibility Testing Checklist and the Notification of Test Results forms. If the software fails the testing, the Contractor shall identify the source of the application (e.g., internal group, external group, or commercial vendor), and the Contractor shall devise a mitigation strategy.

C.9.1.11 *Asset Management*

The Contractor shall track the location and movement of all hardware and software owned by DOE using the internal PPPO inventory system. This task shall be provided by the end user support group in accordance with DOE Order 580.1, Department of Energy Personal Property Management Program.

Work activities under this task include, but are not limited to the following subtasks:

- a) Logging hardware and software into inventory as it is delivered;
- b) Ensuring that the hardware is stored properly;
- c) Distributing hardware as directed and approved by the Property Administrator;
- d) Tracking the hardware as it is moved from one (1) location to another;
- e) Ensuring that obsolete hardware is removed from the inventory as directed;
- f) Regularly verifying that inventory records are complete and accurate;
- g) Accessing inventory at the direction of the Subtask Monitor or Federal designate;
- h) Conducting an annual physical inventory of equipment and provide the Annual Inventory Report to the Property Administrator for approval;
- i) Assisting the Property Administrator in analyzing and researching asset discrepancies, reviewing or researching items on the Gains & Loss report, and preparing reports as needed; and
- j) Preparing inventory exit packages within two (2) days from receipt of direction from the Property Administrator.

C.9.2 Cyber Security

C.9.2.1 Federal Office Cyber Security Operations

The Contractor shall provide cyber security program design, implementation, and management at the PPPO Federal office. This includes executing programmatic and technical aspects of the cyber security program in close coordination with Information Technology, Safeguards and Security, Legal, Human Resources, and management personnel.

Work activities under this task include, but are not limited to the following subtasks:

- a) Ensuring the PPPO federal office and information systems under its direct operational control are compliant with applicable regulatory requirements including but not limited to National Institute of Standards and Technology (NIST) (i.e., Federal Information Processing Standards, Special Publications) and Committee on National Security System (e.g., Policies, Directives, Instructions) requirements, DOE Orders, and the EM Risk Management Approach Implementation Plan;
- b) Ensuring information systems supporting the federal office maintain an effective security posture and that cyber security-related risk incurred by the organization is below the organizational risk tolerance, as determined by the Authorizing Official;
- c) Conducting weekly meetings detailing topical areas such as outstanding cyber security-related projects and tasks, newly identified risks, future personnel and technology needs and operational status and health of capabilities mitigating high-impact risks such as vulnerability management and alternate processing site preparedness;
- d) Providing monthly Federal Office Roll-Up Status Reports for operations (including trending) to PPPO management on cyber security-related compliance, effectiveness of capabilities, and other operational activities to the AODR for information;
- e) Providing annual System Security Plan(s) for all organizational information systems to the AODR for approval;
- f) Supporting the design, implementation, and management of unclassified information systems and national security systems in close coordination with information technology personnel and ensuring appropriate security controls are employed at all phases of the system development lifecycle;
- g) Assuming the primary programmatic and technical cyber lead for federal office operations;
- h) Ensuring information systems obtain and maintain an effective Authority to Operate;
- i) Developing and maintaining cyber security policies, plans, procedures, and work instructions;
- j) Conducting cyber security-related information system monitoring activities;
- k) Conducting internal security assessment activities and documenting their results;
- l) Performing contingency planning and incident response activities;
- m) Supporting cyber security-related law enforcement investigations;
- n) Supporting continuity of operations activities; and
- o) Conducting other cyber security operations activities as needed.

C.9.2.2 Cyber Security Role Designations

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Personnel assigned to the roles below shall be appointed in writing at contract effective date via a letter to the Authorizing Official (AO) and Authorizing Official Designated Representative (AODR) for all unclassified information systems (e.g., general support systems, national security systems, industrial control systems):

- Information System Security Manager
- Information System Security Officer(s)
- Configuration Management Manager
- Contingency Plan Director
- Contingency Plan Coordinator(s)

Personnel assigned to the roles below for all national security systems shall be appointed in writing at contract effective date via a letter to the AO and AODR. This letter should be marked Official Use Only and handled appropriately:

- Information System Security Manager
- Information System Security Officer(s)
- Configuration Management Manager
- Contingency Plan Director
- Contingency Plan Coordinator
- System Administrator(s)
- Network Administrator(s)
- Account Manager(s)
- Removable Media Custodian(s)

Changes to personnel role designations shall be submitted via a letter to the AO and AODR within 10 days. These are roles for the unclassified and national security systems and are not labor categories and will be assigned to the proper personnel by the IT Manager.

C.9.2.3 Cyber Security Oversight Support

The Contractor shall provide cyber security oversight support at the PPPO federal office. The Contractor shall design, implement, and manage a cyber security assessment capability for the PPPO, assessing contractor and subcontractor cyber security programs and government-owned/contractor-operated information systems (e.g., general support systems, national security systems, industrial control systems, major applications) across its sites.

Work activities under this task include, but are not limited to the following subtasks:

- a) Performing validation of organizational, programmatic, and technical security controls;
- b) Conducting vulnerability assessments, penetration testing, and red teaming activities;
- c) Conducting hunt team operations across a wide array of interconnected information systems;
- d) Conducting cyber security-related documentation reviews and documenting results;
- e) Conducting risk assessment activities and documenting results;
- f) Supporting Safeguards and Security-lead vulnerability and risk assessments;
- g) Designing and leading the execution of incident response and contingency planning exercises;

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- h) Delivering technical and non-technical cyber security-related training to site personnel;
- i) Producing annual Security Assessment Plans and Rules of Engagement documentation for AODR approval;
- j) Producing Security Assessment Reports within 30 days of security assessment out-brief for AODR approval, and presenting results to site management;
- k) Supporting cyber security-related law enforcement investigations;
- l) Executing, processing, and consolidating data calls;
- m) Developing security control overlays for organizational information systems;
- n) Providing guidance to site personnel on improving security posture and reducing cyber security-related risk incurred by the PPPO from the operation of general support systems, national security systems, industrial controls systems, and major applications;
- o) Designing, implementing, and managing the infrastructure required to support technical testing activities, such as external infrastructure used for phishing exercises, infrastructure required to support collaboration among team members during testing activities, and mobile information system components (e.g., laptops, tablets) used for direct testing;
- p) Producing whitepapers and providing recommendations to the PPPO management on pertinent technical and non-technical cyber security-related topics, such as the release of new NIST Special Publications, new regulations and their impact, and the cyber security implications of emerging technology;
- q) Providing an annual written report aggregating recommendations from programmatic and technical assessment activities and other oversight activities (including lessons learned) for AODR information (Roll-Up Recommendations Report);
- r) Providing monthly oversight reports (including trending) to PPPO management on cyber security-related compliance, effectiveness of capabilities, and other security assessment activities;
- s) Conducting weekly meetings detailing topical areas such as current assessment status, upcoming assessment planning, status and health of infrastructure used for technical assessments, new threats to organizational information systems, future personnel and technology needs;
- t) Providing quarterly Technical Threat Assessments for AODR information; and
- u) Conducting other cyber security oversight support as needed.

C.9.2.4 Role-Based Cyber Security Training (Reimbursable)

Personnel filling the following roles shall have role-based cyber security-specific training on an annual basis reimbursed by the PPPO based on the requirements in NIST 800-53 and the Environmental Management Risk management Approach Implementation Plan:

- Senior Cyber Security Specialist
- Cyber Security Specialist
- Senior Cyber Security Analyst
- Senior Penetration Tester
- Database Administrator
- Application Developer
- Senior Network Administrator
- Senior System Administrator

SOURCE SELECTION INFORMATION – SEE FAR 2.101 and 3.104

- System Administrator
- End User Support Specialist

C.9.3 Technology Software and Hardware Procurements

The Contractor shall procure IT related equipment, software, tools and miscellaneous items as needed for PPPO. The Contractor shall utilize the EMCBC purchasing team for these procurements as the preferred approach unless it can be demonstrated that the EMCBC cannot meet PPPOs requirements (i.e. schedule, etc.). This procurement support is limited to items defined in the IT and Cyber Security spend plans to be submitted 90 days after NTP and annually thereafter as defined in Section J, Attachment J-2 Deliverables; these spend plans require COR concurrence and CO approval. Other purchases may be authorized outside this limit by the CO, if warranted. The Contractor shall maintain a log of all Technology Software and Hardware Procurements (regardless of who will ultimately procure the item) and shall provide timely coordination, communication, and identification of such procurements throughout the entire procurement process. As identified in Section J, Attachment J-10, License Renewals and Service Agreements, the Contractor shall manage all existing software licenses and Hardware maintenance agreements (including renewals) to ensure continuity (Table 1). The Contractor shall also ensure no interruption in services for annual and monthly service agreements by directly procuring the services identified in Table 2. All purchases shall follow applicable contract requirements and federal regulations.

C.10 SAFEGUARDS AND SECURITY (S&S)

C.10.1 Service Delivery Overview and Objectives

The Contractor shall support DOE in oversight, technical and project security efforts to assure successful and compliant security programs at the PPPO which includes Lexington and Paducah Kentucky (KY) and the Portsmouth Ohio facilities. Security support staff members shall hold a “Q” access authorization and be available at each of the PPPO facilities to support DOE PPPO federal security and management personnel. The Contractor security team lead shall be a direct report to the PD and coordinate all S&S activities through the Federal Security Team lead, and shall be located in Lexington, KY, or other location as approved by the Contracting Officer.

The Contractor shall provide an array of site-wide technical security support functions that support security management/ Officially Designated Federal Security Authority (ODFSA) responsibilities in a secure environment protecting critical national security assets, chemicals, personnel (to include the public) and government property. PPPO’s management of its Safeguards & Security (S&S) Programs is critical to national interests. This requires Senior Security Specialists, who are trained and experienced with DOE to implement and maintain security programs at the Lexington Facilities. The Contractor shall also provide Senior Security Specialists to provide oversight assistance to the site Federal staff for the other site contractors with security scope at Paducah and Portsmouth. A Senior Security Survey Team Lead shall ensure the ODFSA Survey program and related tasks are completed in a timely manner and consistent with PPPO procedures and expectations. The Senior NMC&A Specialist provides NMC&A support for all three (3) locations, to include termination of safeguards requests, survey support,

assessment and oversight support of PPPO prime contractors having NMC&A scope. Additional Security Specialists who are subject matter experts for special projects and survey support may be required on an as-needed basis.

Security support services must be both effective and efficient. An effective system is robust, resilient, adaptive, and consistent with the changing mission needs. An effective system also must support multiple S&S programs with security management responsibilities for the protection of multiple facilities and sites with operations supporting protection of classified matter and Category III & IV (and any combination of possible roll up scenarios due to site activities) Special Nuclear Material (SNM). An efficient system operates at reasonable cost and imposes minimal burdens on the organizations carrying out primary missions at the facilities. Therefore, the objectives of this contract are to improve performance, oversight, assessment, increase effectiveness and efficiency in the execution of S&S technical security support services at DOE PPPO.

C.10.2 Project Management and Security Coordination

The Contractor shall carry out all projects and tasks related to security consistent with PPPO's security mission and with this contract scope. This includes providing both management and the administration of requirements/guidance for the S&S Programs within the PPPO Lexington Facilities and assisting with the DOE oversight in the implementation of security measures and programs for the prime site contractors at both Portsmouth and Paducah.

The Contractor shall provide knowledgeable personnel to support PPPO security programs and oversight support. Support requires knowledge in NMC&A, Uranium Inventory Management, DUF6 Conversion Project, Uranium Fuel Cycle Operations, gaseous diffusion operations, Safeguards and Security Program Management, the Insider Threat Program, the Technical Security Program, Protective Force Operations, Classification and Unclassified Information Program, Homeland Security Presidential Directive-12 (HSPD-12), Real ID Act, Information Security, Personnel Security, Protection Program Operations, conducting, maintaining & performing DOE Survey and Assessment programs, Safeguards and Security Information Management System (SSIMS) and both Classified/Unclassified Cyber Security requirements.

The Contractor shall fully integrate and perform the requirements contained in this PWS at multiple sites in a manner that ensures maintenance of a seamless operational structure. This requires full integration of functions, roles, and responsibilities where more than one (1) contractor is involved in fulfilling the requirements of the overall security program. The Contractor is responsible for coordination, collaboration, and teamwork with the other site contractors, tenant organizations, other government agencies, HQ, DOE and site users.

C.10.3 Requirements

The Contractor shall provide fully qualified personnel to perform technical security support services at PPPO facilities. All work performed must satisfy the requirements of applicable DOE directives with oversight provided by DOE. Additionally, the Contractor shall comply with all applicable federal, state,

and local laws, regulations, guidance, and policies. The Contractor shall ensure systems and processes are designed and implemented to streamline how business is performed and increase productivity to maximize mission accomplishment.

The staffing under the PWS will be dependent upon operational requirements. The Government therefore reserves the right to modify the technical work requirements as needed due to changing security requirements or methods of accomplishing security functions.

C.10.4 Lexington Security Support

The Contractor shall ensure the availability of support for the PPPO Lexington facilities security programs. The Contractor shall assist the PPPO Facility Security Officer (FSO) and the ODFSA as the Contractor point of contact for all related Security activities. Security support services include, but are not limited to, the following activities:

C.10.4.1 *Program Management*

- a) In support of the PPPO Lexington S&S program, the Contractor shall prepare and maintain a Security Management in Contracting Plan in accordance with applicable DOE requirements.
- b) Prepare Security Activity Close-Out Certification for the FSO to review and the respective CO to approve for the termination of contracts for PPPO prime contractors.

C.10.4.2 *Program Support*

In support of the PPPO Lexington S&S program, the Contractor shall prepare and maintain the following support requirements in accordance with applicable DOE requirements.

- a) Provide support through the development, implementation and maintenance of the PPPO security computer based training (CBT) systems. Training will be user interactive CBT type training, trackable/sortable and should be available for Security/IT/Cyber Survey/audit purposes.
- b) Provide support to all S&S data call requests from DOE and other outside agencies/personnel.
- c) Provide overarching security guidance to the PPPO Lexington Federal staff (e.g. Manager, Deputy Manager and DUF6 FPD):
- d) Support to the PPPO Human Resource officer to facilitate federal access authorizations and badging with the PPPO delegated Cognizant Personnel Security Office;
- e) Support to the PPPO legal staff on security matters;
- f) Support to the Public Affairs/Community Relations staff by the timely review of DOE approved information to be publicly released or posted, to ensure no sensitive information is inadvertently released.
- g) Coordinate and implement security programs, in conjunction with the PPPO IT, Cyber and Security leads on overlapping programs (e.g., classified cyber, controlled articles, lock and key program, Incidents of Security concern, HSPD-12 implementation and management).
- h) Coordinate the evaluation of draft and newly issued DOE directives/orders on S&S for site specific impacts to the PPPO missions. The quarterly review and its results shall be provided

in writing to the PPPO Security Team Lead and CO for recommendation of inclusion into the relevant PPPO contracts.

- i) Plan and participate in the PPPO site Security Integrated Project Team (IPTs).
- j) Submit the REAL ID monthly report to the EM HQ Point of contact (POC) monthly.
- k) Provide classification and unclassified controlled information support to PPPO.
- l) Develop a consolidated security strategy in support of the D&D or Deactivation/Remediation mission for PPPO.
- m) Procure, maintain and manage the Lexington facilities automated access control system (AACS), which must be HSPD-12 compliant.
- n) Procure and manage the alarm system/upgrades required for the building & AACS, as needed. The Contractor shall also provide timely facility responses during alarm notifications (e.g., UL rated alarm provider, network alarms or power outages).

C.10.4.3 *Site Security Plan (SSP)*

In support of the PPPO Lexington S&S program, the Contractor shall prepare and maintain the annual site SSP in accordance with applicable DOE requirements. The duties and responsibilities include:

- a) Annually review and update SSP as required for ODFSA approval.
- b) The SSP shall be supported by a risk assessment or similar analysis of considerations specific to this site detailing how the assets, personnel and other interests are to be protected. The Risk Assessment for the Lexington Facilities is required to be conducted and submitted for ODFSA approval, and reviewed annually or as needed.
- c) Periodically update the SSP during the year to incorporate major changes associated with the DOE Design Basis Threat (DBT) policy and/or changes to the site's facility, procedures, requirements or S&S operations.
- d) Coordinate the programmatic review, comment resolution, and editing of the SSP, and provide updates as necessary to ensure site operations relevancy.
- e) The SSP shall be of excellent technical writing free of grammatical errors and contain a logical reference-based analysis to ensure credibility.

C.10.4.4 *Security Conditions (SECON) Plan*

In support of the PPPO Lexington S&S program, the Contractor shall prepare, submit for ODFSA approval, and maintain the Site SECON plan in accordance with applicable DOE requirements. The duties and responsibilities include:

- a) Shall prepare, maintain and annually review the Site SECON plan which must identify and describe the specific measures that will most efficiently and effectively implement the required increases in readiness at each SECON level.
- b) Coordinate the programmatic review and editing of the SECON plan by Security personnel from PPPO to ensure effective implementation when there is a change in the Department's or Site's SECON status.
- c) The SECON plan will be of excellent technical writing free of grammatical errors and contain a logical reference-based analysis to ensure credibility.

C.10.4.5 *Performance Assurance Program (PAP)*

In support of the PPPO Lexington S&S program, the Contractor shall prepare, submit for ODFSA approval, and maintain the site PAP plan in accordance with applicable DOE requirements. The duties and responsibilities include:

- a) Shall prepare, maintain and annually review the Site PAP plan which must identify and describe the elements of the Sites protection program ensuring they are workable and function as designed and is in accordance with the overall protection goals established by the DOE ODFSA.
- b) Ensure the PAP encompasses all S&S topical areas relevant to the facilities and are captured to include the identification of any potential essential elements relevant to assets.
- c) Ensure both testing and a testing schedule is developed and maintained in accordance with DOE Orders.
- d) Coordinate between PPPO and the site Security contractor support elements to ensure best practices, lessons learned and systemic issues are identified and incorporated into the Site PAP.
- e) Coordinate the programmatic review and editing of the PAP plan by ensuring personnel from PPPO and other support contractors review their relevant sections, if any, in the document and provide updates as necessary to ensure site operations relevancy.
- f) The PAP plan shall be of excellent technical writing, free of grammatical errors and shall contain a logical reference-based analysis to ensure credibility.

C.10.4.6 *Safeguards and Security Training Program*

In support of the PPPO Lexington S&S program, the Contractor shall assist in the development and maintenance of the Safeguards and Security Training Plan in accordance with applicable DOE requirements. The duties and responsibilities include:

- a) Develop and maintain a S&S training program ensuring employees are trained to a level of proficiency to perform assigned security tasks.
- b) Derive the appropriate training plans based on a valid needs analysis.
- c) Support PPPO in the development and maintenance of the PPPO Safeguards and Security Training Plan; this plan must be submitted for ODFSA approval, and reviewed and updated annually.
- d) The annual S&S training plan will be of excellent technical writing free of grammatical errors and contain a logical reference-based analysis to ensure credibility.

C.10.4.7 *Survey, Review and Self-Assessment Programs*

The Contractor shall support the DOE ODFSA in the conduct of surveys at all PPPO facilities and sites (Lexington and Paducah KY and Portsmouth, Ohio). The Contractor shall establish an approved self-assessment program at the Lexington facilities (Lexington only). Through the surveys, reviews and self-assessments, the Contractor shall ensure that S&S systems and processes are operating in compliance with Departmental and national-level policies, requirements, and standards for the protection of security assets and interests. These programs provide the means for timely identification and correction of

deficiencies and noncompliant conditions to prevent adverse events, and validate the effectiveness of corrective actions implemented to address identified deficiencies.

Conduct, at intervals consistent with risk management principles, an internal integrated evaluation of all applicable S&S topical areas to determine the overall status of the S&S program at PPPO sites and verify that S&S objectives are met. The DOE ODFSA may direct a specific assessment, special survey or review interval and may direct reports be provided to DOE. Assessments, surveys and other reviews must have sufficient scope, depth, and frequency to ensure that at any point the facility is in compliance with all security requirements appropriate to the activities, information, and conditions at each site.

The Contractor shall provide trained, qualified and appropriately cleared personnel, both managers and Security Specialists, to ensure that the survey program meets all survey and self-assessment activities as outlined in the DOE Orders and best enterprise wide business practices. The Contractor shall be expected to work professionally with other contractors. Travel may be required for site inspections, surveillances, assessments, surveys and other activities.

Work activities under this task include, but are not limited to, the following subtasks:

- a) The Contractor shall deliver timely, high quality, cost-effective services in support of the PPPO survey program in both execution and remedy. Conduct surveys, reviews, assessments and surveillances to ensure annual PPPO assessment schedule is completed as scheduled; develop and maintain updated relevant security lines of inquiry; develop, submit for ODFSA approval, and maintain a Survey Program Plan and associated Survey, Assessment & Surveillance forms in support of oversight activities for PPPO.
- b) Assist PPPO by performing field surveillances for impacted/assigned topical areas and projects as appropriate. A minimum of one (1) surveillance is required every quarter for each Paducah and Portsmouth contractor having contractual programmatic responsibilities for S&S topical areas. This provides for a minimum of 24 total surveillance activities and reports that can be conducted by a security specialist. These surveillances may be performed concurrently while at a site (i.e. surveilling all contractors during the same site visit but drafting separate reports). Surveillances shall not be performed during the same quarter as any planned Security Survey or other security review. Develop, propose and maintain a sustainable annual S&S survey spend plan for CO approval, and coordinate and submit to the FSO, the plans for each survey to include travel budget, modes of transportation and associated expense reports.
- c) Coordinate and collaborate all survey activities conducted by the DOE ODFSA or assist any other federal authorities performing security reviews.
- d) All surveillance reports shall be free of grammatical errors and contain a logical reference-based analysis to ensure credibility. Each report must be reviewed by the appropriate site PPPO Federal security representative prior to submittal to the ODFSA. All open S&S findings from previous assessments shall be reviewed during surveys and self-assessments to validate the status of the corrective action and to evaluate the impact on the current operation of the facilities S&S program. Final Survey Reports are to be completed within 45 days of the survey out brief.
- e) Trending analysis of deficiencies must be conducted to determine if systemic causal factors underlie multiple survey and self-assessment findings and if so, the associated Corrective Action Plan (CAP) must address these causal factors.

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- f) Provide recommendations for revisions of local implementing procedures and lessons learned across the PPPO security program.
- g) Conduct possessing facility surveys for all PPPO prime contractors which include initial, periodic, special and termination. If sufficient personnel are not available on staff, provide the schedule and cost estimates (within the S&S survey spend plan) to the DOE FSO to obtain the expertise on an as-needed basis for the conduct of the possessing facility surveys.
- h) Prepare a Lexington Facilities Annual Comprehensive Self-Assessment Report for each Lexington facility self-assessment including the findings and any recommended resolutions, and submit to the DOE ODFSA. This report should be finalized by September 30th, end of fiscal year. As required, the CAP for each self-assessment shall be submitted within 30 days of the final report. Implement corrective actions for issues identified in self-assessments and surveys at the Lexington Facilities in a timely and effective manner, and validate the effectiveness of corrective actions to prevent recurrence of the issues.
- i) Develop a Self-Assessment Schedule for the Fiscal Year for the FSO's approval.
- j) Develop quarterly status reports on all PPPO facilities and sites findings as a result of any periodic survey, providing tracking and trending, by the 15th of January, April, July and October.

C.10.4.8 Safeguards and Security Information Management System Support (SSIMS)

The Contractor shall provide Q cleared administrative and technical support in the operation and maintenance of the classified database SSIMS in accordance with applicable DOE requirements. Work activities under this task include, but are not limited to the following subtasks:

- a) Perform data entry of facility data and approval record and contract security classification specifications forms.
- b) Perform data entry of security survey/inspection and self-assessment reports.
- c) Track S&S findings, corrective actions and validations.
- d) Enter monthly reporting of incidents of security concerns, incident inquiry reports, and incident infractions.
- e) Provide general support for surveys, assessments, surveillance or data, as required.
- f) Generate ad hoc reports as requested by the DOE Security Team Lead or ODFSA.

C.10.4.9 Incident Reporting and Management

In support of the PPPO S&S program at Lexington, Portsmouth and Paducah the Contractor shall prepare and maintain plans and procedures for the PPPO's Incident of Security Concern (IOSC) program in accordance with DOE requirements. Work activities under this task include, but are not limited to the following subtasks:

- a) Contractor Senior Security Specialists shall be DOE trained and shall also be approved Inquiry Official(s).
- b) Provide monthly security tracking and trending analysis on IOSCs for all PPPO sites to the Security Team Lead.
- c) Prepare and maintain an IOSC Program plan/procedure.

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- d) Conduct and/or assist Inquiries for IOSCs as assigned.
- e) Brief Federal management on IOSCs for all PPPO sites.

C.10.4.10 *Protection Program Operations*

C.10.4.10.1 Physical Security

In support of the PPPO Lexington S&S program, the Contractor shall prepare, maintain and oversee procedures for the Lexington facilities security areas and its associated transmittal equipment in accordance with DOE requirements. Work activities under this task include, but are not limited to the following subtasks:

- a) Develop and maintain an access control procedure including the Automated Access Control System (AACS) detailing employee requirements for each of the designated security areas at the Lexington facilities.
- b) Develop and maintain a Lock and Key program and protection requirements for Levels I-III and administrative keys as appropriate. Portsmouth and Paducah ODSAs provide lock and key support consistent with their contract.
- c) Develop and maintain procedure(s) for operating and monitoring the Limited Area.
- d) Develop and maintain plans and/or procedures listed in paragraphs a through c above shall be of excellent technical writing free of grammatical errors and contain a logical reference-based analysis to ensure credibility.

C.10.4.10.2 Security Badges and Credentials

In support of the PPPO S&S program, the Contractor shall prepare and maintain procedures for the issuance of DOE Badges and Security Police Officer (SPO) credentials in accordance with DOE requirements. Work activities under this task include, but are not limited to the following subtasks:

- a) Development, maintenance and/or issuance, at the Lexington Facilities, of DOE badges which may include the HSPD-12, Local Site Specific Only (LSSO), visitor, temporary, Foreign Nationals.
- b) Develop procedures for use, recovery, destruction and accountability.
- c) Development, maintenance and issuance of Portsmouth and Paducah's SPO Arming Credentials also referred to as the Weapons Arming Credential (WAC).
- d) Develop and maintain a SPO WAC procedure for the WAC card request, review, approval, preparation and distribution.

C.10.4.10.3 Active Shooter Response Plan

In support of the PPPO Lexington Facilities, the Contractor shall prepare and maintain a program and plan for an Active Shooter event in accordance with DOE requirements and implement industry/complex wide business practices. Work activities under this task include, but are not limited to the following subtasks:

- a) Develop and maintain a plan/procedures outlining response requirements for an Active Shooter threat.

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- b) Ensure or conduct continuous training efforts with federal and contractor employees regarding employee actions in an active shooter scenario.
- c) Develop and maintain liaison activities with local, supporting law enforcement and emergency response agencies.
- d) This plan must be submitted for ODFSA approval and updated as needed and/or annually at a minimum.

C.10.4.11 Information Security

C.10.4.11.1 Classified Matter Protection & Control (CMPC)

In support of the PPPO Lexington Facilities, the Contractor shall prepare and maintain the CMPC Program Plan including administration in accordance with applicable DOE requirements. Work activities under this task include, but are not limited to the following subtasks:

- a) Address and recommend resolutions for CMPC issues and questions from federal and contractor employees.
- b) Develop, revise and present CMPC training/briefings for all federal and contractor employees.
- c) Provide support in the coordination of CMPC activities and events.
- d) Develop local (Lexington facility) CMPC plans and procedures.
- e) Provide recommended courses of action to resolve issues or deficiencies.
- f) Provide derivative classification S&S support, and provide classification support related to gaseous diffusion and centrifuge technologies.
- g) Maintain the classified mailing address for the PPPO Lexington Facilities. The sites' (Portsmouth and Paducah) ODSA maintains the sites' classified mailing addresses. This scope includes the development and maintenance of procedures and processes for classified mail delivery, pickup, preparation, notifications, storage and hand carrying to sites, if operationally necessary.

The Contractor shall develop and deliver the Annual Security Refresher Briefing (ASRB) for all PPPO sites, which is required by August 30th of each year. Each briefing is to be developed via Computer Based Training (CBT)/Interactive delivery to all federal and contractor employees (internally) both cleared and uncleared. This ASRB will also be made available to the PPPO sites ODSA for their roll out to the Portsmouth and Paducah site contractors (externally) both cleared and uncleared. The ASRB shall be developed and provided via a CBT/Interactive delivery. The ASRB shall have the ability to track all employee completion by December 1st of each year and the list of employees provided to the cognizant personnel security office by January 15th. The training should be able to break out a listing by cleared/uncleared, company, contractor or name.

The Contractor shall also develop and provide additional briefings, as identified below. These briefings are only intended to support the PPPO federal employees and the TSS personnel.

- a) Initial Security briefing;
- b) Comprehensive Security briefing;
- c) Termination Security briefing;
- d) CMPC briefing (custodians only); and

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- e) Unclassified Controlled Information briefing.

C.10.4.11.2 Operations Security (OPSEC)

In support of the PPPO Lexington Facilities, the Contractor shall develop and maintain an OPSEC program in accordance with DOE requirements. Work activities under this task include, but are not limited to the following subtasks:

- a) Develop an annual OPSEC assessment schedule and perform OPSEC assessments in accordance with the approved schedule.
- b) Conduct OPSEC reviews and other assigned OPSEC functions under the purview of PPPO. This may include other PPPO facilities if requested by the Security Team Lead or ODFSA.
- c) Prepare and distribute reports based on activities described in (b) above.
- d) Develop, and update when necessary, site-specific threat statements.
- e) Organize, prepare, write, review and update the Lexington facilities OPSEC plan, critical information list, OPSEC assessment guide and other non-recurring awareness publications. The Contractor shall coordinate the review, comment resolution and editing of documents in preparation for formal submission to the PPPO FSO, for approval by the ODFSA.
- f) Participate with the PPPO sites OPSEC programs and provide review, input and flow down the PPPO CIs as applicable.

C.10.4.11.3 Technical Surveillance Countermeasures (TSCM)

In support of the PPPO S&S program, the Contractor shall develop and maintain a TSCM plan/addendum that meets both DOE requirements and is consistent with both the TSCM delegated cognizant office and PPPO Officially Designated Federal Security Authority.

C.10.4.11.4 Communications Security (COMSEC)

In support of the PPPO S&S program, the Contractor shall develop and maintain a COMSEC plan/addendum that meets both DOE requirements and is consistent with both the COMSEC delegated cognizant office and PPPO ODFSA.

- a) The Contractor shall assume full program responsibility of all COMSEC requirements, activities and responsibilities delegated to the PPPO ODFSA.
- b) The Contractor shall perform COMSEC equipment distribution, installation, programing, inventory and COMSEC program support for the Lexington, Paducah and Portsmouth sites.
- c) The Contractor shall perform oversight assessments of the ODSA COMSEC program

C.10.4.12 Personnel Security

In support of the PPPO Lexington Facilities, the Contractor shall coordinate with the appropriate site contractor ODSAs, consistent with their contract scope, and the delegated cognizant personnel security office officials in accordance with DOE orders and regulations. The sites ODSAs, consistent with their scope, provide GFSI Personnel Security Services to all PPPO prime contractors and their subs.

SOURCE SELECTION INFORMATION – SEE FAR 2.101 and 3.104

Work activities under this task are intended to support Federal Employees through PPPO HR and include, but are not limited to the following subtasks:

- a) Provide accurate, timely and compliant notification of DOE clearance requests, withdrawals, waivers, terminations, suspensions, denials, upgrades, downgrades, recertification's, reinvestigations and investigations.
- b) Develop and maintain a procedure on how coordination of all facets of access authorizations occur between the Contractor and the appropriate personnel security representatives.
- c) Provide timely notifications, consistent with DOE orders, of employee actions that result in a change of employee status and/or access authorization need.
- d) Support requests from the PPPO HR personnel for any personnel security activity.
- e) Obtain and maintain access to the Central Personnel Clearance Index (CPCI) database.

C.10.4.12.1 Security Education Briefings and Awareness

The Contractor shall develop and maintain a security awareness program in accordance with DOE requirements including development of a Safeguards & Security Awareness Program Plan. Work activities under this task include, but are not limited to the following subtasks:

- a) Develop and provide security awareness briefings to federal employees at the request of PPPO HR, including initial, annual, comprehensive, termination and special briefings. This does not include scope performed by the sites ODSAs. This should also be consistent with training requirements in section C.6.4.11 (Information Security) of this contract.
- b) Develop and prepare monthly security awareness bulletins to use by federal and contractor employees at all PPPO sites.
- c) Execute and distribute briefing acknowledgement forms to each applicable organization.
- d) Update security awareness and training records for all federal personnel.

C.10.4.12.2 Control of Classified Visits and Assignments

In support of the PPPO Lexington Facilities, the Contractor shall coordinate with the delegated cognizant security office for classified visits and assignments. Work activities under this task include, but are not limited to the following subtasks:

- a) Develop procedures that establish the requirements of the delegated cognizant security office for this program which also includes the Oak Ridge Field Office (ORFO) Counterintelligence office.
- b) Ensure all Foreign Visits and Assignments are covered by the approved SSP and applicable security plans.

C.10.4.12.3 Insider Threat Working Group

In support of the PPPO Lexington Facilities, the Contractor shall coordinate and participate with the delegated cognizant security office for the Insider Threat Working Group. Work activities under this task include, but are not limited to the following subtasks:

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- a) The Contractor shall adopt or develop procedures and/or plans that establish the requirements of the delegated cognizant security office for this program which currently is the Counterintelligence (CI) Oak Ridge Field Office (ORFO).
- b) Participate and host at the Lexington Facilities the Insider Threat working group quarterly meetings with the CI ORFO.

C.10.5 Portsmouth and Paducah Security Support

The Contractor shall provide Senior Security Specialists in support of the PPPO S&S programs. These Senior Specialists shall assist the Federal PPPO Security Personnel as the TSS point of contact for all Security and NMC&A related activities at the Portsmouth and Paducah sites. The Contractor shall assist DOE in providing programmatic and technical oversight of onsite contractors' work activities and deliverables, in accordance with PPPO procedures and processes, including D&D, D&R, DUF6 and the infrastructure contractors. The Contractor shall perform these activities at Portsmouth and Paducah.

Work activities under this task include, but are not limited to the following subtasks:

- a) Review, comment and consolidate comments to include drafting responses as required within 15 days of receipt to PPPO on prime contractors' contract deliverables, site security plans, project security plans, training plans, letters, corrective action plans, NMC&A management plans/activities and Protective Force Operations;
- b) Assist site and Lexington operations with weapon authorization card qualifications as required;
- c) Interface with the PPPO delegated cognizant security offices for functions not self-performed by the PPPO ODFSA, DOE HQ, other government agencies and the PPPO Officially Designated Federal Security Authority (ODFSA) regarding evaluation and resolution of Portsmouth and Paducah S&S issues;
- d) Facilitate/participate in Safeguards and Security, to include Protective Force surveys, activities and program reviews;
- e) Perform limited scope reviews of the site S&S programs, to include limited surveys with federal personnel;
- f) Develop Safeguards and Security briefing materials in support of PPPO and EM HQ managers;
- g) Provide security guidance to the PPPO Site Director, Site Lead, Deputy DUF6 Conversion FPD and other DOE Federal Staff;
- h) Assist Lexington operations personnel in the evaluation of draft and newly issued DOE directives on Safeguards and Security for site specific impacts on the PPPO mission and recommend contract incorporation into relevant PPPO contracts;
- i) Develop and prepare site specific security guidance documents, as needed;
- j) Assist in the development of formal responses to EM HQ, Health Safety and Security (HSS), Office of Inspector General (OIG) and ORO/CSA queries regarding PPPO Paducah S&S issues;
- k) Coordinate and implement in conjunction with the Federal AODR and Chief Information Officer (CIO), to include prime Portsmouth and Paducah site contractors on overlapping programs like classified cyber, controlled articles, incidents of security concern, and HSPD-12 implementation maintenance;

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- l) Support the security trending analysis on Incidents of Security Concerns (IOSCs);
- m) Plan, facilitate and participate in PPPO Security IPTs, and other PPPO project IPTs, as required; and
- n) Provide procurement support, as authorized by the CO.

C.10.5.1 NMC&A Scope at Portsmouth and Paducah

- a) The Contractor shall provide a Senior NMC&A Security Specialist with expert and working knowledge of NMC&A programs in support of the PPPO S&S programs at Portsmouth and Paducah, to include support of data calls and plans for the PPPO. Support requires knowledge in DOE directives regarding nuclear NMC&A and uranium management including, but not limited to, inventory accounting and control on a graded safeguards basis.
- b) The Contractor shall provide NMC&A cognizance guidance to the PPPO Federal security staff including the PPPO Manager, Deputy Manager, ODFSA, and Security Team Lead. Guidance shall include observations and recommendations regarding the status of contractor NMC&A programs and compliance with applicable DOE directives and DOE-approved NMC&A and S&S Plans.
- c) The Contractor shall provide oversight of the contractor management of nuclear materials at both Paducah and Portsmouth and provide formal reports and/or briefings for the PPPO S&S specialists and managers including briefings for the PPPO ODFSA.
- d) The Contractor shall interface with the Paducah and Portsmouth Site ODSAs on physical security and access controls for nuclear materials on site.
- e) The Contractor shall provide review and evaluation including formal written comments of contractor NMC&A Plans, Site Security Plans, project security plans, training plans and self-assessments and shall provide recommendation to the PPPO ODFSA regarding acceptability for DOE approval of the documents.
- f) The Contractor shall conduct assessments and surveys including written reports of the NMC&A programs at Paducah and Portsmouth. The Contractor shall review and evaluate contractor corrective action plans and compensatory measures for findings and deficiencies and assess the status of the closure of findings.
- g) The Contractor shall assist in the development of formal responses to EM HQ, DOE Office of Enterprise Assessments, Office of Inspector General, and Congress.
- h) The Contractor shall provide communications with the Nuclear Materials Management & Safeguards System (NMMSS) regarding PPPO inventories, reporting identification symbols, and DOE project numbers.
- i) The Contractor shall maintain cognizance of the nuclear material inventories at Portsmouth and Paducah and provide recommendations to PPPO regarding NM operations, storage and disposition.
- j) The Contractor shall develop responses to the Office of Nuclear Material Integration (ONMI) regarding reporting requirements of DOE Orders.
- k) The Contractor shall review and evaluate contractor requests for equivalencies, exemptions and termination of safeguards and provide guidance to PPPO regarding the requests.
- l) The NMC&A Specialist shall participate in the PPPO S&S IPTs.

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- m) The Contractor shall evaluate and provide formal responses to draft and newly issued DOE directives applicable to NMC&A and nuclear material management.
- n) The Contractor shall develop briefing materials for PPPO and EM HQ managers.
- a) The Contractor shall develop responses to Additional Protocol (AP) data calls providing updates to the U.S. Declaration to the International Atomic Energy Agency (IAEA).
- o) The Contractor shall provide guidance to the PPPO OPSEC Working Groups regarding control and accountability of nuclear materials on site.
- p) The Contractor shall conduct an assessment of the contractor response to the annual Nuclear Material Inventory Assessment (NMIA) in preparation for the PPPO submission to the Office of Nuclear Material Integration in accordance with DOE Orders.
- q) The Contractor shall prepare responses to the annual data calls from ONMI for the Nuclear Material Forecast and Allotment Request and the annual Nuclear Material Management Plan in preparation for the PPPO submission to ONMI in accordance with DOE Orders.
- r) The Contractor may require travel and attendance of the NMC&A Specialist to annual NMMSS Meetings to support the PPPO mission.

C.11 GENERAL ADMINISTRATIVE SUPPORT AND RECORDS MANAGEMENT OVERSIGHT

The Contractor shall provide administrative support including clerical and program analyst responsibilities to all projects at all PPPO sites. Administrative support shall be provided by temporary staff or other personnel when regularly assigned contractor personnel are unavailable. The Contractor shall cover duties when the DOE administrative staff is unavailable.

The Contractor shall provide comprehensive document production support, graphics development, reproduction and printing services, website creation and maintenance, and technical writing and editing as required to support DOE. These work activities include, but are not limited to, the production and distribution of technical papers, pamphlets, brochures, reports, presentation materials, and other written and graphic documents.

Work activities under this task include, but are not limited to the following subtasks:

- a) General administrative support including providing clerical/secretarial support to a large Federal organization with a formalized structure spread over three (3) sites in two (2) different states;
- b) Using a variety of word processing, presentation and/or spreadsheet software, prepare and develop error free quality correspondence, reports, memorandums, presentations, and other forms of communication for distribution across various organizations on site and to offices off site (both Federal and non-Federal including proofreading, editing, and copying;) as directed;
- c) Meeting and logistics management support for various types of meetings (including public and regulator meetings) regarding program and projects under oversight of the PPPO including making arrangements and taking meeting minutes, as requested by DOE;
- d) Review correspondence for concurrences and signatures from DOE staff; review for proper format; review conformance with procedural instructions, grammar, typographical errors, accuracy, and necessary attachments before performing final distribution;

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- e) Properly track, scan, develop work flows and monitor correspondence as required in Livelink / Microsoft SharePoint or other approved database to ensure that all assigned suspense requirements are met;
- f) Distribute correspondence to all individuals in accordance with approved guidelines and processes. This includes managing the receipt and distribution of all mail from the infrastructure contractor and/or all misdirected physical or electronic mail from other sources to appropriate personnel;
- g) Visitor control: Facilitate visitor access at the 3 sites; greet and direct visitors to appropriate DOE personnel; and ensure visitors fill out visitors log information, obtain a visitor's pass, and provide security escort assistance;
- h) Records and document management include organizing, managing, and maintaining files (including master filing systems), mail distribution, performing record searches by physical or electronic means and assisting DOE in responding to discovery requests, Freedom of Information Act (FOIA) requests, and similar requests including compilation and reproduction of documents;
- i) Facilitate site tours, visits and/or demonstrations which are conducted for Federal, State, or local dignitaries, managers, students, etc.;
- j) Plan, coordinate, and organize events such as site tours, visits and/or demonstrations (on site or even off site) for the Federal staff. Audience of these events can include senior Federal staff from within DOE and/or other Government agencies, state, or local dignitaries, managers, students, various contractors or the general public. This may include, but is not limited to:
 - (1) Secure facilities no later than 15 days prior to event by coordinating with the DOE Conference Room coordinator or applicable office/agency;
 - (2) Submit all presentations in either paper format, electronic format, or both as required by supported staff within the prescribed time frame;
 - (3) Secure necessary equipment (projector, computer, etc.) to conduct briefing;
 - (4) Operate equipment (projector, computer, etc.) as required;
 - (5) Take attendance at meetings as necessary; and
 - (6) Distribute and copy meeting documents as necessary to participants.
- k) Monitor a broad range of communication in order to make scheduling determinations and recommendations to assigned Federal staff;
- l) Preparation and distribution of daily attendance report to the PPPO Federal employees;
- m) Support the development and dissemination of the daily turnover report;
- n) Have a thorough understanding of the mission, objectives, and organizational structure (on and off-site; Federal and contractor) of the office to which assigned, in order to better interface and facilitate communications with others;
- o) Communicate and interface with Government and contractor executives (to include their assigned staff) to facilitate activities as assigned;
- p) Schedule conference rooms and maintain DOE calendars;
- q) Maintain schedules for conference rooms and spare offices;
- r) Filing (manual and/or electronic): Maintain assigned files and record systems in accordance with the DOE approved guidelines;
- s) Schedule and maintain a calendar of assigned meeting space within the organization;

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- t) Perform all actions required to schedule, coordinate, and setup/connect for VTCs (i.e., local resources, local and distant end participants, etc.) as required;
- u) Assist DOE Purchase Card holders with the ordering and maintenance of adequate office supplies including mail and packaging supplies utilizing approved process and procedures;
- v) Prepare and track DOE travel orders (travel authorizations) and vouchers in the Government's electronic travel system (currently Concur), make travel reservations and prepare expense reports;
- w) Answer DOE telephones (name with contractor identification), redirect callers to the appropriate staff, make public address announcements, and record and deliver messages;
- x) Complete routine duplication of documents utilizing provided duplication equipment;
- y) Coordinate with DOE reproduction services to complete copy/print job order as required or when finished copies requires binding;
- z) Prepare and obtain DOE authorization to relocate assigned staff using approved processes, procedures and forms;
- aa) Prepare, obtain, and coordinate DOE authorization to install, relocate, or remove voice /fax telephone lines using approved forms and processes;
- bb) Prepare correspondence and memoranda in an electronic document management system, (currently Livelink) or other system being used by DOE and close out when appropriate. This includes scanning supporting documents into the system, providing reconciliation, record retention, storage and/or disposition of DOE documents in such system;
- cc) Assist Federal staff in obtaining, tracking, accessing and maintaining documents in Livelink and or other assigned databases;
- dd) Complete and/or assist Federal and Contractor staff in obtaining any and all necessary training required to gain access to the site, or related matters including the coordination of on-site training such as General Employee Training (GET), Consolidated Annual Training (CAT), Radiological Worker (RADCON) training, etc.;
- ee) Process outgoing documents (including overnight mail and Federal Express packages) and in accordance with procedures;
- ff) Search and retrieve documents from databases and files as requested and provide research to assigned staff as necessary. Prepare and coordinate documents for review by the Federal staff and distribute as necessary;
- gg) Perform all aspects of the Energy Employees Occupational Illness Compensation Program Act (EEOICPA) administration ensuring they are answered by the due dates;
- hh) Facility management administration at the Lexington site;
- ii) Track and update the PPPO/contractor telephone listing;
- jj) Maintain the D&D Libraries and other such libraries (e.g., National Environmental Policy Act (NEPA) and National Historic Preservation Act (NHPA));
- kk) Conduct training and orientation for new administrative hires and/or other administrative personnel as necessary;
- ll) Update the onsite contractors' organizational charts on a quarterly basis, including the responsibility assignment matrix, and project oversight assignments;
- mm) Provide IPT support to include coordination of meetings, agendas, minutes, and action tracker;
- nn) Coordinate and prepare the Plan of the Week and agenda for Portsmouth and Paducah;

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- oo) Provide support of the Shared Site processes including coordination, agendas, and meeting minutes;
- pp) Prepare and disseminate field services summary reports;
- qq) Support resolution of the file backlog and shipment of files to the Environmental Management Consolidated Business Center (EMCBC);
- rr) Provide support for the Management Tracking System, including entering information, status updates and/or providing daily reports;
- ss) Identify and update roles and responsibilities, interfaces, and points of contact within their organization;
- tt) Maintain the PPPO Conference Approval process in accordance with EM rules and regulations;
- uu) Maintain training requests from all site contractors required for DOE approval.

All records generated or received by the Contractor in the performance of this contract, are the property of the Government and must be managed in accordance with Federal laws, DOE regulations and PPPO policies, plans and procedures.

C.11.1 Fleet Administration

The Contractor shall provide tracking, arranging schedules, routine maintenance preventative maintenance as notified by the EMCBC fleet manager) and upkeep (no more than monthly) of the GSA-Leased vehicles utilized by DOE and the TSS contractor in Lexington, Paducah and Portsmouth. In addition, the Contractor shall be responsible for the administrative activities for these Government-owned vehicles such as odometer readings, tracking of the following: vehicle usage and inspections, fueling, cleaning, maintenance and other vehicle management work activities. All charges for repairs, maintenance, cleaning and fuel are to be charged to the fleet card assigned to each vehicle.

C.11.2 Paralegal Assistance

The Contractor shall provide a Paralegal Specialist to assist PPPO Counsel with a variety of tasks to support ongoing legal concerns. This task includes but is not limited to the following subtasks:

- a) Using Westlaw and/or Lexis legal research databases to assist with legal research into the legislative history, precedential cases, decisions, and opinions that may be applicable to particular legal matters.
- b) Compiling, organizing and/or indexing legal documents.
- c) Assists with sources and orders, legal references and law books.
- d) Assists in the drafting of trial documents.
- e) Performs analysis of the evidence, identifying pertinent facts, procedural defects, laws, discovery and pre- and post-trial issues involved in the case, and determines whether or not further supporting documentation is necessary.
- f) Provides legal assistance to staff attorneys in discovery and trial preparation.
- g) Assists with the development of policies and procedures for processing FOIA, PA and EEOICPA requests in accordance with requirements of the statutes, and implements DOE and EMCBC directives, DOL guidance, etc.
- h) Serves as the primary administrative support and assistant to staff attorneys.

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- i) Maintains legal staff calendars and schedules appointments, commitments, and conferences.
- j) Receives and reviews correspondence, reports, office memoranda, etc.
- k) Develops and implements administrative, procedural, or management instructions.
- l) Performs as the Office Records Custodian for staff attorneys.
- m) Tracks and sends out updates/reminders of Litigation Holds.
- n) Arranges meetings, including space, time, and participants.
- o) Tracks legal assignments and coordinates legal review of documents with PPPO staff.

C.11.3 Records Management Operations and Oversight

The Contractor shall support the DOE with development and implementation of a Records Management Program for the Portsmouth Paducah Project Office (Lexington, Portsmouth and Paducah) to ensure all records (regardless of media) are in accordance with Title 44 USC, Chapters 21, 29, 31, 33, and 35; 36 CFR, Chapter 12, Subchapter B, “Records Management”; DOE O 243.1B “Records Management Program” and any other DOE requirements as directed by the CO. The Contractor shall support the DOE with development and implementation of a Records Management Plan that will include all aspects of the records program and a draft shall be submitted to the PPPO Records Management Field Officer (RMFO) 60 days from NTP for review and comment. The final Records Management Plan shall be submitted to the RMFO approval 30 days after the contract effective date, and updated annually.

Records Management activities include, but are not limited to: tasks associated with creation/receipt, maintenance, storage/preservation, protecting, scheduling, indexing and dispositioning active and inactive records (including e-mails); managing classified records (as applicable); providing all employees and subcontractors with records management and essential/vital records training; supporting records management data calls from the National Archives and Records Administration (NARA); and supporting ongoing Freedom of Information Act (FOIA), Privacy Act, Energy Employees Occupational Illness Compensation Program (EEOICPA), the former worker medical screening program, the Chronic Beryllium Disease Prevention Program, congressional inquiries, legal discoveries and other record requests.

The Contractor shall process FOIA, Privacy Act, and EEOICPA requests by forwarding to the appropriate PPPO contractor(s) in a timely manner to ensure responses are provided within the allotted timeframe. The Contractor shall ensure records that are OUO are properly marked and protected within the records system.

The Contractor shall support the DOE with developing and implementing recordkeeping requirements (i.e., policies, plans and procedures) to ensure all records generated and/or received are identified and captured, maintained and dispositioned in accordance with federal laws, and DOE Regulations. The Contractor shall develop a Records Disposition Plan for RMFO approval to identify the process for the disposition and transfer of records 60 days after contract effective date with annual updates. Transfers to the FRC, NARA and/or commercial storage require PPPO RMFO approval. Record destructions must be submitted to the PPPO RMFO for review/approval, prior to destruction.

The Contractor shall work with the PPPO Records Lead and RMFO to develop and implement records management controls to ensure that the identification, maintenance, and disposition of all records (regardless of media), including electronic and email, are managed utilizing an Electronic Records Management System (ERMS) in accordance with Federal and DOE requirements and guidelines for all records, including historical records. Additionally, the Contractor shall provide support for the ERMS with a Records Management Technician that is responsible for all aspects of system maintenance, updates, workflows and other development needs. The Contractor shall also support the development and migration to a new PPPO records management system based on Microsoft SharePoint that meets all DOD 5015.02 requirements.

The Contractor shall support the DOE with developing and implementing a process to ensure all records (except short-term) are scanned or converted to meet NARA requirements. All records (regardless of media) must be scheduled, arranged, and cutoff by collections (e.g., case file, project, chronologically, numerically, alphabetically, etc.) for proper disposition in accordance with the NARA-approved DOE records disposition schedules.

The Contractor shall ensure the PPPO Records Management Program incorporates the requirements for the creation, maintenance, and storage of audiovisual records to ensure compliance with 36 CFR 1237 and 36 CFR 1235.42 and any updated NARA requirements/guidance.

The Contractor shall support the DOE with developing and implementing a PPPO Essential/Vital Records Program Plan, including a vital records inventory within 90 days after contract effective date in accordance with 36 CFR 1223, Managing Vital Records, and DOE O 243.1B, Records Management Program. The Contractor shall provide updates to the Plan, including the inventory annually.

The Contractor shall work with PPPO IT to ensure records contained in electronic information systems (EIS) are addressed by incorporating recordkeeping controls into the system or exporting the records into the ERMS in accordance with 36 CFR 1236, Electronic Records Management. The Contractor shall design and implement migration strategies, as required to counteract hardware and software dependencies of electronic records whenever the records must be maintained and used beyond the life of the information system in which the records are originally created and captured. The Contractor shall maintain and deliver an EIS Inventory and records status to the RMFO annually.

The Contractor shall develop and maintain a Records Inventory and File Plan that includes up-to-date inventories, current file plan and systems that provide for the identification, location, arrangement, assignment of disposition authority, and retrieval of all categories (record series) of records created and received. This records inventory and file plan shall be submitted to the RFMO for approval within 120 days after contract effective date and updated annually.

The Contractor shall ensure records identified as Quality records under the American National Standards Institute (ANSI)/American Society of Mechanical Engineers (ASME) Nuclear Quality Assurance (NQA)-1 are categorized (lifetime/non-permanent) on the file plan; managed in accordance with NQA-1 and 36 CFR Chapter, XII, Subchapter B; and are maintained for traceability to the applicable items, activity or facility.

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The Contractor shall respond to records management data calls by NARA and DOE as requested and process record requests for congressional inquiries, legal discoveries and other record requests.

C.12 PROJECT PLANNING, INTEGRATION AND CONTRACT MANAGEMENT OVERSIGHT

C.12.1 Project Management and Planning

The Contractor shall support DOE in project management and planning of all PPPO site contracts to include baseline development, integration and oversight, fiscal planning, budget, and technical and cost analysis of projects. The PPPO contracts currently include the Portsmouth D&D and infrastructure, Paducah D&R and infrastructure, DUF6 Operations at both sites and other contracts and Financial Assistance (FA) agreements. To support project planning, the types of systems that will be managed include: Livelink, Integrated Planning, Accountability, and Budgeting System (IPABS), Project Assessment and Reporting System (PARS II), Cobra, etc.

The Contractor shall coordinate with the various PPPO project technical staff, (DOE and contractors), as necessary, in order to consolidate planning data for all project activities and contracts in accordance with DOE requirements and evaluate and reconcile the data to ensure quality and accuracy of deliverables. At the direction of DOE, the Contractor shall participate in meetings, conference calls, conferences, and other similar forums relating to project planning responsibilities and shall be available to respond to formal and informal DOE requests for information, i.e., data calls related to project management and planning. The Contractor shall provide consolidated data to DOE in the form of reports, spreadsheets, briefing materials, planning and budgeting submittals, data calls from different sources, and ad hoc requests.

The Contractor shall support DOE in performing project management and planning such as maintaining project oversight control systems, performing risk analysis, preparing and/or reviewing technical documents, plans, and project reports (e.g., Earned Value Management System (EVMS), Performance Measurement Baseline (PMB), performance measure reports, DOE Baseline Change Proposals (BCPs), cost performance measure change requests in accordance with DOE Orders, Directives, Policies and Office of Management and Budget (OMB) Circulars). The Contractor shall assist DOE with the consolidation, integration, and analysis of data and information from the various projects and contracts.

The Contractor shall perform impact analyses of current projects/programs regarding the issuance of new and revised Federal, State, Local or DOE publications (e.g., orders, directives, policies, guides, notices, and manuals, etc.). The Contractor shall assist in the preparation and review of responses to internal and external audits and/or assessments, and review documents/performance related to regulatory compliance with DOE Orders, any other guides, and/or manuals, and/or decrees, regulations and/or statutes.

The Contractor shall perform other duties as assigned with a high level of expertise and independent judgment in this area to facilitate appropriate and efficient project management. The Contractor shall also support steering committees, task forces, or special teams as required.

C.12.2 Project Integration

The Contractor shall provide support to the PPPO to integrate, process, track, analyze, and report data for all PPPO projects in the following areas: project management, project control, life cycle planning, performance measurement, budget planning and execution, and financial management.

The Contractor shall develop and maintain established site-wide database systems in support of the DOE oversight activities. The Contractor shall support all systems having the capability (e.g., systems and tools) to fully integrate and consolidate information using electronic data transfer of all site contractor financial accounting systems in order to attain overall cost reporting for the site in accordance with DOE requirements. The system shall also have the capabilities to present and analyze performance measurement data as related to the integrated lifecycle baseline. The Contractor shall perform continuous monitoring of all PPPO contractor project control systems to ensure compatibility and function and provide a monthly system status report. To support project integration, the types of systems that will be managed include: Livelink, IPABS, Project Assessment and Reporting System (PARS II), Cobra, Deltek, Primavera, Acumen Fuse, etc.

The Contractor shall participate in meetings, conference calls, conferences, and other similar forums relating to project integration responsibilities and shall be available to respond to formal and informal DOE requests for information, i.e., data calls related to integrated project management. The Contractor shall provide consolidated data to DOE in the form of reports, spreadsheets, briefing materials, planning and budgeting submittals, data calls from different sources, and ad hoc requests.

C.12.3 Project Controls and Baseline Support

The Contractor shall support DOE with the development, oversight and maintenance of a PPPO Integrated Site-Wide Life Cycle Baseline (ISWLCB) composed of the Portsmouth, Paducah and DUF6 site-wide contractor integrated lifecycle baselines and DOE Direct Cost contract baselines. This work consists of overseeing the management, configuration control, reporting, and advanced planning required to maintain the PPPO ISWLCB, as amended by new submittals. The Contractor shall obtain baseline information from the onsite contractors to evaluate the integrated lifecycle baseline consistent with DOE Order 413.3B or latest version, entitled Program and Project Management for the Acquisition of Capital Assets, and Standing Operating Policies and Procedures (SOPP) #74, EM HQ Lifecycle Change Control Process. The Contractor shall support this Federal ISWLCB including, but not limited to, analysis of scope, cost estimating, schedule, risk management, support baseline change control process, and preparation and/or review of DOE supporting procedures and documents. In addition, the Contractor shall align the functional responsibilities specified within this PWS and develop the PPPO (Corporate) Integrated Work Breakdown Structure (WBS) by resource.

In support of DOE management of the ISWLCB and contractor lifecycle baselines, the Contractor shall utilize analytical tools and techniques to perform simulations and optimization to support lifecycle oversight, and assist DOE with lifecycle evaluation to respond to changes.

To support project controls and baselines, the types of systems that will be managed include: Livelink, IPABS, Project Assessment and Reporting System (PARS II), Cobra, Deltek, Primavera, Acumen Fuse, and other project controls software implementations, etc.

The task of management and oversight of the ISWLCB and contractor lifecycle baselines includes, but is not limited to, the following subtasks:

- a) The Contractor shall support DOE's effort to adequately define program requirements and develop scopes of work or to align such work scope given various budget impacts/drills. DOE may request support for the development of Independent Government Cost Estimates (IGCEs), technical evaluations and all other actions required for new, revised or deleted contract requirements including contract management support;
- b) Support the oversight of an integrated lifecycle baseline review and analysis that includes logic-linked network schedules compatible for use by DOE in conducting DOE project risk management assessments and analyses for integrated lifecycle project baselines;
- c) Perform cost and schedule risk analysis on PPPO Baseline segments utilizing Pertmaster/Crystal Ball risk software, including maintaining DOE Risk Management Plans and Risk Registers, monitoring and reviewing contractor Risk Management Plans and Risk Registers, validating contractor risk analysis and developing Capital Item DOE contingency;
- d) Perform reviews and develop recommendations related to Interim Project Measurement Baseline (ISWLC and/or contractor baseline) submittal;
- e) Provide support to the DOE Independent Cost Estimating (ICE);process
- f) Maintain the ISWLCBs on DOE Primavera and COBRA software system;
- g) Load and provide ongoing alignment of the ISWLCBs with DOE EM HQ IPABS;
- h) Provide user training for Deltek, COBRA and Primavera, and other systems, as deemed necessary. Provide technical support for COBRA, P6, Acumen Fuse and other project controls software implementations;
- i) Develop monthly performance reporting.

The contractor shall provide project controls to support the technical project teams with performing the integration and ongoing maintenance of contractors' baselines as part of the ISWLCB and contractor baselines. The support for baseline management includes, but is not limited to, performance measurement, variances, and earned value.

The task of management and oversight of the contractor baselines includes, but is not limited to, the following subtasks:

- a) Assist with the review of DOE Contractors' documents, (including, but not limited to, baseline submittals, BCPs, schedules, cost performance, earned value, risk documents, programmatic documents/deliverables, WBS Dictionary sheets, time-phased resource-loaded schedule, etc.), plans, reports, invoices and correspondence for technical/regulatory accuracy, and make recommendations to DOE on the above;

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- b) Provide change control of BCPs in accordance with the requirements of the PPPO Baseline Change Control Board. The project control oversight will integrate all BCPs into a consolidated PPPO BCP package to ensure the alignment of the ISWLCB and contractor baselines with IPABS at the control level of the WBS or the Project Baseline Summary level. Serve as Secretariat of the Baseline Change Control Board;
- c) Create potential advanced what-if scenarios in response to emergent situations or other management requests in conjunction with the DOE project teams;
- d) Provide assistance in Developing Project Controls System User's Manual and Procedures; provide planning and scheduling support to DOE FPDs and CORs; provide monthly Project Status Report, Project Controls Activity Status Report, weekly Independent Project Performance Report, monitoring critical path and progress validation of contractor schedules; provide review, analysis and assessment of Contractor Annual Work Plans (AWP) and milestone submissions; support technical evaluation of Contractor proposals, requests for Equitable Adjustment (REA) and contractor claims; and provide Computer-Aided Design (CAD) and large format plotting services;
- e) Support identification and development of capital assets, documentation (critical decision process) in accordance with DOE Order 413.3B or latest version, as required;
- f) Assist in Operations/Capital Program/Policy ensuring compliance with EM Operational and Capital programs and orders, review contractor project management documentation and procedures, IPT Support and coordination of External Project Reviews (Independent Project Review/External Independent Review/Program Review, etc.);
- g) Assist with the drafting of Performance Evaluation Management Plans (PEMPs) for the onsite contracts and assist with the tracking and documentation of contractor Performance Based Incentives (PBIs);
- h) Determine assessment and information requirements; review scope, budget, and schedule; and perform audits and evaluations;
- i) Support DOE evaluation of risks and risk management for the various projects;
- j) Support DOE internal evaluations on EVMS Certification readiness and provide recommendations.

The Contractor shall monitor the systems to integrate, track, analyze and report data concerning the ISWLCB, contractor baselines, project management, project control, life cycle planning, budget formulation, budget execution and financial management.

The task of oversight and reporting of the ISWLCB and contractor baselines includes, but is not limited to, the following subtasks:

- a) Provide assistance in support of DOE's oversight of budgeting, scheduling, and tracking project status related to the EM Program elements;
- b) Consolidate project management information from all contractors to support DOE on a monthly basis in reviewing project progression status, budget, cost and schedule;
- c) Support DOE in performance evaluation and reporting oversight of the ISWCLB and all onsite contractors;
- d) Provide consolidated data to DOE in the form of schedules, reports, briefing materials, life cycle planning submittals, data calls, and other requests as assigned. The Contractor shall

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- coordinate with onsite contractors and consolidate data to ensure the integrated lifecycle baseline incorporates "cross-cutting" risks and risk management on a continuous basis;
- e) Monitor and track EVMS;
- f) Support DOE in meeting the data requirements of IPABS and PARS II.

C.12.4 Budget Support and Oversight

The Contractor shall perform a wide variety of administrative and technical functions to assist the PPPO with the formulation and execution of appropriated multi-year budgets. The functions require extensive knowledge of the Federal budget process and specialized expertise in budgeting of Federal construction and non-construction projects and Federal contracts. The Contractor shall assist DOE with the Federal budget process and provide technical advice and financial analysis for all phases of assigned large/complex engineering projects and programs, ensuring the successful conclusion of all phases within an appropriate time and at an appropriate cost.

The Contractor shall prepare budget execution charts, graphs, and presentation materials for the Budget Director's use in briefings to the Field CFO, Site Manager, and DOE HQ.

For budget formulation, this task includes but is not limited to the following subtasks:

- a) Review, investigate and develop appropriate recommendations regarding assigned project budget proposals;
- b) Contribute to site strategic planning and budgeting efforts for designated engineering areas;
- c) Participate in formulating budgetary priorities;
- d) Develop and evaluate capital funding requests.

For budget execution, this task includes but is not limited to the following subtasks:

- a) Create and track budget data to include obligations, cost variances analysis, and supporting narratives in the annual spend plans for projects as assigned;
- b) Create and track budget data of annual spend plans and monthly funds control sheets by populating Excel spreadsheets in a workbook summary of spend plans and monthly funds control sheets;
- c) Compile, track, analyze, and report spend plan forecasts and actual costs monthly status cost variances and un-liquidated obligations, running cost and obligation reports, making cost projections, tracking estimated at completion and uncoded carryover, and making recommendations to the PPPO;
- d) Obtain historical reports and other specialized financial reports from Information Data Warehouse (IDW) and initiate the budget execution of DOE-PPPO projects as assigned with its accompanying annual spend plans and monthly funds control sheets and perform the appropriated level of analyses and recommendations for the PPPO;
- e) Support Internal Controls and monitoring the Funds Control Process;
- f) Support the compilation and analysis of data and writing cost variance analysis narratives with the Quarterly Budget Execution Reviews and the Quarterly Performance Report briefings to HQ;
- g) Track and provide the monthly status of the Undelivered Orders as assigned;
- h) Communicate via telephone or VTC) the status of budget execution to stakeholders;

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- i) Use PPPO reports from Oracle Business Intelligence (BI) to better analyze data from multiple sources, perform what-if and predictive analysis, deliver personalized content to financial users, generate and distribute highly formatted reports, and analyze the site's performance;
- j) Employ computer data bases to sort, filter, and compile financial data to generate financial reporting;
- k) Manage oversight of projects and provide support on large/complex site planning/construction, expansion or modifications, and execution of financial management systems;
- l) Provide guidance and support the site management team on applicable processes, practices, and existing/proposed local, state and federal regulations;

C.12.5 Fiscal Planning, Analysis, Accounting, Auditing and Reporting

In support of the DOE Federal budgetary process, the Contractor shall assist DOE with budget and funding assessments in all areas of planning, formulating information, analyzing, reviewing trends for impacts, providing projections and by performing funding and budgeting reconciliation. Subtasks include reviewing and analyzing existing and updated DOE guidance and policies and providing reviews and recommendations for compliance. Additional subtasks include researching and coordinating requests for information and reports from various organizations with senior PPPO management. HQ reporting includes, but is not limited to, Monthly, Quarterly, and Annual Performance Reviews: EVMS performance, performance metric status, milestone reporting and development of various supplemental packages including site wide safety, headcount/staffing, contract status, milestones and lessons learned.

In support of DOE oversight of onsite contractors' financial management systems, the Contractor shall provide assistance in the evaluation of financial management data and documents.

Financial management support work activities include, but are not limited to the following:

- a) Annual DOE HQ Budget Requests and Briefings;
- b) Fiscal Reports to Support Budget Formation;
- c) Large volume of ad hoc requests from EM HQ and PPPO management;
- d) Trend and Strategic Analysis (i.e., identify actual costs and potential funding deficiencies);
- e) Funding Scenario and Cash Flow Projection Reports;
- f) Perform Environmental Liability Audits and Reporting;
- g) Pension and Post-Retirement Benefit Cost Analysis;
- h) Analyze proposals and Requests for Equitable Adjustments;
- i) Submit supporting monthly accrual information by the third business day of every month;
- j) Monitor, validate and reconcile site contractors' (in support of DOE) monthly accrual submissions;
- k) Monitor DOE direct costs, including electric power and gas to include providing recommendations for site allocation;
- l) Provide tracking of integrated contractor/labor categories;
- m) Perform detailed financial and labor audits of contractor invoices to identify deficiencies;
- n) Consolidate invoice review comments/questions and coordinate contractor responses;
- o) Develop and coordinate invoice review forms and review packages for DOE approval;

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- p) Provide Cost Accounting Standards (CAS) and Federal Acquisition Regulation (FAR) research as necessary;
- q) Develop annual Work Authorizations and related estimates to allocate DOE direct costs to site tenants; and
- r) Perform financial data calls and reporting to support DOE requests.

C.12.6 Accountant/Auditor Oversight

The Contractor shall assist with accounting and audits to assist Budget and Contracting with a variety of tasks to include support of both budget and contractual management matters. These tasks include, but are not limited to, the following subtasks:

- a) Provide financial information to management by researching and analyzing accounting data;
- b) Prepare metrics and financial analyses for reports and decision-making;
- c) Assist with establishing and maintaining systems and internal controls, which ensure the integrity of all systems, processes and data;
- d) Recommend financial actions by analyzing accounting options;
- e) Summarize current financial status by collecting information;
- f) Substantiates financial transactions by auditing documents;
- g) Reconcile financial discrepancies by collecting and analyzing account information;
- h) Review invoices for payments by verifying documentation, and requesting data as necessary;
- i) Answer accounting procedure questions by researching and interpreting Federal procurement and accounting policy and regulations;
- j) Analyze federal, state, and local financial legal requirements and understand existing and new legislation;
- k) Prepare special financial reports by collecting, analyzing, and summarizing account information and trends;
- l) Prepare reports, letters, spreadsheets, etc.;
- m) Inform the DOE of issues/concerns, as it relates to finance and accounting matters.

C.12.7 Contract Management Support and Oversight

The Contractor shall provide contract management and oversight support to assist with integrating contract and project management functions in support of DOE onsite operations. The Contractor shall provide expertise in the areas of advising and assisting program personnel in procurement matters and provide contract management support services.

The Contractor shall provide contract administration support for DOE's complex, multi-million dollar contracting portfolio including cost reimbursement, Firm Fixed Price and/or hybrid contracts, as required, and prepare and submit reports per the requirements of the FAR, DOE, and EM guidance and direction. The Contractor must have an advanced understanding of the Federal acquisition process, data collection, reporting of acquisition-related input (i.e., FPDS, STRIPES, and other systems required), and is required to work seamlessly without supervision within a team environment in support of site missions.

The Contractor shall provide contract and procurement support as requested by the CO such as: generation of reports (e.g., Action Item Tracking Report, or Technical Evaluation Reports (TERs) required to monitor contract compliance, develop and evaluate Award Fee Plans (PEMPs) and assist with the development and evaluation of PBIs), provide support for onsite contractor invoice and deliverable reviews, provide support for data calls from DOE HQ and other agencies, assist with drafting of contract documents including letters and other correspondence, assist with the review of technical and cost proposals of existing and future contracts and FA agreements, provide support for the Change Control Board process including the review, analysis and coordination of proposed contract modifications, development, editing, and management of contract deliverables, review and analysis of Lists A and B and other contract attachments, assist with the preparation, organization and maintenance of contract records and files (manual and electronic, i.e., input of contract records into STRIPES or invoice reviews), assist with documenting onsite contractor performance (both cost and schedule) and business systems as well as technical compliance with contract terms and conditions, provide technical oversight including performing and preparing TERs and review of onsite contractor plans and submissions such as subcontract consent packages (including tracking), Request for Proposals (RFPs), change orders, REAs or closeout proposals, conduct contract assessments and audits and provide recommendations for overall contract administration and project management of performance measurement baselines. The Contractor shall ensure continual and seamless conforming of all contracts.

The Contractor shall provide contract and project management assistance to DOE with internal schedules. These schedules include but are not limited to: onsite contractor milestones, Integrated Milestone Schedule, Comprehensive Nickel Project Schedule, Easements and Property Transfer Schedule, contractor Fiscal Year Award Fee Plan Schedule, PPPO Budget and Integrated Priority Listing (IPL), contractor definitization and PMB Review, NERC, Weekly Status Updates, DOE Assessment Plans, Regulatory Milestone Schedule, Site Specific Advisory Board and Citizen Advisory Board (CAB) and other specific procurement schedules as required.

The Contractor shall support DOE efforts to adequately define contract requirements including the development of SOWs, PWSs, Statement of Objectives (SOOs), WBS for current and future DOE requirements. The Contractor shall assist DOE with the development of IGCEs for current and future technical requirements either for DOE directly or by providing assistance through the PPPO to the EMCBC.

The Contractor must provide the personnel and resources as appropriate to deliver efficient and cost effective support services for the requirements described below.

Performance of these services requires the contractor to produce specific work products as identified below.

1. Assists with the preparation of contract modifications, new contracts and/or Financial Assistance Instruments and/or Inter-Agency Agreements. This includes:
 - a) Identification of clauses to be included and submitting to the CS/CO for inclusion;

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- b) Identification of Governmentwide point of entry required (Fedbizopps, synopsis text, and any other requirements) and entry of this data into the cited systems; and
 - c) Identification, preparation and processing of requirements to interact with the U.S. Small Business Administration, as appropriate.
2. Assists in developing contracts, grants, cooperative agreements, Inter-Agency Agreements, or any other type of contractual arrangement to include description/scope of work, budget, cost provisions, general terms and conditions, special provisions, reporting requirements, etc. The Contractor must be able to perform the following:
 - a) Administration of contract modifications and/or new contracts/financial assistance instruments;
 - b) File, conform and understand the maintenance of contracts once amended/awarded; and
 - c) Provide timely input into automated systems (e.g., STRIPES and FPDS).
 3. Assists in processing all requests for contract and instrument modifications or amendments. Prepares all records of negotiation and supplemental agreements associated with the modifications for the CS/CO in addition to:
 - a) Collecting and organizing information related to Federal funds;
 - b) Preparing and submitting accurate reports on subcontracts reviews accurately and timely, as required;
 - c) Review and process invoices for CO approval; and
 - d) Consults with CS/CO and provides advice on complex contract administration issues such as contractor claims, appeals, requests for equitable adjustments, fee determinations, etc.
 4. Prepares termination notices; supports negotiations of termination settlements; and collects and organizes termination information.
 5. Contract management includes but is not limited to the following subtasks:
 - a) Assist with the definition of DOE procurement requirements including acquisition approach and strategy;
 - b) Assist with the preparation of contract templates;
 - c) Assist with identifying, analyzing and the mitigation of contract risks;
 - d) Gather and review specifications, performance work statements, etc.;
 - e) Assist with the review and approval of contractor proposal documents, including the evaluation of assumptions, exceptions, and red-line documents as necessary;
 - f) Assist with analyzing the impact of cost, risk, and the impact of potential and executed contract changes and REAs;
 - g) Assist with technical evaluations of REAs/Proposals;
 - h) Assist with identifying negotiation approach including negotiable and non-negotiable factors, tactics and the gathering of information, etc.;
 - i) Assist with contract execution and administration;

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- j) Assist with maintaining appropriate contract records including filing and creation of the contract official file (G Drive, Livelink and in STRIPES);
- k) Assist with the management and documentation of onsite contractors' progress and performance;
- l) Assist with the tracking of incoming and outgoing correspondence, deliverables including documenting receipt, providing comments through to acceptance or rejection;
- m) Assist with the negotiation of changes, REAs, claims and disputes;
- n) Assist with the drafting of modifications, supporting documentation, letters, etc.;
- o) Assist with the management of confidential information received;
- p) Assist with termination determinations;
- q) Assist with preparing for meetings, including the development of agendas and taking meeting notes;
- r) Assist with the preparation of fedbizopps notices;
- s) Assist with the management of assessments, testing or other performance work activities;
- t) Assist with providing information or reporting on compliance;
- u) Assist as a POC for contractual matters between DOE and the onsite contractors and ensure timely review and approval of deliverables or other incoming correspondence;
- v) Assist with the evaluation and preparation of status reports and other data calls from various organizations;
- w) Assist with the review and comments in contracting practices, policies and procedures;
- x) Assist with ensuring compliance of the onsite contractors practices, policies and procedures;
- y) Assist with broader finance and risk requirements including 'financial engineering' and understanding and evaluating economic impact of contract terms and conditions;
- z) Assist with the management of Government Property;
- aa) Review for accuracy and punctuality of contractor invoice submittals to PPPO;
- bb) Assist with invoice review and approval and the authorizing of payment;
- cc) Assist with identifying, evaluating and execution of contract remedies where the onsite contractors performance is deficient;
- dd) Assist with resolving disputes in a timely manner;
- ee) Assist with documenting and administering desired outcomes, identification of problem areas or non-compliances and the development of solutions to contractual issues, drafting of acceptable performance levels, significant events related to safety or other contract terms.

C.12.8 Contract Closeout and Support

The Contractor may assist with the verification of onsite contractor performance including making any recommendations of appropriate contract adjustments (positive or negative) where warranted. The Contractor may perform these reviews to ensure that invoices have been submitted and are compliant with the FAR and the other contract terms and conditions and that all deliverables have been received and determined technically acceptable.

The Contractor may assist DOE with completing all contract closeout tasks of technically complete PPPO contractual agreements including contracts, Financial Assistance, Inter-Agency Agreements or other agreements.

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The Contractor may assist contracting personnel with the following contract closeout responsibilities: Final inspection and acceptance; final past performance evaluation; disposition of classified material; patent report closeout; royalty report closeout; final reporting of contract deliverables; value engineering closeout; plant clearance closeout; government property closeout; settlement of all interim or disallowed costs; settlement of final price revisions; settlement of subcontract agreements; final determination of final indirect rates; negotiation and issuance of final contractor closeout statement; subcontracting plan closeout; legal matters settlement including any termination matters; closeout of all audits; final voucher submission and settlement; removal of all excess funds; and retirement of official contract files.

This task includes but is not limited to the following subtasks:

- a) Responsible for initiating, verifying, abstracting, tracking, and completion of all expired Federal Contracts, Financial Assistance Instruments, and Interagency Agreements listed on the Close-out Report and in STRIPES, in support of the DOE mission;
- b) Provide technical and administrative contract support services operating under a formalized substructure (i.e., Office of Acquisition Management including Contracts Management Division, Acquisition Operations Division, and Capital Projects Division);
- c) Responsible for knowledge and understanding of the various types of Government contracts, Financial Assistance instruments, Interagency Agreements, and various Federal procurement laws and regulations. This knowledge includes a working understanding of the Federal Acquisition Regulations (FAR) and DOE Acquisition Regulations, and having the ability to review and audit all types of contracts for consistency and/or disparities;
- d) Provide independent, efficient, and effective interface with support customers such as program and finance personnel, Federal, state, and local government agencies, universities, and private industry either face-to-face or via telephone or email;
- e) Provide data entry in support of the task for contract close-out for DOE. Responsible for knowledge of and ability to maneuver in several systems including, but not limited to, the following: (STRIPES, Procurement Assistance Data System (PADS), Federal Procurement Data System Next Generation (FPDS-NG), and the Information Data Warehouse (IDW));
- f) Execute reports in support of the close-out task; (FPDS contract reports, UDO reports, etc.) in support of the Procurement personnel; (Uncosted Reports – Credit Card Awards, Simplified Acquisitions Report, etc.) in support of Acquisition Operations Division; (In-Active Contract Report in PADS, New Award Detail Report) and in support of the Office of Acquisition Management (OAM) (Contract Data Reports (CDR) for COs, Annual Contracting Activity Reporting);
- g) Prepare, sort, compile, type, and distribute close-out correspondence for the CS/CO as specified in DOE policies and procedures (Close-out letter sent to contractors; Draft modifications to be signed by COs; completion Memo and Letter to be forwarded to Finance/Budget; letters for Patent Review to be sent to DOE Counsel; property certificate to be forwarded to the EMCBC Property Team; and maintain Close-out portion of Quarterly Report);
- h) Provide a broad range of assistance in compiling reports and composing correspondence for DOE HQ and the PPPO, organizing support documentation, and reviewing and finalizing documents for PM's and/or CS/CO signature(s) to be transmitted to various contractors and educational institutions;

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- i) Research DOE Contract and Finance Records for supporting documentation to balance Chief Finance Officer (CFO) totals with contract files and data on FPDS reports in preparation of close-out;
- j) Justify and balance CDR with each Federal Contract, Financial Assistance Instrument, and Interagency Agreement in preparation of close-out;
- k) Review, balance, and justify submitted invoices to DOE on active, as well as, completed contracts as directed by the CS/CO or COR utilizing various methods including Close-out Report and STRIPES;
- l) Participate in meetings, as required;
- m) Serve as close-out liaison between the PPPO and HQ by reconciling funds and ensuring accuracy of reports. Perform Records Management coordination for contract close-out. Responsible for preparing all file documents for scanning and archiving which includes: removing all fasteners, copying ununiformed documents, removing duplicate copies, organizing documents, and boxing. Also, responsible for filling out Records Transmittal Index Sheet, labeling boxes, and contacting Records Management. Track contract close-outs and funds recouped quarterly and yearly;
- n) Provide auditing services for active or inactive contracts, Financial Assistance Instruments, and/or Interagency Agreements;
- o) Analysis and reconciliation of invoices submitted on contracts to ensure contractor has correctly coded and billed the Government. Verify submitted information to ensure sufficient funds have been obligated to cover current costs as billed by the contractor;
- p) Research any discrepancies found in review of invoices and recommend appropriate course of action (rejection, disallowance of cost, etc.). Provide recommendations on the resolution of any unusual differences, recurring questionable transactions, or unallowable charges. Maintain an up-to-date ledger for contracting cost and costs incurred to date on current contracts against invoices.

C.12.9 Reviews, Audits, Assessments and Documentation

The Contractor shall perform reviews, audits, and assessments as requested by DOE. Subtasks include technical and cost analysis of proposals, claims, or REAs. The analysis and documentation related to these reviews may include outside audits from the Defense Contract Audit Agency (DCAA) or other auditors and include various cost recommendations. The Contractor shall assist with researching, developing, monitoring and filing of official documentation required to complete the proposal, claim or modification action.

The Contractor shall also prepare, edit, audit, proofread, format, graph, calculate, evaluate or manage files containing site-wide program/project plans, work plans (e.g., Contractor Oversight and Administration Program Implementation Plan), milestones, invoices (e.g., Invoice Audit/Review Report), contractual processes, safety plans and procedures, regulatory verification and compliance issues, remediation plans or other documents as directed, including time-sensitive deliverables related to the D&D, S&M or D&R or other scope being performed by onsite contractors.

The Contractor shall support and assist DOE with the review of contractor invoices for accuracy and contract compliance. This includes coordination of the invoice review with the CO and COR all the way

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through to invoice approval. Additionally, contract deliverables shall be evaluated and verified for contract compliance and recommendations shall be developed and presented to support acceptance or rejection by DOE. Support shall be provided of other contractual requirements including evaluating the acceptability of Award Fee Plans or PEMP, EVMS submissions (e.g., EVMS Variance Report), letters and directions, certifications, annual work plans, program management baselines and subcontracts.

C.12.10 Special Projects

Special Projects shall include the development and implementation of the site IPT charter, program specific IPT charters (e.g., D&D & Waste), Cost Account Manager training, EVMS system certification, partnering, participation in stakeholder meetings or community service activities, etc.

C.12.11 Change Control and Performance Management Oversight

The Contractor shall support the PPPO CCB process in accordance with the requirements of DOE Order 413.3B for changes to capital project baselines and applicable contract requirements for operations activities. Change Control shall be managed to ensure that changes are identified, evaluated, coordinated, controlled, reviewed, approved/disapproved, and documented in a manner that meets all DOE requirements.

C.12.12 Financial Assistance (FA) Management Oversight

The Contractor shall provide oversight at both sites for the implementation and management of FA instruments (grants and cooperative agreements). This includes: technical evaluations, invoice reviews, development and review of technical reporting, participation in project meetings and other analysis as directed. This oversight includes attendance at weekly and/or monthly meetings with onsite stakeholders, FA principals, the Public and DOE. The Contractor shall provide ad hoc reporting as requested such as taking meeting minutes, or action item resolution within defined time frames.

C.13 ASSET RECOVERY/PERSONAL PROPERTY TRANSFER OVERSIGHT

The Contractor shall support DOE in developing and/or maintaining the Asset Recovery/Personal Property Transfer (AR) Program as part of the D&D and D&R Programs. The primary objectives of AR are to establish excess material reuse and recycle as possible alternatives to traditional land waste disposal and realize significant cost recovery benefit to the Government and regional economic base by recovering excess D&D or D&R materials and personal property as assets, and transferring them to the community for reuse. It is assumed that the local recipient of these assets will be the local community reuse organization. The Contractor shall provide support in accomplishing these broad objectives by drafting recommendations, developing cost-benefit analysis of alternatives and participating in meetings to develop strategies, plans and methods of potential AR opportunities, including the monitoring AR requirements and implementation. In addition, the Contractor shall provide assistance in facilitating actions toward the success of the community reuse program. This includes preparing briefing materials, presentations, graphical displays as well as facilitating the disposition of materials through the reuse

program. The Contractor shall provide impact analyses of current programs/projects including the issuance of new and/or revised Federal, State, Local or DOE publications.

The Contractor shall verify and validate onsite contractors' material databases (e.g., Asset Recovery Activity Oversight, Assessment and Tracking Report), develop and recommend forecasts and AR targets, monitor regulations and funding requirements, and perform field oversight verification of the process.

C.14 REAL PROPERTY TRANSFER OVERSIGHT

The Contractor shall assist DOE in compliance with the requirements applicable to property transfer, including, but not limited to, DOE Orders, NHPA, NEPA, CERCLA 120(h), and other federal requirements as required. This includes general oversight, project management and technical support to ensure the transfer of real property from DOE to other appropriate entities under the appropriate authority, and/or the assignment of easements.

Work activities under this task include, but are not limited to the following subtasks:

- a) Participate in the revision, as necessary, of the Protocol for the Environmental Regulatory Processes for the Transfer of Real Property at the U.S. Department of Energy Portsmouth and Paducah Sites. Volume 1: Uncontaminated Property;
- b) Participate in the development, as necessary, of the Protocol for the Environmental Regulatory Processes for the Transfer of Real Property at the U.S. Department of Energy Portsmouth and Paducah Sites. Volume 2: Effectiveness Determination and Volume 3: Covenant Deferral;
- c) Participate in the revision, as necessary, of the PPPO Procedure, Planning for Due Diligence for Real Property Transfer;
- d) Provide screening of proposed real property actions against existing NEPA documents, including categorical exclusions and the Environmental Assessment (EA) for reuse (in development);
- e) Prepare CERCLA 120(h) or equivalent environmental baseline information to support real property transfer, including environmental due diligence research, such as title and deed research, spill and release records review, and risk analysis efforts using data provided by DOE or its contractors to demonstrate suitability to transfer. This also includes coordination with the EMCBC on transfer documentation content and suitability for submittal to the appropriate organization;
- f) Participate in the PPPO and DOE HQ Property Transfer Working Groups to provide information on the status of Portsmouth and Paducah activities and to seek guidance on transfer topics of interest, such as Lessons Learned, applicable to PPPO sites;
- g) Provide information to DOE on additional reviews that may be needed, including their scope, content and/or if the existing documentation is not sufficient to support a proposed property transfer;
- h) Coordinate with the EMCBC on real property aspects of transfer, including work on metes and bounds surveys, property appraisals and real property law interpretation as it pertains to real property transfers and easement assignments;

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- i) Provide support and assistance in the areas of transfer package development, including assistance in responses to DOE comments on future plans, economic projections, and other details that may be needed to further a transfer package;
- j) Complete, upon request by the CO, any NEPA EA or Findings of No Significant Impact (FONSI) associated with property transfers and ensure appropriate stakeholder engagement to support effective decision making;
- k) Provide oversight, project management support and provide recommendations to improve the successful transfer of real property to requesting organizations. Since future reuse of the two (2) sites is being considered, the Contractor shall monitor the site-wide environmental assessment, participate in public meetings and must be prepared to submit appropriate documentation to support these efforts.

C.15 PUBLIC AFFAIRS/COMMUNITY RELATIONS OVERSIGHT

The Contractor shall be responsible for coordinating the overall public affairs function for the PPPO, including supporting DOE in interfacing with HQ, other EM offices, community, other stakeholders, and shall coordinate with other PPPO contractors. The Contractor shall perform any required classification or public release review prior to any release of information and no information is to be released without PPPO Management approval.

The Contractor shall update the public participation plans as necessary, draft relevant articles for inclusion in newsletters or postings and maintenance of information on the PPPO website, coordinating the capture of images of PPPO program activities, preparing fact sheets and press releases, etc. The contractor shall support DOE in preparing for public/stakeholder meetings.

The Contractor shall provide a Public Affairs/Senior Media Specialist to assist PPPO with a variety of tasks to support daily management of the communications function. The Contractor shall provide a Communication expert to plan, analyze, organize and implement the public affairs function in a variety of message platforms including press releases, fact sheets, newsletters, employee communications and internet content.

This task includes but is not limited to the following subtasks:

- a) Serve as liaison for public affairs and represent the Agency in public affairs forums throughout the Federal government;
- b) Initiate and develop strategies for the dissemination of information to the public about PPPO programs, issues, and activities;
- c) Advise PPPO managers on tailoring communications to specific audiences to support work activities at both sites;
- d) Establish and maintain strong two-way communications between PPPO and its stakeholders through websites, exhibits, publications, social media, and other written products;
- e) Collect program information from other DOE and contractor personnel, enter it into a variety of electronic information systems, search for related information, retrieve all relevant data and consolidate the information into presentation format;
- f) Evaluate problems in disseminating information about PPPO programs to the public;

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- g) Analyze communication problems with contacts, and advise and recommend specific information activities to correct these problems;
- h) Plan and direct public relations programs designed to create and maintain a favorable public image of DOE;
- i) Establish and develop effective ongoing interpersonal relationships with media representatives and public affairs personnel of specialized groups which provide coverage of PPPO programs;
- j) Research and write PPPO literature and other forms of communication that reflect agency policy and philosophy, including material suitable both for use in conjunction with HQs public pronouncements and for written positions/policy statements intended for general release;
- k) Create informational materials, both in print and electronic;
- l) Work with stakeholders for timely and useable material for communication to the Public;
- m) Copy, edit, proofread, and revise communications as necessary;
- n) Design and launch communications using most effective means possible;
- o) Recommend, implement and maintain website design and operation;
- p) Plan and deliver educational materials to the Public;
- q) Work with PPPO managers and staff as necessary with all communications;
- r) Promote the PPPO using various public relations initiatives;
- s) Create and deliver press releases, media relations content, case studies, white papers, executive bios, newsletter content, social media content, and speaking proposals;
- t) Identify, develop and execute communications strategy for key media contacts and stakeholders;
- u) Research media coverage and industry trends;
- v) Develop fresh story ideas;
- w) Conduct media outreach;
- x) Prepare briefing materials;
- y) Coordinate scheduling and logistics;
- z) Coordinate meetings, conferences, industry days and press interviews;
- aa) Manage information;
- bb) Provide site tours for dignitaries, officials, and senior managers;
- cc) Provide photographs for story boards;
- dd) Prepare agendas and conduct research; and
- ee) Help to clarify the organization's point of view to their main constituencies.

©.16 PORTSMOUTH AND PADUCAH STAKEHOLDER INVOLVEMENT OVERSIGHT

The Contractor shall support DOE interactions with Congressional staffers, DOE HQ, Federal, State and Local Site Regulators, onsite contractors and FA recipients, e.g., Commonwealth of Kentucky, Ohio Environmental Protection Agency, Kentucky Research Consortium for Energy and the Environment (KRCEE), Ohio University, and other DOE stakeholders as required. Stakeholder involvement required with this task is critical to the EM mission and crosses all functional requirements of this contract.

This includes communications with DOE/EM and both sites SSAB and CAB, support the development of the annual SSAB/CAB Work Plan, community reuse and property transfer, researching and supporting responses to FOIA requests and Congressional inquiries, performing and maintaining DOE web site (including development), and other stakeholder support as required.

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Stakeholder oversight may include the development, review, and coordination of work plans, presentations, agendas, action items, meeting minutes, logistical support, responding to site-wide information requests, FOIA requests, reports (i.e., Stakeholder Involvement Report), both sites websites, and recommendations.

The Contractor shall facilitate, coordinate and attend meetings and resolve action items. Various community relations programs shall be developed, as necessary, to include presentations to area schools, civic groups and local officials. Tours shall be coordinated and conducted. Internal and external requests for information and required responses will be developed, coordinated and submitted in a timely manner.

Work activities under this task for SSAB/CAB oversight includes, but are not limited to the following subtasks:

- a) Assisting DOE in the development of the annual SSAB/CAB work plan, which outlines topics that align with regulatory and other milestones;
- b) Coordinating with DOE and other contractors to establish subcommittee meeting agendas and presentations;
- c) Developing Deputy Designated Federal Official presentations, which are delivered by Site Lead bi-monthly to the SSAB/CAB full board;
- d) Assisting DOE in preparing responses to SSAB/CAB recommendations;
- e) Assisting DOE in resolving action items that arise from various SSAB/CAB meetings and activities;
- f) Supporting efforts of the SSAB/CAB contractor, as requested by DOE;
- g) Coordinating with DOE and SSAB/CAB contractor to ensure legal and regulatory compliance;
- h) Interacting with SSAB/CAB members to ensure timely completion of SSAB/CAB work plan goals;
- i) Preparing/retrieving documents pertinent to DOE/PPPO support with the SSAB/CAB;
- j) Attending SSAB/CAB and subcommittee meetings in support of DOE, as requested;
- k) Providing logistical oversight support, as requested by DOE, for SSAB/CAB functions; and
- l) Appropriate staff shall coordinate material for SSAB leadership and attend the semi-annual national chairs meetings.

Work activities under this task for DOE interactions with internal and external stakeholders include, but are not limited to the following subtasks:

- a) Supporting public and stakeholder interface, securing facilities and equipment, and preparation/control of presentation materials;
- b) Dissemination of information regarding public issues relevant to DOE and affected contractor personnel;
- c) Collection of stakeholder comments and coordination of comment responses;
- d) Facilitate execution of various community relations programs, including, but not limited to, presentations to civic groups and elected officials;

SOURCE SELECTION INFORMATION – SEE FAR 2.101 and 3.104

- e) Coordinate tours designed to educate elected officials and various stakeholders on operations and progress on DOE site programs as requested by DOE;
- f) Ensuring appropriate/required records retention; and
- g) Responding to internal and external requests for site-wide information.

Work activities under this task for complying with the requirements applicable to stakeholder oversight include, but are not limited to the following subtasks:

- a) Contractor shall assist DOE with complying with DOE Orders, NHPA, other federal requirements, and CERCLA 120(h) as it pertains to the community reuse organizations;
- b) Provide timely support to DOE to respond to FOIA requests; and
- c) Provide for the review of the requirements for the Site websites and providing information and documents in support of the web site.

C.17 CLOSEOUT WORK ACTIVITIES

The Contractor shall submit a Closeout Plan to document the necessary steps the Contractor shall take to adequately closeout the contract. The Closeout Plan shall include a schedule of major activities, and shall address at a minimum:

- 1. Identification of all contract deliverables submitted and accepted. The Contractor shall include date submitted, DOE acceptance date (if applicable) and status of any remaining open deliverables;
- 2. Status of all requirements (complete and incomplete) under this contract;
- 3. Identification of all subcontracts along with status of each subcontract's settlement and final payment. The Contractor shall identify for each subcontract under this contract whether final invoices have been paid, date of final payment, current status of settlement, and any other outstanding issues related to final settlement and payment of subcontracts;
- 4. Status of activities performed in accordance with the Contractor's Records Management Close-Out;
- 5. Status of the final invoice and any incurred cost audit; and
- 6. Status of the final Contractor Performance Assessment Reporting System (CPARS) report.

The Closeout Plan shall be submitted in accordance with this PWS at least 60 days prior to the end of the contract period. Final payment may be withheld by DOE until all of the necessary activities are completed by the Contractor.

Upon completion of the contract, a final modification will be executed to officially close out the contract. A final release statement will be included in the closeout modification where the Contractor discharges the Government, its officers, agents and employees from all liabilities, obligations and claims under the contract.

C.18 INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ)/SUBJECT MATTER EXPERTS

SOURCE SELECTION INFORMATION – SEE FAR 2.101 and 3.104

Under the Indefinite Delivery/Indefinite Quantity (IDIQ) CLIN, the Contractor shall provide additional programmatic, administrative and/or technical expertise on an ad hoc basis for special projects in any of the work activities in the PWS as directed by the CO. If required, the Contractor shall provide qualified Subject Matter Experts (SMEs) as defined in Section J, Attachment J-3, Minimum Position Qualifications, to perform these tasks as directed.

C.19 CONTRACTOR IDENTIFICATION WHILE ON A DOE INSTALLATION

Contractor personnel working in Government facilities at all sites on a continuous basis, part-time or full-time, must be recognizable as contractors while in Government facilities. This shall be accomplished by ensuring that all personnel wear the appropriate identification badges (to be issued by DOE) as applicable by site. Contractor personnel whose duties include answering telephones at Government facilities shall identify themselves as contractor employees. Additionally, all contractor personnel shall identify themselves by name, title and contractor in any digital communications.

C.20 CONTRACTOR EMPLOYEE TRAINING

Without exception or otherwise approved by the CO, the Contractor shall provide fully qualified (education and experience as defined in the qualifications requirements in Section J, Attachment J-3) personnel appropriately trained to support DOE requirements. The Contractor is responsible for ensuring that personnel remain cognizant and knowledgeable (e.g., professional licensing, continuing education, certifications, ongoing technical training, new product versions) within their area of expertise including emerging and proven technologies applicable to the work being performed under this contract.

The Contractor shall ensure that all employees complete the necessary site specific training necessary to access the site, facilities, or project work areas (e.g., General Employee Training, Consolidated Annual Training, Rad Worker Training, Respirator Training, Annual Security Refresher Briefing and Hazwoper Training). The required training is stipulated by the site-contractor responsible for execution of the field work/operation.

The Contractor shall ensure that all employees attend DOE mandatory training within the time frames requested (see Table C.20 below). This includes security and safety training, as directed by the COR (usually within 30 days of the first date of performance under this contract and at least once annually thereafter). The Contractor shall ensure that all personnel and subcontractors are adequately instructed about safety onsite and competently perform their work safely and efficiently at all times

Table C.20

Training	Frequency	Requirement
Active Shooter	Annually	DOE Policy 444.1
Continuity of Operations (COOP)	Annually	DOE Order 150.1
Annual Security Refresher Briefing	Annually	DOE Order 470.4B
Cyber Security Awareness	Annually	DOE O 205.1B

Cyber Security Rules of Behavior	Annually	DOE O 205.1B
Records Management 101	Annually	DOE O 243.1B
Privacy Awareness Training	Annually	DOE O 206.1

The Contractor shall ensure that its staff performing Safety, Health and Regulatory oversight are qualified and shall maintain their qualifications according to a documented process that is approved and periodically assessed by PPPO that is equivalent to PPPO-M-226.1-2. *Oversight Program Plan* (latest revision). Contractor staff performing Safety, Health and Regulatory oversight shall complete the training within 1 year of completing contract transition. The Contractor shall ensure appropriate training is provided for staff performing Safety, Health and Regulatory oversight to acquire or maintain their qualifications.

For any specific training or conferences the Contractor deems program specific and required by the PPPO outside of the mandatory training in Table C.20, the Contractor shall submit an annual training plan 90 days after NTP and annually thereafter as defined in Section J, Attachment J-2 Deliverables. This training plan must be approved by the CO and shall not include the training required to maintain a qualified workforce as required by position descriptions.

C.21 GOVERNMENT FURNISHED PROPERTY

The Government will provide supplies, computer equipment, furniture (e.g., desks, chairs, file cabinets; however, excludes “comfort” related items such as; varidesk’s, monitor arms, keyboard arms, keyboard trays, document holder, chair lumbar support, wrist support gloves, computer monitor glare filter, etc.), and office space required to work under this PWS. This space will be provided to the contractor unless directed by the CO to utilize non-DOE space. The Government shall provide the Contractor’s personnel with access to the DOE network and project controls application software such Primavera, Cobra, MS Project, etc.

C.22 DELIVERABLES AND REPORTS

The Contractor shall provide the plans, reports, and records specified in Section C – PWS in accordance with the schedule requirements specified in Section J, Attachment J-2, “Deliverables” of this contract.

Section J, Attachment J-2, “Deliverables” summarizes the specific products the Contractor shall submit to DOE, the approval required, and the date/timeframe within which the Contractor shall deliver the specified product. Deliverables shall be provided to DOE in sufficient time (normally 3 days before the due date) for PPPO review if the document is to be delivered to any outside organization. All deliverables shall be delivered electronically to the POCs as defined in the deliverable schedule.

Section J, Attachment J-2 does not include all deliverables identified in the Contract, DOE directives, federal regulations, or regulatory documents. If any deliverable required by any clause/directive of the Contract is not listed in Section J, Attachment J-2, this does not relieve the Contractor of the requirement to provide that deliverable. The Contractor shall be responsible for the compliance with all applicable standards, orders, and regulations under the contract.

SOURCE SELECTION INFORMATION – SEE FAR 2.101 and 3.104

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D.1 DOE-D-2001 PACKAGING AND MARKING (OCT 2014)

- (a) Preservation, packaging and packing for shipment or mailing of all work delivered hereunder shall be in accordance with good commercial practice and adequate to insure acceptance by common carrier and safe transportation at the most economical rate(s), including electronic means.
- (b) Each package, report or other deliverable shall be accompanied by a letter or other document which –
 - (1) Identifies the contract by number pursuant to which the item is being delivered;
 - (2) Identifies the deliverable item number or report requirement which requires the delivered item; and
 - (3) Indicates whether the Contractor considers the delivered item to be a partial or full satisfaction of the requirement.
- (c) For any package, report, or other deliverable being delivered to a party other than the Contracting Officer, a copy of the document required by paragraph (b) shall be simultaneously delivered to the office administering this contract, as identified in Section G of the contract, or if none, to the Contracting Officer.

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SECTION E

INSPECTION AND ACCEPTANCE

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E.1 DOE-E-2001 INSPECTION AND ACCEPTANCE (OCT 2014)

Inspection and acceptance of all items under this contract shall be accomplished by the Contracting Officer in accordance with the clause entitled FAR 52.246-6 Inspection – Time-and-Material and Labor-Hour (May 2001). If the Contracting Officer assigns this responsibility to the Contracting Officer’s Representative or another representative of the Government, the Contracting Officer shall notify the Contractor in writing.

E.2 FAR 52.246-2 INSPECTION OF SUPPLIES – FIXED-PRICE (AUG 1996) (*Applies to Firm-Fixed-Price Transition CLIN and Firm-Fixed-Price Task Orders issued under the IDIQ CLIN*)

- (a) Definition. “Supplies,” as used in this clause, includes but is not limited to raw materials, components, intermediate assemblies, end products, and lots of supplies.
- (b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering supplies under this contract and shall tender to the Government for acceptance only supplies that have been inspected in accordance with the inspection system and have been found by the Contractor to be in conformity with contract requirements. As part of the system, the Contractor shall prepare records evidencing all inspections made under the system and the outcome. These records shall be kept complete and made available to the Government during contract performance and for as long afterwards as the contract requires. The Government may perform reviews and evaluations as reasonably necessary to ascertain compliance with this paragraph. These reviews and evaluations shall be conducted in a manner that will not unduly delay the contract work. The right of review, whether exercised or not, does not relieve the Contractor of the obligations under the contract.
- (c) The Government has the right to inspect and test all supplies called for by the contract, to the extent practicable, at all places and times, including the period of manufacture, and in any event before acceptance. The Government shall perform inspections and tests in a manner that will not unduly delay the work. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the Contractor unless specifically set forth elsewhere in this contract.
- (d) If the Government performs inspection or test on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties. Except as otherwise provided in the contract, the Government shall bear the expense of Government inspections or tests made at other than the Contractor’s or subcontractor’s premises; provided, that in case of rejection, the Government shall not be liable for any reduction in the value of inspection or test samples.
- (e)

- (1) When supplies are not ready at the time specified by the Contractor for inspection or test, the Contracting Officer may charge to the Contractor the additional cost of inspection or test.
 - (2) The Contracting Officer may also charge the Contractor for any additional cost of inspection or test when prior rejection makes reinspection or retest necessary.
- (f) The Government has the right either to reject or to require correction of nonconforming supplies. Supplies are nonconforming when they are defective in material or workmanship or are otherwise not in conformity with contract requirements. The Government may reject nonconforming supplies with or without disposition instructions.
- (g) The Contractor shall remove supplies rejected or required to be corrected. However, the Contracting Officer may require or permit correction in place, promptly after notice, by and at the expense of the Contractor. The Contractor shall not tender for acceptance corrected or rejected supplies without disclosing the former rejection or requirement for correction, and, when required, shall disclose the corrective action taken.
- (h) If the Contractor fails to promptly remove, replace, or correct rejected supplies that are required to be removed or to be replaced or corrected, the Government may either
- (1) by contract or otherwise, remove, replace, or correct the supplies and charge the cost to the Contractor or
 - (2) terminate the contract for default.

Unless the Contractor corrects or replaces the supplies within the delivery schedule, the Contracting Officer may require their delivery and make an equitable price reduction. Failure to agree to a price reduction shall be a dispute.

- (i)
- (1) If this contract provides for the performance of Government quality assurance at source, and if requested by the Government, the Contractor shall furnish advance notification of the time --
 - (i) When Contractor inspection or tests will be performed in accordance with the terms and conditions of the contract; and
 - (ii) When the supplies will be ready for Government inspection.
 - (2) The Government's request shall specify the period and method of the advance notification and the Government representative to whom it shall be furnished. Requests shall not require more than 2 workdays of advance notification if the

Government representative is in residence in the Contractor's plant, nor more than 7 workdays in other instances.

- (j) The Government shall accept or reject supplies as promptly as practicable after delivery, unless otherwise provided in the contract. Government failure to inspect and accept or reject the supplies shall not relieve the Contractor from responsibility, nor impose liability on the Government, for nonconforming supplies.
- (k) Inspections and tests by the Government do not relieve the Contractor of responsibility for defects or other failures to meet contract requirements discovered before acceptance. Acceptance shall be conclusive, except for latent defects, fraud, gross mistakes amounting to fraud, or as otherwise provided in the contract.
- (l) If acceptance is not conclusive for any of the reasons in paragraph (k) hereof, the Government, in addition to any other rights and remedies provided by law, or under other provisions of this contract, shall have the right to require the Contractor
 - (1) at no increase in contract price, to correct or replace the defective or nonconforming supplies at the original point of delivery or at the Contractor's plant at the Contracting Officer's election, and in accordance with a reasonable delivery schedule as may be agreed upon between the Contractor and the Contracting Officer; provided, that the Contracting Officer may require a reduction in contract price if the Contractor fails to meet such delivery schedule, or
 - (2) within a reasonable time after receipt by the Contractor of notice of defects or nonconformance, to repay such portion of the contract as is equitable under the circumstances if the Contracting Officer elects not to require correction or replacement. When supplies are returned to the Contractor, the Contractor shall bear the transportation cost from the original point of delivery to the Contractor's plant and return to the original point when that point is not the Contractor's plant. If the Contractor fails to perform or act as required in (1) or (2) above and does not cure such failure within a period of 10 days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure, the Government shall have the right by contract or otherwise to replace or correct such supplies and charge to the Contractor the cost occasioned the Government thereby.

E.3 FAR 52.246-4 INSPECTION OF SERVICES – FIXED-PRICE (AUG 1996) (*Applies to Firm-Fixed-Price Transition CLIN and Firm-Fixed-Price Task Orders issued under the IDIQ CLIN*)

- (a) Definition: "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

- (b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.
- (c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.
- (d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.
- (e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the Government may --
 - (1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and
 - (2) Reduce the contract price to reflect the reduced value of the services performed.
- (f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may --
 - (1) By contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or
 - (2) Terminate the contract for default.

E.4 FAR 52.246-6 INSPECTION – TIME-AND-MATERIAL AND LABOR-HOUR (MAY 2001)

- (a) Definitions. As used in this clause—

“Contractor’s managerial personnel” means any of the Contractor’s directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of –

- (1) All or substantially all of the Contractor's business;
 - (2) All or substantially all of the Contractor's operation at any one plant or separate location where the contract is being performed; or
 - (3) A separate and complete major industrial operation connected with the performance of this contract.
 - (4) "Materials" includes data when the contract does not include the Warranty of Data clause.
- (b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the material, fabricating methods, work, and services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.
- (c) The Government has the right to inspect and test all materials furnished and services performed under this contract, to the extent practicable at all places and times, including the period of performance, and in any event before acceptance. The Government may also inspect the plant or plants of the Contractor or any subcontractor engaged in contract performance. The Government shall perform inspections and tests in a manner that will not unduly delay the work.
- (d) If the Government performs inspection or test on the premises of the Contractor or a subcontractor, the Contractor shall furnish and shall require subcontractors to furnish all reasonable facilities and assistance for the safe and convenient performance of these duties.
- (e) Unless otherwise specified in the contract, the Government shall accept or reject services and materials at the place of delivery as promptly as practicable after delivery, and they shall be presumed accepted 60 days after the date of delivery, unless accepted earlier.
- (f) At any time during contract performance, but not later than 6 months (or such other time as may be specified in the contract) after acceptance of the services or materials last delivered under this contract, the Government may require the Contractor to replace or correct services or materials that at time of delivery failed to meet contract requirements. Except as otherwise specified in paragraph (h) of this clause, the cost of replacement or correction shall be determined under the Payments Under Time-and-Materials and Labor-Hour Contracts clause, but the "hourly rate" for labor hours incurred in the replacement or correction shall be reduced to exclude that portion of the rate attributable to profit. The Contractor shall not tender for acceptance materials and services required to be replaced or corrected without disclosing the former requirement for replacement or correction, and, when required, shall disclose the corrective action taken.
- (g)

- (1) If the Contractor fails to proceed with reasonable promptness to perform required replacement or correction, and if the replacement or correction can be performed within the ceiling price (or the ceiling price as increased by the Government), the Government may --
 - (i) By contract or otherwise, perform the replacement or correction, charge to the Contractor any increased cost, or deduct such increased cost from any amounts paid or due under this contract; or
 - (ii) Terminate this contract for default.
 - (2) Failure to agree to the amount of increased cost to be charged to the Contractor shall be a dispute.
- (h) Notwithstanding paragraphs (f) and (g) above, the Government may at any time require the Contractor to remedy by correction or replacement, without cost to the Government, any failure by the Contractor to comply with the requirements of this contract, if the failure is due to –
- (1) Fraud, lack of good faith, or willful misconduct on the part of the Contractor's managerial personnel; or
 - (2) The conduct of one or more of the Contractor's employees selected or retained by the Contractor after any of the Contractor's managerial personnel has reasonable grounds to believe that the employee is habitually careless or unqualified.
- (i) This clause applies in the same manner and to the same extent to corrected or replacement materials or services as to materials and services originally delivered under this contract.
 - (j) The Contractor has no obligation or liability under this contract to correct or replace materials and services that at time of delivery do not meet contract requirements, except as provided in this clause or as may be otherwise specified in the contract.
 - (k) Unless otherwise specified in the contract, the Contractor's obligation to correct or replace Government-furnished property shall be governed by the clause pertaining to Government property.

E.5 FAR 52.246-11 HIGHER-LEVEL CONTRACT QUALITY REQUIREMENT (DEC 2014)

- (a) The Contractor shall comply with the higher-level quality standard(s) listed below.

Quality Assurance Program (based on American Society of Mechanical Engineers (ASME) publication NQA-1, Quality Assurance Requirements for Nuclear Facility Applications

EM-QA-001/R1 EM Quality Assurance Program, DOE O 414.1D, Quality Assurance and DOE O 226.1A, Implementation of Department of Energy Oversight Policy

- (b) The Contractor shall include applicable requirements of the higher-level quality standard(s) listed in paragraph (a) of this clause and the requirement to flow down such standards, as applicable, to lower-tier subcontracts, in—
 - (1) Any subcontract for critical and complex items (see 46.203(b) and (c)); or
 - (2) When the technical requirements of a subcontract require—
 - (i) Control of such things as design, work operations, in-process control, testing, and inspection; or
 - (ii) Attention to such factors as organization, planning, work instruction, documentation control, and advanced metrology.

E.6 FAR 52.246-16 RESPONSIBILITY FOR SUPPLIES (APR 1984)

- (a) Title to supplies furnished under this contract shall pass to the Government upon formal acceptance, regardless of when or where the Government takes physical possession, unless the contract specifically provides for earlier passage of title.
- (b) Unless the contract specifically provides otherwise, risk of loss of or damage to supplies shall remain with the Contractor until, and shall pass to the Government upon --
 - (1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or
 - (2) Acceptance by the Government or delivery of the supplies to the Government at the destination specified in the contract, whichever is later, if transportation is f.o.b. destination.
- (c) Paragraph (b) of this section shall not apply to supplies that so fail to conform to contract requirements as to give a right of rejection. The risk of loss of or damage to such nonconforming supplies remains with the Contractor until cure or acceptance. After cure or acceptance, paragraph (b) of this section shall apply.
- (d) Under paragraph (b) of this section, the Contractor shall not be liable for loss of or damage to supplies caused by the negligence of officers, agents, or employees of the Government acting within the scope of their employment.

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SECTION F

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F.5 HOURS OF OPERATION4

F.1 DOE-F-2002 PLACE OF PERFORMANCE - SERVICES (OCT 2014)

The services specified by this contract shall be performed at the following location(s):

1. Paducah Gaseous Diffusion Plant/site in Paducah, KY
2. Portsmouth Gaseous Diffusion Plant/site in Pike County, Ohio
3. Portsmouth/Paducah Project Office (PPPO) in Lexington, KY

Services may also be performed at any other facilities which are owned, leased, or otherwise under the control of the U.S. Department of Energy, Portsmouth/Paducah Project Office. The CO may grant specific authority to perform work at another location when it has been determined advantageous to the Government.

F.2 DOE-F-2003 PERIOD OF PERFORMANCE – ALTERNATE I AND ALTERNATE II (OCT 2014)

- (a) The Contractor shall commence performance of this contract in accordance with the contract terms and conditions on November 19, 2019 through November 18, 2024.
- (b) The period of performance of this contract may be extended pursuant to unilateral options or other clauses that provide for the extension of the contract. In the event that the Government elects to exercise its right pursuant to such options(s) or other clauses, the period of performance shall be revised to reflect such extensions.

Periods of Performance (POP)		
Period	Start	End
Transition Period (60 days)	9/17/2019	11/18/2019
Base Period (36 months) ¹	11/19/2019	11/18/2022
Option Period (24 months) ²	11/19/2022	11/18/2024

F.3 FAR 52.242-15 STOP-WORK ORDER (AUG 1989)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of

^{1&2} The contract contains an IDIQ CLIN that has an ordering period consistent with the period of performance for the Base Period of 36 months and will be extended commensurate with the exercise of the Option Period (if exercised).

work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either –

- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if –
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

F.4 FAR 52.242-17 GOVERNMENT DELAY OF WORK (APR 1984) (*Applies to Firm-Fixed-Price Transition CLIN and Firm-Fixed-Price Task Orders issued under the IDIQ CLIN*)

- (a) If the performance of all or any part of the work of this contract is delayed or interrupted
- (1) by an act of the Contracting Officer in the administration of this contract that is not expressly or impliedly authorized by this contract, or
 - (2) by a failure of the Contracting Officer to act within the time specified in this contract, or within a reasonable time if not specified, an adjustment (excluding profit) shall be made for any increase in the cost of performance of this contract caused by the delay or interruption and the contract shall be modified in writing

accordingly. Adjustment shall also be made in the delivery or performance dates and any other contractual term or condition affected by the delay or interruption. However, no adjustment shall be made under this clause for any delay or interruption to the extent that performance would have been delayed or interrupted by any other cause, including the fault or negligence of the Contractor, or for which an adjustment is provided or excluded under any other term or condition of this contract.

(b) A claim under this clause shall not be allowed --

- (1) For any costs incurred more than 20 days before the Contractor shall have notified the Contracting Officer in writing of the act or failure to act involved; and
- (2) Unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the delay or interruption, but not later than the day of final payment under the contract.

F.5 HOURS OF OPERATION

Operating hours for the contractor will normally be the same duty hours as the PPPO and the respective sites. The actual operating hours for the contractor and work hours for each employee will be agreed to by the PPPO or respective site office, the COR, and the Contractor's designated onsite supervisor.

PART I – THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

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G.1 DOE-G-2001 CONTRACTING OFFICER AUTHORITY (OCT 2014)

The Contracting Officer is responsible for administration of the contract. The Contracting Officer (CO) may appoint a Contracting Officer's Representative (COR), in accordance with the clause entitled Contracting Officer's Representative, to perform specifically delegated functions. The Contracting Officer is the only individual who has the authority on behalf of the Government, among other things, to take the following actions under the contract:

- (a) Assign additional work within the general scope of the contract.
- (b) Issue a change in accordance with the clause entitled Changes.
- (c) Change the cost or price of the contract.
- (d) Change any of the terms, conditions, specifications, or services required by the contract.
- (e) Accept non-conforming work.
- (f) Waive any requirement of the contract.

G.2 DOE-G-2002 CONTRACTING OFFICER'S REPRESENTATIVE (OCT 2014)

Pursuant to the clause at DEAR 952.242-70, Technical Direction, the Contracting Officer shall designate in writing a COR for this contract, and provide a copy of such designation to the contractor, including the delegated responsibilities and functions. The COR does not have authority to perform those functions reserved exclusively for the Contracting Officer.

G.3 DOE-G-2003 CONTRACTOR'S PROGRAM DIRECTOR (OCT 2014)

- (a) The Contractor shall designate a Program Director who will be the Contractor's authorized supervisor for technical and administrative performance of all work hereunder. The Program Director shall be the primary point of contact between the Contractor and the COR under this contract.
- (b) The Program Director shall receive and execute, on behalf of the Contractor, such technical directions as the COR may issue within the terms and conditions of the contract.

G.4 DOE-G-2004 CONTRACT ADMINISTRATION (OCT 2014)

To promote timely and effective contract administration, correspondence delivered to the Government under this contract shall reference the contract number, title, and subject matter, and shall be subject to the following procedures:

- (a) Technical correspondence. Technical correspondence shall be addressed to the COR for this contract, and a copy of any such correspondence shall be sent to the DOE Contracting Officer. As used herein, technical correspondence does not include correspondence where patent or rights in data issues are involved, nor technical

correspondence which proposes or involves waivers, deviations, or modifications to the requirements, terms or conditions of this contract.

(b) Other Correspondence.

- (1) Correspondence regarding patent or rights in data issues should be sent to the Intellectual Property Counsel. A copy of such correspondence shall be provided to the CO.
- (2) If no Government Contract Administration Office is designated on Standard Form 33 (Block 24)), all correspondence, other than technical correspondence and correspondence regarding patent of rights in data, including correspondence regarding waivers, deviations, or modifications to requirements, terms or conditions of the contract, shall be addressed to the CO. Copies of all such correspondence shall be provided to the COR.
- (3) Where a Government Contract Administration Office, other than DOE, is designated on either Standard Form 33 (Block 24), or Standard Form 26 (Block 6), of this contract, all correspondence, other than technical correspondence, shall be addressed to the Government Contract Administration Office so designated, with copies of the correspondence to the CO and the COR.

(c) Information regarding correspondence addresses and contact information is as follows:

(1) Administrative Contracting Officer

- (A) U.S. Department of Energy
Office of Environmental Management - Portsmouth/Paducah Project Office
Attn: David R. Senderling, Contracting Officer
- (B) Telephone number: 859-219-4054
- (C) Address:
U.S. Department of Energy
Portsmouth/Paducah Project office
1017 Majestic Drive
Lexington, KY 40513
- (D) Email address: david.senderling@pppo.gov

(2) Contracting Officer Representative (All PWS Elements)

- (A) U.S. Department of Energy
Portsmouth/Paducah Project Office
Attn: Joel Bradburne, Deputy Manager
- (B) Telephone number: 859-219-4001 / BB #: 614-917-8506
- (C) Address:
Portsmouth/Paducah Project Office
1010 Monarch Drive, Suite 300
Lexington, KY 40513

- (D) Email address: joel.bradburne@pppo.gov
- (3) Alternate Contracting Officer Representative (Information Technology)
- (A) U.S. Department of Energy
Office of Environmental Management - Portsmouth/Paducah Project Office
Attn: James Woods, Information Technology Specialist
- (B) Telephone number: 859-219-4053 / BB #: 859-221-5166
- (C) Address:
U.S. Department of Energy
Portsmouth/Paducah Project office
1017 Majestic Drive
Lexington, KY 40513
- (D) Email address: james.woods@pppo.gov
- (4) Alternate Contracting Officer Representative (Cyber Security)
- (A) U.S. Department of Energy
Office of Environmental Management - Portsmouth/Paducah Project Office
Attn: Abe Getchell, Cyber Security Project Manager
- (B) Telephone number: 859-219-4024 / BB #: 859-361-6723
- (C) Address:
U.S. Department of Energy
Portsmouth/Paducah Project office
1017 Majestic Drive
Lexington, KY 40513
- (D) Email address: abe.getchell@pppo.gov
- (5) Alternate Contracting Officer Representative (Safeguards and Security (S&S))
- (A) U.S. Department of Energy
Office of Environmental Management - Portsmouth/Paducah Project Office
Attn: Mark Allen, Security Specialist Lead
- (B) Telephone number: 270-441-6842 / BB #: 270-556-6026
- (C) Address:
Portsmouth/Paducah Project Office
Paducah Site
5501 Hobbs Rd.
Kevil, KY 42053
- (D) Email address: mark.allen@pppo.gov
- (6) Alternate Contracting Officer Representative (Administrative and Records Management)
- (A) U.S. Department of Energy
Office of Environmental Management - Portsmouth/Paducah Project Office
Attn: Abigail Parish, Office Manager
- (B) Telephone number: 859-219-4003 / BB #: 740-835-6161

- (C) Address:
 - U.S. Department of Energy
 - Portsmouth/Paducah Project office
 - 1017 Majestic Drive
 - Lexington, KY 40513
- (D) Email address: abigail.parish@pppo.gov

(7) Intellectual Property Counsel

- (A) Integrated Service Center (ISC) Chicago Office acting through the Intellectual Property Law Division of the Office of Chief Counsel
- (B) Telephone number: (630) 252-2308
- (C) Address: Department of Energy
 - 9800 S. Cass Ave.
 - Argonne, IL 60439

(8) Government Contract Administration Office

- (A) U.S. Department of Energy
 - Office of Environmental Management - Portsmouth/Paducah Project Office
 - Attn: David R. Senderling, Contracting Officer
- (B) Telephone number: 859-219-4054
- (C) Address:
 - U.S. Department of Energy
 - Portsmouth/Paducah Project office
 - 1017 Majestic Drive
 - Lexington, KY 40513
- (D) Email address: david.senderling@pppo.gov

G.5 DOE-G-2005 BILLING INSTRUCTIONS (OCT 2014) *(Applies to Firm-Fixed-Price Transition CLIN and Firm-Fixed-Price Task Orders issued under the IDIQ CLIN)*

- (a) Contractors shall use Standard Form 1034, Public Voucher for Purchases and Services Other than Personal, when requesting payment for work performed under the contract.
- (b) Contractors shall submit vouchers electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment Electronic Reporting System (VIPERS). VIPERS allows vendors to submit vouchers, attach supporting documentation and check the payment status of any voucher submitted to the DOE. Instructions concerning contractor enrollment and use of VIPERS can be found at <https://vipers.doe.gov>.
- (c) A paper copy of a voucher that has been submitted electronically will not be accepted.

**G.6 DOE-G-2005 BILLING INSTRUCTIONS – ALTERNATE I (OCT 2014)
(DEVIATION)**

- (a) Contractors shall use Standard Form 1034, Public Voucher for Purchases and Services Other than Personal, when requesting payment for work performed under the contract. Vouchers for payment shall be submitted timely in accordance with FAR 52.216-7(a)(1). All invoices shall be supported by a billing schedule summarized by PWS element and by funding source, as demonstrated in the example invoice in Section J, Attachment J-12.
- (b) Contractors shall submit vouchers electronically through the ORFSC VIPERS. VIPERS allows vendors to submit vouchers, attach supporting documentation and check the payment status of any voucher submitted to the DOE. Instructions concerning contractor enrollment and use of VIPERS can be found at <https://vipers.doe.gov>.
- (c) A paper copy of a voucher that has been submitted electronically will not be accepted.
- (d) The voucher must include a statement of cost and supporting documentation for services rendered. This statement should include, as a minimum, a breakout by cost or price element and task order (if applicable) of all services actually provided by the Contractor, both for the current billing period and cumulatively for the entire contract.
 - (1) Statement of Cost. The Contractor shall prepare and submit a Statement of Cost with each voucher in accordance with the following:
 - (A) Statement of Cost must be completed in accordance with the Contractor's cost accounting system.
 - (B) Costs claimed must be only those recorded costs authorized for billing by the payment provisions of the contract.
 - (C) Indirect costs claimed must reflect the rates approved for billing purposes by the Contracting Officer.
 - (D) The Direct Productive Labor Hours (DPLH) incurred during the current billing period must be shown and the DPLH summary completed, if applicable.
 - (E) The total fee billed, retainage amount, and available fee must be shown, if applicable.
 - (F) If task orders or task assignments are issued under this contract, the Contractor must prepare a Statement of Cost for each task order work assignment and a summary for the total invoiced cost.

- (G) The Contractor shall provide a separate invoice sheet (identifying labor categories, hours, rates, ODCs, by PWS element and funding type) for the specific PWS elements listed in Section J, Attachment J-12.
- (2) The Contractor shall prepare and submit the supporting documentation with each voucher in accordance with the following:
- (A) Direct costs (e.g., labor, equipment, travel, supplies, etc.) claimed for reimbursement on the Statement of Cost must be adequately supported. The level of detail provided must clearly indicate where the funds were expended. For example, support for labor costs must include the labor category (e.g., program manager, senior engineer, technician, etc.), the hourly rate, the labor cost per category, and any claimed overtime; equipment costs must be supported by a list of the equipment purchased, along with the item's cost; supporting data for travel must include the destination of the trip, number and labor category of travelers, transportation costs, per diem costs, and purpose of the trip; and supplies should be categorized by the nature of the items (e.g., office, lab, computer, etc.) and the dollar amount per category.
- (B) Any cost sharing or in-kind contributions incurred by the Contractor and/or third party during the billing period must be included.
- (C) Indirect rates used for billings must be clearly indicated, as well as their basis of application. When the cognizant Administrative Contracting Officer (ACO) or auditor approves a change in the billing rates, include a copy of the approval.
- (D) All claimed subcontractor costs must be supported by submitting the same detail as outlined herein.

G.7 DOE-G-2007 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING (OCT 2014) (DEVIATION)

- (a) The Contracting Officer will document the Contractor's performance under this contract (including any task orders placed against it, if applicable) by using the Contractor Performance Assessment Reporting System (CPARS). CPARS information is handled as "Source Selection Information." Performance assessments entered into CPARS by the Contracting Officer are transmitted to the Past Performance Information Retrieval System (PPIRS) which is maintained by the Department of Defense (DoD). Information in PPIRS is available to authorized Government personnel seeking past performance information when evaluating proposals for award.

- (b) Contractor performance will be evaluated at least annually at the contract or task order level, as determined by the Contracting Officer. Evaluation categories may include any or all of the following at the Government's discretion: (1) quality, (2) schedule, (3) business relations, (4) business management/key personnel, and (5) cost/price. PPIRS information is available at <http://www.ppirs.gov>, and CPARS information is available at <http://www.cpars.gov>. It is recommended that the Contractor take the overview training that can be found on the CPARS website. The Contractor should acknowledge receipt of the Government's request for comments on CPARS assessments at the time it is received (as a courtesy) and shall adhere to the process and associated timeline found in the *User Manual for Contractor Performance Assessment Reporting System (CPARS)*.
- (c) Joint Ventures. Performance assessments shall be prepared on contracts with joint ventures. When the joint venture has a unique Commercial and Government Entity (CAGE) code and Data Universal Numbering System (DUNS) number, a single assessment will be prepared for the joint venture using its CAGE code and DUNS number. If the joint venture does not have a unique CAGE code and DUNS number, separate assessments, containing identical narrative, will be prepared for each participating contractor and will state that the evaluation is based on performance under a joint venture and will identify the contractors that were part of the joint venture.
- (d) In addition to the performance assessments addressed above, the Government will perform other performance assessments necessary for administration of the contract in accordance with other applicable clauses in this contract.

G.8 DOE-G-2008 NON-SUPERVISION OF CONTRACTOR EMPLOYEES (OCT 2014)

The Government shall not exercise any supervision or control over Contractor employees performing services under this contract. The Contractor's employees shall be held accountable solely to the Contractor's management, who in turn is responsible for contract performance to the Government.

PART I – THE SCHEDULE

SECTION H

SPECIAL CONTRACT REQUIREMENTS

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H.1 DOE-H-2013 CONSECUTIVE NUMBERING (OCT 2014)

Due to automated procedures employed in formulating this document, clauses and provisions contained within may not always be consecutively numbered.

H.2 DOE-H-2016 PERFORMANCE GUARANTEE AGREEMENT (OCT 2014)

The contractor's parent organization(s) or all member organizations if the Contractor is a joint venture, limited liability company, or other similar entity, shall guarantee performance of the contract as evidenced by the Performance Guarantee Agreement incorporated in the contract in Section J, Attachment J-7. If the Contractor is a joint venture, limited liability company, or other similar entity where more than one organization is involved, the parent(s) or all member organizations shall assume joint and severable liability for the performance of the contract. In the event any of the signatories to the Performance Guarantee Agreement enters into proceedings related to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to the Contracting Officer.

H.3 DOE-H-2017 RESPONSIBLE CORPORATE OFFICIAL AND CORPORATE BOARD OF DIRECTORS (OCT 2014)

The Contractor has provided a guarantee of performance from its parent company(s) in the form set forth in the Section J Attachment J-7 entitled, "Performance Guarantee Agreement." The individual signing the "Performance Guarantee Agreement" for the parent company(s) should be the Responsible Corporate Official. The Responsible Corporate Official is the person who has sole corporate (parent company(s)) authority and accountability for Contractor performance. DOE may contact, as necessary, the single Responsible Corporate Official identified below regarding Contract performance issues.

Responsible Corporate Official:

Name: Mark J. DeGraff

Position: President

Company/Organization: Professional Project Services, Inc. (Pro2Serve)

Address: 1100 Bethel Valley Road, Oak Ridge, TN 37830

Phone: (865) 220-4300

Facsimile: (865) 220-4404

Email: degraffm@p2s.com

Should the Responsible Corporate Official or their contact information change during the period of the Contract, the Contractor shall promptly notify the Contracting Officer in writing of the change.

Identified below is each member of the Corporate Board of Directors that will have corporate oversight. DOE may contact, as necessary, any member of the Corporate Board of Directors, who is accountable for corporate oversight of the Contractor organization and key personnel.

Corporate Board of Directors:

Name: _____
 Position: SEE BELOW _____
 Company/Organization: _____
 Address: _____
 Phone: _____
 Facsimile: _____
 Email: _____

Name	Position	Organization	Address / Phone / Fax	Email
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Should any change occur to the Corporate Board of Directors or their contact information during the period of the Contract, the Contractor shall promptly notify the Contracting Officer in writing of the change.

H.4 DOE-H-2018 PRIVACY ACT SYSTEMS OF RECORDS (OCT 2014) (DEVIATION)

The Contractor shall design, develop, or adopt the following systems of records on individuals to accomplish an agency function pursuant to the Section I Clause entitled, FAR 52.224-2, Privacy Act.

DOE Privacy Act System Number	DOE Privacy Act System Description
DOE-5	Personnel Records of Former Contractor Employees (includes all former workers)
DOE-10	Energy Employees Occupational Illness Compensation Program Act Files
DOE-13	Payroll & Leave Records

DOE-23	Property Accountability System
DOE-28	General Training Records
DOE-33	Personnel Medical Records (present and former DOE employees and Contractor employees)
DOE-35	Personnel Radiation Exposure Records
DOE-38	Occupational and Industrial Accident Records
DOE-43	Personnel Security Clearance Files
DOE-51	Employee and Visitor Access Control Records
DOE-52	Access Control Records of International Visits, Assignments, and Employment at DOE Facilities and Contractor Sites
DOE-55	FOIA/PA Requests for Records
DOE-88	Epidemiologic and Other Health Studies, Surveys, and Surveillances

If the above list does not address all of the systems of records that are generated based on contract performance, then the contractor shall notify the Contracting Officer prior to contract award or as soon as the discrepancy is discovered. The contractor shall monitor the identified systems and notify the Contracting Officer immediately if there is a change to an existing system or if a new system is needed. Lack of notification does not exempt the contractor from complying with the Privacy Act. To ensure that systems are monitored consistently, contractors must review the list annually and notify the Contracting Officer, in writing, that the list is accurate and up to date.

The above list shall be revised by mutual agreement between the contractor and the Contracting Officer, in consultation with the local Privacy Act Officer (PAO) and/or General Counsel, as necessary, to keep it current. A formal modification to the contract is not required to incorporate these revisions; however, the revisions become effective upon mutual written agreement of the parties. The mutually agreed upon revisions shall have the same effect as if they were actually among the systems listed in the table above, for the purpose of satisfying the listing requirement contained in paragraph (a)(1) of the contract clause for FAR 52.224-2, *Privacy Act*. The revisions will be formally incorporated at the next convenient contract modification. Additional information on Privacy Act Systems of Records can be found on the DOE Privacy Office home page.

The “Privacy Act Notification” (FAR 52.224-1) and “Privacy Act” (FAR 52.224-2) clauses are mandatory flow-down clauses that must be included in any subcontract requiring design, development, or operation of a Privacy Act system of record, including third-party medical services contracts. Such subcontracts also require flow down of clauses specifically identifying applicable Privacy Act systems of records into the subcontracts. For example, medical services contracts must include the substance of the H clause above identifying system of record DOE-33, “Personnel Medical Records,” along with language on records turnover when employees terminate. Subcontracts must also contain scope requirements necessary to ensure DOE and contractor compliance with applicable records management and Privacy Act requirements.

H.5 DOE-H-2019 DISPOSITION OF INTELLECTUAL PROPERTY – FAILURE TO COMPLETE CONTRACT PERFORMANCE (OCT 2014)

The following provisions shall apply in the event the Contractor does not complete Contract performance for any reason:

- (a) The Government may take possession of and use all technical data, including limited rights data, restricted computer software, and data and software obtained from subcontractors, licensors, and licensees, necessary to complete the work in conformance with this contract, including the right to use the data in any Government solicitations for the completion of the work contemplated under this contract. Technical data includes, but is not limited to, specifications, designs, drawings, operations manuals, flowcharts, software, databases and any other information necessary for the completion of the work under this contract. Limited rights data and restricted computer software will be protected in accordance with the provisions of the Section I Clause entitled DEAR 970.5227-1 Rights in Data-Facilities. The Contractor shall ensure that its subcontractors and licensors make similar rights available to the Government and its contractors.
- (b) The Contractor agrees to and does hereby grant to the Government an irrevocable, non-exclusive, paid-up license in and to any inventions or discoveries regardless of when conceived or actually reduced to practice by the Contractor, and any other intellectual property, including technical data, which are owned or controlled by the Contractor, at any time through completion of this contract and which are incorporated or embodied in the construction of the facilities or which are utilized in the operation or remediation of the facilities or which cover articles, materials or products manufactured at a facility: (1) to practice or to have practiced by or for the Government at the facility; and (2) to transfer such license with the transfer of that facility. The acceptance or exercise by the Government of the aforesaid rights and license shall not prevent the Government at any time from contesting the enforceability, validity or scope of, or title to, any rights or patents or other intellectual property herein licensed.
- (c) In addition, the Contractor will take all necessary steps to assign permits, authorizations, leases, and licenses in any third party intellectual property to the Government, or such other third party as the Government may designate, that are necessary for the completion of the work contemplated under this Contract.

H.6 DOE-H-2021 WORK STOPPAGE AND SHUTDOWN AUTHORIZATION (OCT 2014)

- (a) Imminent Health and Safety Hazard is a given condition or situation which, if not immediately corrected, could result in a serious injury or death, including exposure to radiation and toxic/hazardous chemicals. Imminent Danger in relation to the facility safety envelope is a condition, situation, or proposed activity which, if not terminated, could cause, prevent mitigation of, or seriously increase the risk of (1) nuclear criticality, (2) radiation exposure, (3) fire/explosion, and/or (4) toxic hazardous chemical exposure.

- (b) **Work Stoppage.** In the event of an Imminent Health and Safety Hazard, identified by facility line management or operators or facility health and safety personnel overseeing facility operations, or other individuals, the individual or group identifying the imminent hazard situation shall immediately take actions to eliminate or mitigate the hazard (i.e., by directing the operator/implementer of the activity or process causing the imminent hazard to stop work, or by initiating emergency response actions or other actions) to protect the health and safety of the workers and the public, and to protect U.S. Department of Energy (DOE) facilities and the environment. In the event an imminent health and safety hazard is identified, the individual or group identifying the hazard should coordinate with an appropriate Contractor official, who will direct the shutdown or other actions, as required. Such mitigating action should subsequently be coordinated with the DOE and Contractor management. The suspension or stop-work order should be promptly confirmed in writing by the Contracting Officer.
- (c) **Shutdown.** In the event of an imminent danger in relation to the facility safety envelope or a non-Imminent Health and Safety Hazard identified by facility line managers, facility operators, health and safety personnel overseeing facility operations, or other individuals, the individual or group identifying the potential health and safety hazard may recommend facility shutdown in addition to any immediate actions needed to mitigate the situation. However, the recommendation must be coordinated with Contractor management, and the DOE Site Manager. Any written direction to suspend operations shall be issued by the Contracting Officer, pursuant to the Clause entitled, "FAR 52.242-15, Stop-Work Order."
- (d) **Facility Representatives.** DOE personnel designated as Facility Representatives provide the technical/safety oversight of operations. The Facility Representative has the authority to "stop work," which applies to the shutdown of an entire plant, activity, or job. This stop-work authority will be used for an operation of a facility which is performing work the Facility Representative believes:
- (1) Poses an imminent danger to health and safety of workers or the public if allowed to continue;
 - (2) Could adversely affect the safe operation of, or could cause serious damage to the facility if allowed to continue; or
 - (3) Could result in the release of radiological or chemical hazards to the environment in excess of regulatory limits.
- (e) This clause flows down to all subcontractors at all tiers. Therefore, the Contractor shall insert a clause, modified appropriately to substitute "Contractor Representatives" for "the Contracting Officer" in all subcontracts.

H.7 DOE-H-2029 POSITION QUALIFICATIONS (OCT 2014)

The Contractor shall provide personnel for the performance of this contract, whether employees of the Contractor or employees of a subcontractor, which satisfy as a

minimum the applicable labor category qualifications, both education and experience, set forth in the "Minimum Position Qualifications" in Section J, Attachment J-3, except as the Contracting Officer may otherwise authorize.

H.8 DOE-H-2033 ALTERNATIVE DISPUTE RESOLUTION (OCT 2014)

- (a) The DOE and the Contractor both recognize that methods for fair and efficient resolution of contractual issues in controversy by mutual agreement are essential to the successful and timely completion of contract requirements. Accordingly, DOE and the Contractor shall use their best efforts to informally resolve any contractual issue in controversy by mutual agreement. Issues of controversy may include a dispute, claim, question, or other disagreement. The parties agree to negotiate with each other in good faith, recognizing their mutual interests, and attempt to reach a just and equitable solution satisfactory to both parties.
- (b) If a mutual agreement cannot be reached through negotiations within a reasonable period of time, the parties may use a process of alternate dispute resolution (ADR) in accordance with the clause at FAR 52.233-1, Disputes. The ADR process may involve mediation, facilitation, fact-finding, group conflict management, and conflict coaching by a neutral party. The neutral party may be an individual, a board comprised of independent experts, or a company with specific expertise in conflict resolution or expertise in the specific area of controversy. The neutral party will not render a binding decision, but will assist the parties in reaching a mutually satisfactory agreement. Any opinions of the neutral party shall not be admissible in evidence in any subsequent litigation proceedings.
- (c) Either party may request that the ADR process be used. The Contractor shall make a written request to the Contracting Officer, and the Contracting Officer shall make a written request to the appropriate official of the Contractor. A voluntary election by both parties is required to participate in the ADR process. The parties must agree on the procedures and terms of the process, and officials of both parties who have the authority to resolve the issue must participate in the agreed upon process.
- (d) ADR procedures may be used at any time that the Contracting Officer has the authority to resolve the issue in controversy. If a claim has been submitted by the Contractor, ADR procedures may be applied to all or a portion of the claim. If ADR procedures are used subsequent to issuance of a Contracting Officer's final decision under the clause at FAR 52.233-1, Disputes, their use does not alter any of the time limitations or procedural requirements for filing an appeal of the Contracting Officer's final decision and does not constitute reconsideration of the final decision.
- (e) If the Contracting Officer rejects the Contractor's request for ADR proceedings, the Contracting Officer shall provide the Contractor with a written explanation of the specific reasons the ADR process is not appropriate for the resolution of the dispute. If the Contractor rejects the Contracting Officer's request to use ADR procedures, the Contractor shall provide the Contracting Officer with the reasons for rejecting the request.

H.9 DOE-H-2034 CONTRACTOR INTERFACE WITH OTHER CONTRACTORS AND/OR GOVERNMENT EMPLOYEES (OCT 2014) (DEVIATION)

The Government may award contracts to other contractors for work to be performed at a DOE-owned or –controlled site or facility. The Contractor shall cooperate fully with all other on-site DOE contractors and Government employees. The Contractor shall coordinate its own work with such other work as may be directed by the Contracting Officer or a duly authorized representative. The Contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor or by a Government employee.

The Contractor shall cooperate in a timely manner with DOE and any DOE contractor performing work at the site, especially DOE prime contractors. Cooperation includes, but is not limited to, working together to resolve interface and work performance issues; establishing schedules to support accommodation of the work being performed under the other contract(s); establishing work groups; participating in meetings (including quarterly DOE/Contractor interface meetings); providing access to applicable technical and contract information and data, such as schedule and milestone data; discussing technical matters related to PPPO; and, providing access to Contractor facilities or areas. The Contractor shall ensure that its activities in support of the other prime contractors are fully coordinated with DOE and the other prime contractors.

The Contractor is not authorized to direct and/or to provide oversight to any other DOE-PPPO contractors, except as specified elsewhere in this contract or as directed by the CO. The CO has the authority to direct the Contractor to cease interference in the activities of other DOE contractors, and DOE retains oversight and approval authority for all DOE-PPPO contracts.

The Contractor shall immediately notify the CO in writing if the Contractor's activities will interfere with any DOE contractor or if there is an interference or conflict with any DOE contractor in performance of the Contractor's activities in support of DOE or another DOE contractor.

The parties recognize that DOE has entered into contracts with different prime contractors for the management and operation and/or remediation of facilities at the PPPO facilities. The Contractor hereby agrees that while it is performing work at PPPO sites, it shall comply with applicable Federal, state and local laws, regulations, DOE orders and directions, and with the standards and procedures of the DOE contractors performing on the sites with respect to health, safety, environmental, quality assurance, and safeguard and security matters. The Contractor acknowledges that the performance by the DOE contractors performing on the sites is not intended to and does not reduce the Contractor's obligations, responsibilities, and/or accountability to DOE or any regulatory agency, including judicial body, responsible for audit, licensing, permitting, or other administrative review or adjudication capacity.

The Contractor agrees to cooperate fully and in good faith with DOE and its other contractors to perform its contractual obligations, including providing support in the evaluation of the DOE contractors' programs, procedures, systems, processes, and policies regarding health and safety, housekeeping, environmental requirements, radiation protection, security, quality assurance, industrial hygiene, criticality safety, and related operations. In providing support for performing such evaluations, the Contractor agrees it will permit access by the DOE contractor(s) to documents relating to the foregoing which pertains to the individual DOE contractor, including but not limited to policies; procedures; operating instructions; manuals; training programs; qualification of employees consistent with the Privacy Act; quality assurance program; accident reports; insurance reports and claim files; and reports whether generated by the Contractor, subcontractor, prospective subcontractors, or a third party relating to such matters.

The Contractor acknowledges that the contracts that govern the work performed by other DOE site contractor(s) authorize them to, under specified circumstances, suspend work of the Contractor or deny the Contractor access to the Government's facilities. The Contractor agrees to comply with any such DOE site contractors' direction and notify the CO and COR immediately thereafter.

The Contractor agrees to include in all subcontracts that may include on-site work under this contract, a clause which will obligate such subcontractors to comply with the provisions of this clause and to impose these obligations on all their subcontractors or suppliers, at any tier, which involve performance of work on-site. As used in this clause, subcontractor(s) and subcontract(s) include such at any tier.

H.10 DOE-H-2035 ORGANIZATIONAL CONFLICT OF INTEREST MANAGEMENT PLAN (OCT 2014)

Within 15 calendar days after the Notice to Proceed, the Contractor shall submit to the Contracting Officer for approval an Organizational Conflict of Interest (OCI) Management Plan (Plan). The Plan shall describe the Contractor's program to identify, avoid, neutralize, or mitigate potential or actual conflicts of interest that exist or may arise during contract performance and otherwise comply with the requirements of the clause at DEAR 952.209-72, Organizational Conflicts of Interest. The Plan shall be periodically updated as required during the term of the contract. The Plan shall include, as a minimum, the following:

- (a) The procedures for identifying and evaluating past, present, and anticipated contracts of the Contractor, its related entities and other performing entities under the contract.
- (b) The procedures the Contractor will utilize to avoid, neutralize, or mitigate potential or actual conflicts of interest.
- (c) The procedures for reporting actual or potential conflicts of interest to the Contracting Officer.

- (d) The procedures the Contractor will utilize to oversee, implement, and update the Plan, to include assigning responsibility for management, oversight and compliance to an individual in the Contractor's organization with full authority to implement the Plan.
- (e) The procedures for ensuring all required representations, certifications and factual analyses are submitted to the Contracting Officer for approval in a timely manner.
- (f) The procedures for protecting agency information that could lead to an unfair competitive advantage if disclosed including collecting disclosure agreements covering all individuals, subcontractors, and other entities with access to agency-sensitive information and physical safeguarding of such information.
- (g) An OCI training and awareness program that includes periodic, recurring training and a process to evidence employee participation.
- (h) The enforceable, employee disciplinary actions to be used by the Contractor for violation of OCI requirements.

H.11 DOE-H-2041 SUSTAINABLE ACQUISITION UNDER DOE SERVICE CONTRACTS (OCT 2014)

- (a) Pursuant to Executive Orders 13423, Strengthening Federal Environmental, Energy and Transportation Management, and 13514, Federal Leadership in Environmental, Energy, and Economic Performance, the Department of Energy (DOE) is committed to managing its facilities in a manner that will promote the natural environment and protect the health and well-being of its Federal employees and contractor service providers. The Contractor shall use its best efforts to support DOE in meeting those commitments, including sustainable acquisition or environmentally preferable contracting which may involve several interacting initiatives, such as -
 - (1) Alternative Fueled Vehicles and Alternative Fuels;
 - (2) Biobased Content Products (USDA Designated Products);
 - (3) Energy Efficient Products;
 - (4) Non-Ozone Depleting Alternative Products;
 - (5) Recycled Content Products (EPA Designated Products); and
 - (6) Water Efficient Products (EPA WaterSense Labeled Products).
- (b) The Contractor should become familiar with these information resources:
 - (1) Recycled Products are described at <http://epa.gov/cpg>.
 - (2) Biobased Products are described at <http://www.biopreferred.gov/>.
 - (3) Energy efficient products are described at <http://energystar.gov/> products for Energy Star products.
 - (4) FEMP designated products are described at <http://www.eere.energy.gov/femp/procurement>.
 - (5) Environmentally Preferable Computers are described at <http://www.epeat.net>.
 - (6) Non-Ozone Depleting Alternative Products are described at <http://www.epa.gov/ozone/strathome.html>.
 - (7) Water efficient plumbing fixtures are described at <http://epa.gov/watersense>.

- (c) If, in the course of providing services at the DOE site, the Contractor's services necessitate the acquisition of any of the above types of products, it is expected that the Contractor will acquire the sustainable, environmentally preferable models unless the product is not available competitively within a reasonable time, at a reasonable price, is not life cycle cost efficient in the case of energy consuming products, or does not meet reasonable performance standards. While there is no formal reporting, DOE prepares a sustainable acquisition annual report and the Contractor may be asked by the Contracting Officer to provide information in support of DOE's report.

H.12 DOE-H-2043 ASSIGNMENT AND TRANSFER OF CONTRACTS AND SUBCONTRACTS (OCT 2014)

- (a) Assignment of DOE Prime Contracts. During the period of performance of this contract, it may become necessary for the U.S. Department of Energy (DOE) to transfer and assign existing or future DOE prime contracts supporting site work to this contract. The Contractor shall accept the transfers and assignments of such contracts. Any recommendations and/or suggestions regarding individual transfers directed by DOE shall be submitted in writing to the Contracting Officer prior to the transfer or assignment.
- (b) Transfer of Subcontracts. As the successor contractor, the Contractor agrees to accept the transfer of existing subcontracts as determined necessary by DOE for continuity of operations. The Contractor shall use its best efforts to negotiate changes to the assigned subcontracts incorporating mandatory flow-down provisions at no cost. If the subcontractor refuses to accept the changes or requests price adjustments, the Contractor will notify the Contracting Officer in writing. DOE reserves the right to direct the Contractor to transfer to DOE or another Contractor any subcontract awarded under this contract.

H.13 DOE-H-2046 DIVERSITY PROGRAM (OCT 2014)

- (a) The Contractor shall develop and implement a diversity program consistent with and in support of the DOE's diversity program. A diversity plan covering the full period of performance (base and option period) shall be submitted to the Contracting Officer for approval within sixty (60) calendar days after the effective date of the contract. Once the diversity plan is approved by the Contracting Officer, the Contractor shall implement the diversity plan within thirty (30) calendar days of its approval by the Contracting Officer.
- (b) The diversity plan shall address, at a minimum, the Contractor's approach to ensure an effective diversity program (including addressing applicable affirmative action and equal employment opportunity regulations) to include:
 - (1) a statement of the Contractor's policies and practices; and planned initiatives and activities which demonstrate a commitment to a diversity program, including recruitment strategies for hiring a diverse work force. The diversity plan shall

also address, as a minimum, the Contractor's approach for promoting diversity through (1) the Contractor's work force; (2) educational outreach, including a mentor/protégé program; (3) stakeholder involvement and outreach; (4) subcontracting; and (5) economic development.

- (c) An annual diversity report shall be submitted pursuant to Section J, Attachment J-2 entitled, *Deliverables*. This report shall provide a list of accomplishments achieved, both internally and externally during the current reporting period, and projected initiatives during the next reporting period. The report shall also list any proposed changes to the diversity plan which shall be subject to the Contracting Officer's approval.

H.14 DOE-H-2047 FEDERAL HOLIDAYS AND OTHER CLOSURES (OCT 2014)

- (a) Designated Federal holidays. Federal employees observe the following Federal holidays:

- (1) New Year's Day
- (2) Birthday of Martin Luther King, Jr.
- (3) Washington's Birthday
- (4) Memorial Day
- (5) Independence Day
- (6) Labor Day
- (7) Columbus Day
- (8) Veterans Day
- (9) Thanksgiving Day
- (10) Christmas Day

Generally, Federal holidays that fall on Saturday are observed on the preceding Friday; and holidays that fall on Sunday are observed on the following Monday. The exact calendar day and/or date on which any of the listed holidays are observed may change year to year.

- (b) Other Federal Holidays. In addition to the holidays specified above in paragraph (a), Federal employees may observe other holidays designated by Federal Statute, Executive Order, or Presidential Proclamation as a one-time, day-off such as Inauguration Day for the President of the United States.
- (c) Unscheduled closures. Occasionally, an individual Federally-owned or -controlled site or facility will be closed or have an early closure on a normal work day for other reasons such as inclement weather or facility conditions. If an unplanned closure occurs, the Contractor will be notified as soon as possible after the determination that the Federally-owned or -controlled site or facility will be closed.
- (d) The Contractor shall provide the services required by the contract at Federally-owned or -controlled sites or facilities on all regularly scheduled Federal work days and

other days as may be required by the contract. The Contractor shall not provide the services required by the contract on those days, or portions thereof, specified in paragraphs (a), (b) and (c), except as required under paragraph (e). Accordingly, the Contractor's employees, whose regular duty station in performance of this contract is a Federally-owned or controlled site or facility, shall not be granted access to the facility during those times specified in paragraphs (a), (b) and (c), unless required by paragraph (e) below.

- (e) There may be times that the Contractor is required to perform the services required by the contract on a Federal holiday or other closure times. In the event that such performance is required, the Contracting Officer Representative will notify the Contractor, in writing, and specify the extent to which performance of the contract will be required. The Contractor shall provide sufficient personnel to perform the contractually-required work on those days, as directed by the Contracting Officer's Representative.
- (f) In accordance with the payment and other applicable clauses of the contract, the Government will not pay the Contractor for its employees' regularly scheduled work hours not actually provided directly in performance of the contract due to an unscheduled closure as contemplated in paragraphs (b) and (c) above

H.15 DOE-H-2048 PUBLIC AFFAIRS – CONTRACTOR RELEASES OF INFORMATION (OCT 2014)

In implementation of the clause at DEAR 952.204-75, Public Affairs, all communications or releases of information to the public, the media, or Members of Congress prepared by the Contractor related to work performed under the contract shall be reviewed and approved by DOE prior to issuance. Therefore, the Contractor shall, at least 14 calendar days prior to the planned issue date, submit a draft copy to the Contracting Officer of any planned communications or releases of information to the public, the media, or Members of Congress related to work performed under this contract. The Contracting Officer will obtain necessary reviews and clearances and provide the Contractor with the results of such reviews prior to the planned issue date.

H.16 DOE-H-2049 INSURANCE REQUIREMENT (OCT 2014)

- (a) In accordance with the clause DEAR 952.231-71, Insurance-Litigation and Claims, the following types and minimum amounts of insurance shall be maintained by the Contractor:
 - (1) Workers' compensation – Amount in accordance with applicable Federal and State workers' compensation and occupational disease statutes.
 - (2) Employer's liability – \$100,000 (except in States with exclusive or monopolistic funds that do not permit worker's compensation to be written by private carriers).
 - (3) Comprehensive bodily injury liability – \$500,000.
 - (4) Property damage liability – None, unless otherwise required by the Contracting Officer.

- (5) Comprehensive automobile bodily injury liability – \$200,000 per person and \$500,000 per occurrence.
 - (6) Comprehensive automobile property damage – \$20,000 per occurrence.
- (b) The Contractor shall provide evidence of such insurance, if requested by the Contracting Officer; and the Contracting Officer may require such evidence to be provided prior to the commencement of work under the contract.

H.17 DOE-H-2053 WORKER SAFETY AND HEALTH PROGRAM IN ACCORDANCE WITH 10 CFR 851 (OCT 2014)

- (a) The Contractor shall comply with all applicable safety and health requirements set forth in 10 CFR 851, Worker Safety and Health Program, and any applicable DOE Directives incorporated into the contract. The Contractor shall develop, implement, and maintain a written Worker Safety and Health Plan (WSHP) which shall describe the Contractor's method for complying with and implementing the applicable requirements of 10 CFR 851. The WSHP shall be submitted to and approved by DOE. The approved WSHP must be implemented prior to the start of work. In performance of the work, the Contractor shall provide a safe and healthful workplace, and must comply with its approved WSHP and all applicable Federal and state environment, health, and safety regulations.
- (b) The Contractor shall take all reasonable precautions to protect the environment, health, and safety of its employees, DOE personnel, and members of the public. When more than one contractor works in a shared workplace, the Contractor shall coordinate with the other contractors to ensure roles, responsibilities, and worker safety and health provisions are clearly delineated. The Contractor shall participate in all emergency response drills and exercises related to the Contractor's work and interface with other DOE contractors.
- (c) The Contractor shall take all necessary and reasonable steps to minimize the impact of its work on DOE functions and employees, and immediately report all job-related injuries and/or illnesses which occur in any DOE facility to the Contracting Officer Representative (COR). Upon request, the Contractor shall provide to the COR a copy of occupational safety and health self-assessments and/or inspections of work sites for job hazards for work performed at DOE facilities.
- (d) The Contracting Officer may notify the Contractor, in writing, of any noncompliance with the terms of this clause, and the corrective action(s) to be taken. After receipt of such notice, the Contractor shall immediately take such corrective action(s).
- (e) In the event that the Contractor fails to comply with the terms and conditions of this clause, the Contracting Officer may, without prejudice to any other legal or contractual rights, issue a stop-work order halting all or any part of the work. Thereafter, the Contracting Officer may, at his or her discretion, cancel the stop-work order so that the performance of work may be resumed. The Contractor shall not be

entitled to an equitable adjustment of the Contract amount or extension of the performance schedule due to any stop-work order issued under this clause.

- (f) The Contractor shall flow down the requirements of this clause to all subcontracts at any tier.
- (g) In the event of a conflict between the requirements of this clause and 10 CFR 851, the requirements of 10 CFR 851 shall take precedence.

H.18 DOE-H-2058 DESIGNATION AND CONSENT OF CRITICAL SUBCONTRACTS – ALTERNATE I (OCT 2014) (DEVIATION)

- (a) In accordance with the clause at FAR 52.244-2(j), Subcontracts, the following subcontracts have been determined to be major or critical subcontracts:

S&K Logistical Services, LLC
Longenecker & Associates, Inc.

- (b) In the event that the Contractor plans either to award or use a new major or critical subcontract or replace an existing, approved major or critical subcontract identified in paragraph (a) above, the Contractor shall provide advance notification to, and obtain consent from, the Contracting Officer, notwithstanding the consent requirements under any approved purchasing system or any other terms or conditions of the contract. Consent to these subcontracts is retained by the Contracting Officer and will not be delegated.
- (c) In the event that the Contractor proposes to use a new, or replace, one or more of the approved major or critical subcontractors identified in paragraph (a) above in performance of an individual Task Order, the Contractor shall provide advance notification to, and obtain consent from the cognizant Contracting Officer notwithstanding any other terms and conditions of the contract. Consent of these subcontracts is retained by the cognizant Contracting Officer for the Task Order and will not be delegated. The requirements of this paragraph (c) apply when the Contractor proposes the use of a new major or critical subcontractor either prior to or subsequent to the award of the individual Task Order. The Contractor shall provide rationale and a detailed explanation including the equivalency or similarity of the experience and qualifications to the above listed major or critical subcontractor and any other information requested by the cognizant Contracting Officer. Consent may be provided on a one time basis only and should not be construed as authorizing the use of the new major or critical subcontractor on future Task Orders.

H.19 DOE-H-2059 PRESERVATION OF ANTIQUITIES, WILDLIFE AND LAND AREAS (OCT 2014)

- (a) Federal Law provides for the protection of antiquities located on land owned or controlled by the Government. Antiquities include Indian graves or campsites, relics and artifacts. The Contractor shall control the movements of its personnel and its

subcontractor's personnel at the job site to ensure that any existing antiquities discovered thereon will not be disturbed or destroyed by such personnel. It shall be the duty of the Contractor to report to the Contracting Officer the existence of any antiquities so discovered.

- (b) The Contractor shall also preserve all vegetation (including wetlands) except where such vegetation must be removed for survey or construction purposes. Any removal of vegetation shall be in accordance with the terms of applicable habitat mitigation plans and permits. Furthermore, all wildlife must be protected consistent with programs approved by the Contracting Officer.
- (c) Except as required by or specifically provided for in other provisions of this contract, the Contractor shall not perform any excavations, earth borrow, preparation of borrow areas, or otherwise disturb the surface soils within the job site without the prior approval of DOE or its designee.

H.20 DOE-H-2061 CHANGE ORDER ACCOUNTING (OCT 2014)

The Contractor shall maintain change order accounting whenever the estimated cost of a change or series of related changes exceeds \$100,000. The Contractor, for each change or series of related changes, shall maintain separate accounts, by job order or other suitable accounting procedure, of all incurred segregable, direct costs (less allocable credits) of work, both changed and not changed, allocable to the change. The Contractor shall maintain such accounts until the parties agree to an equitable adjustment for the changes ordered by the Contracting Officer or the matter is conclusively disposed of in accordance with the Disputes clause.

H.21 DOE-H-2062 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL - ALTERNATE I (OCT 2014)

- (a) Pursuant to the clause at FAR 52.204-9, Personal Identity Verification of Contractor Personnel, the Contractor shall comply with applicable DOE regulations, policies and directives regarding identification, credential and access management for its personnel who have routine physical access to DOE-owned or -controlled sites or facilities or routine access to DOE information systems.
- (b) The Contractor shall comply with the requirements of those DOE directives, or parts thereof, identified elsewhere in the contract pursuant to the clause at DEAR 970.5204-2, Laws, Regulations and DOE Directives.

H.22 DOE-H-2063 CONFIDENTIALITY OF INFORMATION (OCT 2014)

- (a) Performance of work under this contract may result in the Contractor having access to confidential information via written or electronic documents, or by virtue of having access to DOE's electronic or other systems. Such confidential information includes personally identifiable information (such as social security account numbers) or proprietary business, technical, or financial information belonging to the Government

or other companies or organizations. The Contractor shall treat this information as confidential and agrees not to use this information for its own purposes, or to disclose the information to third parties, unless specifically authorized to do so in writing by the Contracting Officer.

- (b) The restrictions set out in paragraph (a) above, however, do not apply to –
- (1) Information which, at the time of receipt by the Contractor, is in the public domain;
 - (2) Information which, subsequent to receipt by the Contractor, becomes part of the public domain through no fault or action of the Contractor;
 - (3) Information which the Contractor can demonstrate was previously in its possession and was not acquired directly or indirectly as a result of access obtained by performing work under this contract;
 - (4) Information which the Contractor can demonstrate was received from a third party who did not require the Contractor to hold it in confidence; or
 - (5) Information which is subject to release under applicable law.
- (c) The Contractor shall obtain a written agreement from each of its employees who are granted access to, or furnished with, confidential information, whereby the employee agrees that he or she will not discuss, divulge, or disclose any such information to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract. The agreement shall be in a form satisfactory to the Contracting Officer.
- (d) Upon request of the Contracting Officer, the Contractor agrees to execute an agreement with any party which provides confidential information to the Contractor pursuant to this contract, or whose facilities the Contractor is given access to that restrict use and disclosure of confidential information obtained by the Contractor. A copy of the agreement, which shall include all material aspects of this clause, shall be provided to the Contracting Officer for approval.
- (e) Upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing the confidential or proprietary information it receives under this contract and identify the source (company, companies or other organizations) of the information.
- (f) The Contractor agrees to flow down this clause to all subcontracts issued under this contract.

H.23 DOE-H-2064 USE OF INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND THIRD PARTY SERVICES - ALTERNATE II (OCT 2014)

- (a) Acquisition of Information Technology. The Government may provide information technology equipment, existing computer software (as described in 48 CFR 27.405), and third party services for the Contractor's use in the performance of the contract; and the Contracting Officer may provide guidance to the Contractor regarding usage

- of such equipment, software, and third party services. The Contractor is not authorized to acquire (lease or purchase) information technology equipment, existing computer software, or third party services at the Government's direct expense without prior written approval of the Contracting Officer. Should the Contractor propose to acquire information technology equipment, existing computer software, or third party services, the Contractor shall provide to the Contracting Officer justification for the need, including a complete description of the equipment, software or third party service to be acquired, and a lease versus purchase analysis if appropriate.
- (b) The Contractor shall immediately provide written notice to the Contracting Officer's Representative when an employee of the Contractor no longer requires access to the Government information technology systems.
 - (c) The Contractor shall not violate any software licensing agreement, or cause the Government to violate any licensing agreement.
 - (d) The Contractor agrees that its employees will not use, copy, disclose, modify, or reverse engineer existing computer software provided to it by the Government except as permitted by the license agreement or any other terms and conditions under which the software is made available to the Contractor.
 - (e) If at any time during the performance of this contract the Contractor has reason to believe that its utilization of Government furnished existing computer software may involve or result in a violation of the software licensing agreement, the Contractor shall promptly notify the Contracting Officer, in writing, of the pertinent facts and circumstances. Pending direction from the Contracting Officer, the Contractor shall continue performance of the work required under this contract without utilizing the software.
 - (f) The Contractor agrees to include the requirements of this clause in all subcontracts at any tier.
 - (g) The Contractor shall comply with the requirements of those DOE directives, or parts thereof, identified elsewhere in the contract pursuant to the clause at DEAR 970.5204-2, Laws, Regulations and DOE Directives.

H.24 DOE-H-2065 REPORTING OF FRAUD, WASTE, ABUSE, CORRUPTION, OR MISMANAGEMENT (OCT 2014)

The Contractor shall comply with the following:

- (a) Notify employees annually of their duty to report allegations of fraud, waste, abuse, misuse, corruption, criminal acts, or mismanagement relating to DOE programs, operations, facilities, contracts, or information technology systems to an appropriate authority (e.g., OIG, other law enforcement, supervisor, employee concerns office, security officials). Examples of violations to be reported include, but are not limited

- to, allegations of false statements; false claims; bribery; kickbacks; fraud; DOE environment, safety, and health violations; theft; computer crimes; contractor mischarging; conflicts of interest; and conspiracy to commit any of these acts. Contractors must also ensure that their employees are aware that they may always report incidents or information directly to the Office of Inspector General (OIG).
- (b) Display the OIG hotline telephone number in buildings and common areas such as cafeterias, public telephone areas, official bulletin boards, reception rooms, and building lobbies.
 - (c) Publish the OIG hotline telephone number in telephone books and newsletters under the Contractor's cognizance.
 - (d) Ensure that its employees report to the OIG within a reasonable period of time, but not later than 24 hours after discovery, all alleged violations of law, regulations, or policy, including incidents of fraud, waste, abuse, misuse, corruption, criminal acts, or mismanagement, that have been referred to Federal, State, or local law enforcement entities.
 - (e) Ensure that its employees report to the OIG any allegations of reprisals taken against employees who have reported to the OIG fraud, waste, abuse, misuse, corruption, criminal acts, or mismanagement.
 - (f) Ensure that its managers do not retaliate against DOE contractor employees who report fraud, waste, abuse, misuse, corruption, criminal acts, or mismanagement.
 - (g) Ensure that all their employees understand that they must –
 - (1) Comply with requests for interviews and briefings and must provide affidavits or sworn statements, if so requested by an employee of the OIG so designated to take affidavits or sworn statements;
 - (2) Not impede or hinder another employee's cooperation with the OIG; and
 - (3) Not take reprisals against DOE contractor employees who cooperate with or disclose information to the OIG or other lawful appropriate authority.
 - (h) Seek more specific guidance concerning reporting of fraud, waste, abuse, corruption, or mismanagement, and cooperation with the Inspector General, in DOE directives.

H.25 DOE-H-2066 SAFEGUARDS AND SECURITY PROGRAM – ALTERNATE I (OCT 2014)

- (a) Pursuant to the clause at DEAR 952.204-2, Security, the Contractor agrees to comply with all security regulations and contract requirements as incorporated into the contract.

- (b) The Contractor shall comply with the requirements of those DOE directives, or parts thereof, identified elsewhere in the contract pursuant to the clause at DEAR 970.5204-2, Laws, Regulations and DOE Directives.

H.26 DOE-H-2067 GOVERNMENT FURNISHED ON-SITE FACILITIES OR SERVICES (OCT 2014)

- (a) Pursuant to the Government Property clause of this contract, the Government shall, during the period of performance of this contract, except for the 60 day transition period, furnish to the Contractor office space for approximately [TBP] contractor personnel. Additional office space may be provided by the Government as necessary for contract performance. The Contractor shall not acquire or lease any office space without the prior written approval of the Contracting Officer.
- (b) As necessary during contract performance, the Government shall provide to the Contractor, for that office space described in paragraph (a) above, office furnishings, supplies, utilities, telephone, janitorial and mail services, and access to Government-owned computer systems.

H.27 DOE-H-2068 CONFERENCE MANAGEMENT (OCT 2014) (DEVIATION)

The Contractor agrees that:

- (a) The contractor shall ensure that contractor-sponsored conferences reflect the DOE's commitment to fiscal responsibility, appropriate stewardship of taxpayer funds and support the mission of DOE as well as other sponsors of work. In addition, the contractor will ensure conferences do not include any activities that create the appearance of taxpayer funds being used in a questionable manner.
- (b) For the purposes of this clause, "conference" is defined in Attachment 2 to the Deputy Secretary's memorandum of August 17, 2015, entitled "Updated Guidance on Conference-Related Activities and Spending" (<http://energy.gov/management/downloads/acquisition-letter-no-al-2015-09>).
- (c) Contractor-sponsored conferences include those events that meet the conference definition and either or both of the following:
 - (1) The contractor provides funding to plan, promote, or implement an event, except in instances where a contractor:
 - (i) covers participation costs in a conference for specified individuals (e.g. students, retirees, speakers, etc.) in a total amount not to exceed \$10,000 (by individual contractor for a specific conference) or
 - (ii) purchases goods or services from the conference planners (e.g., attendee registration fees, renting booth space).

- (2) The contractor authorizes use of its official seal, or other seals/logos/trademarks to promote a conference. Exceptions include non-M&O contractors who use their seal to promote a conference that is unrelated to their DOE contract(s) (e.g., if a DOE IT contractor were to host a general conference on cyber security).
- (d) Attending a conference, giving a speech or serving as an honorary chairperson does not connote sponsorship.
- (e) The Contractor will provide information on conferences they plan to sponsor with expected costs exceeding \$100,000 in the Department's Conference Management Tool, including:
 - (1) Conference title, description, and date
 - (2) Location and venue
 - (3) Description of any unusual expenses (e.g., promotional items)
 - (4) Description of contracting procedures used (e.g., competition for space/support)
 - (5) Costs for space, food/beverages, audio visual, travel/per diem, registration costs, recovered costs (e.g., through exhibit fees)
 - (6) Number of attendees
- (f) The contractor will not expend funds on the proposed contractor-sponsored conferences with expenditures estimated to exceed \$100,000 until notified of approval by the contracting officer.
- (g) For DOE-sponsored conferences, the contractor will not expend funds on the proposed conference until notified by the contracting officer.
 - (1) DOE-sponsored conferences include events that meet the definition of a conference and where the Department provides funding to plan, promote, or implement the conference and/or authorizes use of the official DOE seal, or other seals/logos/ trademarks to promote a conference. Exceptions include instances where DOE:
 - (i) covers participation costs in a conference for specified individuals (e.g. students, retirees, speakers, etc.) in a total amount not to exceed \$10,000 (by individual contractor for a specific conference) or
 - (ii) purchases goods or services from the conference planners (e.g., attendee registration fees; renting booth space); or provide funding to the conference planners through Federal grants.
 - (2) Attending a conference, giving a speech, or serving as an honorary chairperson does not connote sponsorship.
 - (3) The contractor will provide cost and attendance information on their participation in all DOE-sponsored conference in the DOE Conference Management Tool.

- (h) For non-contractor sponsored conferences, the contractor shall develop and implement a process to ensure costs related to conferences are allowable, allocable, reasonable, and further the mission of DOE. This process must at a minimum:
- (1) Track all conference expenses.
 - (2) Require the Laboratory Director (or equivalent) or Chief Operating Officer approve a single conference with net costs to the contractor of \$100,000 or greater.
- (i) Contractors are not required to enter information on non-sponsored conferences in DOE'S Conference Management Tool.

Once funds have been expended on a non-sponsored conference, contractors may not authorize the use of their trademarks/logos for the conference, provide the conference planners with more than \$10,000 for specified individuals to participate in the conference, or provide any other sponsorship funding for the conference. If a contractor does so, its expenditures for the conference may be deemed unallowable.

H.28 DOE-H-2069 PAYMENTS FOR DOMESTIC EXTENDED PERSONNEL ASSIGNMENTS (OCT 2014) (DEVIATION)

- (a) Definition. For purposes of this clause, "domestic extended personnel assignments" are defined as any assignment of current contractor personnel to a domestic location different than their permanent duty station for a period expected to exceed 30 consecutive calendar days. Domestic extended personnel assignments may be made from time to time for the benefit of the Government. The Contractor shall provide documentation to the Contracting Officer to demonstrate cost and benefit to the Government, as required for the CO to make a determination and provide authorization. Costs associated with extended personnel assignments for new personnel shall be unallowable unless specifically approved by the Contracting Officer pursuant to H-29, Duty Station and Relocation Benefits, as the Contractor shall have personnel permanently assigned and physically located at the duty location identified in Section F, Principle Place of Performance.
- (b) For domestic extended personnel assignments, the Contractor shall be reimbursed the lesser of temporary relocation costs (Temporary Change of Station allowances as described in the Federal Travel Regulation at §302-3.400 - §302-3.429) or a reduced per diem (Extended Travel Duty) in accordance with the allowable cost provisions of the contract and the following:
- (1) When a reduced per diem method (Extended Travel Duty) is utilized, the allowances are as follows:
 - (i) Lodging. For the first 60 days and last 30 days of the assignment, the Government will reimburse costs associated with lodging at the lesser of actual cost or 100% of the Federal per diem rate at the assignment location.

- The intervening days lodging will be reimbursed at the lesser of actual cost or 55% of Federal per diem.
- (ii) Meals and Incidental Expenses. For the first 30 days and last 30 days of the assignment, the Government will reimburse costs associated with meals and incidental expenses (M&IE) at the lesser of actual cost or 100% of the Federal per diem rate at the assignment location. The intervening days M&IE will be reimbursed at the lesser of actual cost or 55% of Federal per diem.
 - (iii) Receipts are required to be submitted to demonstrate the lesser of actual cost versus the Federal per diem rates.
- (2) The Government will not reimburse any costs associated with per diem (except for en-route travel) unless the contractor employee maintains a residence at the permanent duty station.
- (3) The Government will not reimburse costs associated with salary premiums, per diem, lodging, or other subsidies for contractor employees on domestic extended personnel assignments after 3 years (except for the reimbursements described above during the last 30 days of the assignment).
- (4) If an assignment has breaks within a three year period, the calculation of the total length of the assignment will be as follows: If the break between assignments is less than 12 months, the Government will consider the assignment continuous for purposes of the three year clock. For instance, if a contractor employee completes a 2 year assignment at location A and returns to his/her permanent duty station for 12 months, a subsequent new 2 year assignment back to location A will restart the 3 year clock. The assignments will be considered two separate 2 year assignments. On the other hand, if in the previous example the employee's return to his/her permanent duty station was 6 months, the Government would consider the second assignment to be a continuation of the first for purposes of the 3 year rule.
- (5) The Government will not reimburse costs associated with salary premiums that exceed 10%.
- (6) The Contractor shall include the substance of this clause in all subcontracts in which travel will be reimbursed at cost.

H.29 DUTY STATION AND RELOCATION BENEFITS

- (a) The Contractor shall have personnel permanently assigned and physically located at one of the PPPO duty locations (i.e., Lexington, KY, Paducah, KY or Portsmouth OH) where these technical services will be predominately performed. Personnel assignments are required to be completed within the first 30 days of transition. All solicitations and offers by position shall be without the benefit of relocation to the duty location unless relocation is specifically approved by the Contracting Officer (CO) in advance.

- (b) Based on DOE requirements and the submittal of sufficient due diligence justification by the Contractor to the CO, the CO may on a case-by-case basis, approve the Contractor to solicit position requirements with relocation benefits. The justification submitted shall include a cost/benefit analysis, the job description, prior job announcements, notations that determinations on previous applicants was made and the total not to exceed cost for the relocation benefit being offered. Relocation costs, to include relocation back after the end of the requirement, if applicable, shall be fully documented in the offer to the successful applicant, and the documentation shall be provided to DOE.
- (c) If the position is required for a defined period of time and for a specialized requirement, personnel newly hired to be permanently assigned and physically located at one of the PPPO duty stations may be offered the lesser of relocation or the temporary relocation costs (temporary duty or “change of station” as described in the Federal Travel Regulation at §302-3.400—§302.3.429, but hereafter called “temporary relocation” with a reduced per diem as described in clause H-28, “Payments For Domestic Extended Personnel Assignments”, but not both. Justification required in paragraph (a) above shall be submitted to the CO in advance of the position announcement/solicitation, supplemented with justification as to why it is of benefit to the Government to offer temporary relocation status. The contractor’s cost/benefit analysis shall also compare relocation costs (including return if any) to the set-time for the temporary relocation.
- (d) Reimbursement for temporary relocation costs -
- (1) Lodging. For the first 60 days and last 30 days of the assignment, the Government will reimburse costs associated with lodging at the lesser of actual cost or 100% of the Federal per diem rate at the assignment location. The intervening days lodging will be reimbursed at the lesser of actual cost or 55% of Federal per diem.
 - (2) Meals and Incidental Expenses. For the first 30 days and last 30 days of the assignment, the Government will reimburse costs associated with meals and incidental expenses (M&IE) at the lesser of actual cost or 100% of the Federal per diem rate at the assignment location. The intervening days M&IE will be reimbursed at the lesser of actual cost or 55% of Federal per diem.
 - (3) Costs shall be consistent with Federal Travel Regulations, DOE Travel Manual DOE M 552.1-1A, and any DOE supplementary policies. Costs to/from the duty location, or to and from work, once on station shall not be reimbursed. Travel to/from the assignees home are not allowed as assignment is a temporary relocation.
- (e) The Contractor shall include the substance of this clause in all subcontracts in which relocation may be reimbursed at cost.

H.30 DOE-H-2070 KEY PERSONNEL- ALTERNATE I (OCT 2014) (DEVIATION)

- (a) Pursuant to the clause at DEAR 952.215-70, Key Personnel, the key personnel for this contract, and their primary duty location, are identified below:

<u>NAME</u>	<u>POSITION TITLE</u>	<u>PRIMARY DUTY LOCATION</u>
[REDACTED]	Program Director	Lexington, KY
[REDACTED]	Paducah Project Manager	Paducah, KY
[REDACTED]	Portsmouth Project Manager	Portsmouth, OH
[REDACTED]	DUF6 Project Manager	Lexington, KY
[REDACTED]	IT Manager	Lexington, KY

In addition to the requirement for the Contracting Officer’s approval before removing, replacing, or diverting any of the listed key personnel, the Contracting Officer’s approval is also required for any change to the position assignment of a current key person.

- (b) Key personnel team requirements. The Contracting Officer and designated Contracting Officer's Representative(s) shall have direct access to the key personnel assigned to the contract. All key personnel shall be permanently assigned full-time to their respective positions and at least three (including the Program Director) of the five key personnel shall be employed by the Prime (or a member of a newly formed unpopulated SB Joint Venture). The following Key Personnel must have the ability to obtain and maintain a “Q” clearance level by the end of the Transition period:

Program Director
 Paducah Project Manager
 Portsmouth Project Manager
 IT Manager

The following Key Personnel must have the ability to obtain and maintain a “L” clearance by the end of the Transition period:

DUF6 Project Manager

- (c) Definitions. In addition to the definitions contained in the clause at DEAR 952.215-70, the following shall apply:

- (1) The term “reasonably in advance” is defined as 30 calendar days.

- (2) Key personnel are considered “managerial personnel” under the clause at DEAR 952.231-71, Insurance – Litigation and Claims.
- (d) Contract cost reductions for changes to key personnel.
- (1) Notwithstanding the approval by the Contracting Officer, any time the Program Director (the initial Program Director or any substitution approved by the Contracting Officer) is removed, replaced, or diverted for any reason within two (2) years of being placed in the position, there may be a permanent cost reduction of \$50,000 for each and every occurrence of a change.
- (2) Notwithstanding the approval by the Contracting Officer, any time a key person other than the Program Director (any initial Key Person or any substitution approved by the Contracting Officer) is removed, replaced, or diverted within one (1) year of being placed in the position, there may be a permanent cost reduction of \$25,000 for each and every such occurrence.
- (3) The Contractor may request in writing that the Contracting Officer consider waiving all or part of a reduction in cost. Such written request shall include the Contractor’s basis for the removal, replacement, or diversion of any key personnel. The Contracting Officer shall have the unilateral discretion to make the determination to waive all or part of the reduction in cost.

H.31 DOE-H-2071 DEPARTMENT OF ENERGY DIRECTIVES (OCT 2014)

- (a) In performing work under this contract, the Contractor shall comply with the requirements of those Department of Energy (DOE) directives, or parts thereof listed in Section J, Attachment J-1.
- (b) The Contracting Officer may, at any time, unilaterally amend this clause, or other clauses which incorporate DOE directives, in order to add, modify or delete specific requirements. Prior to revising the listing of directives, the Contracting Officer shall notify the Contractor in writing of the Department's intent to revise the list, and the Contractor shall be provided with the opportunity to assess the effect of the Contractor's compliance with the revised list on contract cost and funding, technical performance, and schedule, and identify any potential inconsistencies between the revised list and the other terms and conditions of the contract. Within 30 days after receipt of the Contracting Officer's notice, the Contractor shall advise the Contracting Officer in writing of the potential impact of the Contractor's compliance with the revised list. Based on the information provided by the Contractor and any other information available, the Contracting Officer shall decide whether to revise the listing of directives and so advise the Contractor not later than 30 days prior to the effective date of the revision.

- (c) Notwithstanding the process described in paragraph (b), the Contracting Officer may direct the Contractor to immediately begin compliance with the requirements of any directive.
- (d) The Contractor and the Contracting Officer shall identify and, if appropriate, agree to any changes to other contract terms and conditions, including cost and schedule, associated with the revision pursuant to the clause of this contract at FAR 52.243-3, Changes – Time-and-Materials or Labor-hours (Sep 2000) and FAR 52.243-1, Changes – Fixed-Price (Aug 1987).
- (e) Regardless of the performer of the work, the Contractor is responsible for compliance with the requirements of this clause. The Contractor shall include this clause in all subcontracts to the extent necessary to ensure the Contractor's compliance with these requirements.

H.32 DOE-H-2072 USE OF GOVERNMENT VEHICLES BY CONTRACTOR EMPLOYEES (OCT 2014)

- (a) The Government will provide Government-owned and/or –leased motor vehicles for the Contractor's use in performance of this contract in accordance with the clause FAR 52.245-1, Government Property.
- (b) The Contractor shall ensure that its employees use and operate Government-owned and/or –leased motor vehicles in a responsible and safe manner to include the following requirements:
 - (1) Use vehicles only for official purposes and solely in the performance of the contract.
 - (2) Do not use vehicles for transportation between an employee's residence and place of employment unless authorized by the Contracting Officer.
 - (3) Comply with Federal, State and local laws and regulations for the operation of motor vehicles.
 - (4) Possess a valid State, District of Columbia, or commonwealth's operator license or permit for the type of vehicle to be operated.
 - (5) Operate vehicles in accordance with the operator's packet furnished with each vehicle.
 - (6) Use seat belts while operating or riding in a Government vehicle.
 - (7) Do not use tobacco products while operating or riding in a Government vehicle.
 - (8) Do not provide transportation to strangers or hitchhikers.
 - (9) Do not engage in "text messaging" while operating a Government vehicle, which includes those activities defined in the clause at FAR 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving.
 - (10) In the event of an accident, provide information as may be required by State, county or municipal authorities and as directed by the Contracting Officer.
- (c) The Contractor shall -

- (1) Establish and enforce suitable penalties against employees who use, or authorize the use of Government vehicles for unofficial purposes or for other than in the performance of the contract; and
 - (2) Pay any expenses or cost, without Government reimbursement, for using Government vehicles other than in the performance of the contract.
- (d) The Contractor shall insert this clause in all subcontracts in which Government-owned and/or –leased vehicles are to be provided for use by subcontractor employees.

H.33 DOE-H-2075 PROHIBITION ON FUNDING FOR CERTAIN NONDISCLOSURE AGREEMENTS (OCT 2014)

The Contractor agrees that:

- (a) No cost associated with implementation or enforcement of nondisclosure policies, forms or agreements shall be allowable under this contract if such policies, forms or agreements do not contain the following provisions: “These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.”
- (b) The limitation above shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.
- (c) Notwithstanding the provisions of paragraph (a), a nondisclosure or confidentiality policy form or agreement that is to be executed by a person connected with the conduct of an intelligence or intelligence-related activity, other than an employee or officer of the United States Government, may contain provisions appropriate to the particular activity for which such document is to be used. Such form or agreement shall, at a minimum, require that the person will not disclose any classified information received in the course of such activity unless specifically authorized to do so by the United States Government. Such nondisclosure or confidentiality forms shall also make it clear that they do not bar disclosures to Congress, or to an authorized official of an executive agency or the Department of Justice, that are essential to reporting a substantial violation of law.

H.34 DOE-H-2076 LOBBYING RESTRICTIONS (OCT 2014)

The Contractor agrees that none of the funds obligated on this award shall be expended, directly or indirectly, to influence congressional action on any legislation or appropriation matters pending before Congress, other than to communicate to Members of Congress as described in 18 U.S.C. § 1913. This restriction is in addition to those prescribed elsewhere in statute and regulation.

H.35 PARTNERING

In order to most effectively accomplish this Contract, the Government proposes to form a cohesive partnership with the Contractor. It is a way of doing business based upon trust, dedication to common goals, and an understanding and respect of each other's expectations and values. The process creates a teambuilding environment which fosters better communication and problem solving, and a mutual trust between the participants. These key elements create a climate in which issues can be raised, openly discussed, and jointly settled, without getting into an adversarial relationship. In this way, partnering is a mindset, and a way of doing business. It is an attitude toward working as a team, and achieving successful project execution. This endeavor seeks an environment that nurtures team building cooperation, and trust between the Government and the Contractor. The partnership strives to draw on the strengths of each organization in an effort to achieve a quality project done right the first time, within budget, and on schedule.

Participation in the partnership will be totally voluntary by the parties. Any cost associated with effectuating this partnership will be accounted for in accordance with the terms of this Contract.

H.36 NNSA/EM STRATEGIC SOURCING PARTNERSHIP

The contractor shall participate in the National Nuclear Security Administration (NNSA)/Environmental Management (EM) Strategic Sourcing Partnership. Under this partnership, EM contractors shall work with the NNSA/EM Supply Chain Management Center (SCMC) to yield an enterprise-wide, synergistic strategic sourcing solution that leverages NNSA and EM purchasing power to gain pricing, processing, and report efficiencies to reduce costs overall for the Government.

H.37 UNALLOWABLE COSTS

The following types of costs are examples of costs specific to this contract that may be determined to be unallowable in accordance with FAR subpart 31.2. The examples are not all inclusive.

- (a) Unreasonable costs resulting from Contractor re-work (e.g., costs associated with non-Trade Agreement Act (TAA) compliant purchases).

- (b) Costs associated with correcting poor quality document preparation, including costs associated with delays.

H.38 EMERGENCY CLAUSE

- (a) The U.S. Department of Energy (DOE) Portsmouth/Paducah Project Office (PPPO) Manager or designee shall have sole discretion to determine when an emergency situation exists at the PPPO sites. In the event that either the DOE-PPPO Manager or designee determines such an emergency exists, the applicable DOE Manager or designee will have the authority to direct any and all activities of the Contractor and subcontractors necessary to resolve the emergency situation. The applicable DOE Manager or designee may direct the activities of the Contractor and subcontractors throughout the duration of the emergency.
- (b) The Contractor shall include this Clause in all subcontracts at any tier for work performed at the PPPO sites.

H.39 ACCESS CONTROLS FOR VISITING MINORS

Access of minors to PPPO areas and facilities controlled for radiologic purposes is not permitted for minors under the age of 18 under any circumstance. Visiting minors may only be permitted into Controlled Access Areas when approved by the PPPO Health Physicist, the appropriate Site Lead and the PPPO Deputy Manager and Manager, or Designee. Such approval shall be documented in writing. Visiting minors must be accompanied by, and under the supervision of, a parent, legal guardian or chaperone. In addition, a Parental Consent for Minors Visiting PPPO form must be completed for each visiting minor. This policy is not applicable to workers who are under the age of 18, including the U.S. Department of Energy (DOE) contractors and their subcontractors and persons working under DOE grants.

H.40 RESERVED

H.41 DOE-H-2077 DEPARTMENT OF ENERGY TRAINING INSTITUTE – OCCUPATIONAL HEALTH, SAFETY, AND EMERGENCY RESPONSE (JAN 2017)

- (a) The Contractor shall utilize the Department of Energy (DOE) Training Institute (DTI) resources to the maximum extent practical for occupational, health, safety, and emergency response training. The Contractor, as applicable, shall use DTI by utilizing the reciprocity program, instructor-certification, mobile training teams, and use of common core curriculum as applicable.
 - (1) Reciprocity: The DTI Training Reciprocity program evaluates and certifies training programs and core content against DOE requirements, establishing a basis for consistent training. Reciprocity reduces redundant training to improve employee mobility and project mobilization, saving time and resources. Reference DOE Policy 364.1.

- (2) Common Core Curriculum: Courses in the Common Core Training Program are developed and maintained by DTI instructional designers and subject matter experts. These courses are available enterprise-wide for delivery by DTI-certified instructors. Common Core Training eliminates duplicative course development and maintenance activities while providing maximum flexibility for delivery.
 - (3) Instructor-Certification: The DTI Instructor Certification Program recognizes subject matter experts and experienced trainers who are qualified to deliver common core courses across the DOE enterprise. The Contractor selects instructors to be certified by DTI.
 - (4) Mobile Training Teams: Mobile Training Teams are available to DOE locations who do not maintain the capability to deliver a specific course. Courses are delivered by certified DTI instructors who are subject matter experts in the topical area.
- (b) DTI course offerings, information on becoming a certified DTI trainer, enrollment, and contact information can be found on <https://dti.doe.gov>.
 - (c) DTI training shall be considered common core fundamental material. Contractors are expected to provide gap training needed to address site specifics identified through their approved Integrated Safety Management (ISM) Program and associated program plans required by existing DOE requirements. Gap training shall not repeat fundamental training core content.
 - (d) DTI training is funded by DOE with no cost to the Contractors.
 - (e) The Contractor shall first consider DTI for all applicable training needs and only obtain such training outside of DTI after written approval of the Contracting Officer (CO) following the Contractor's written request containing the following: (1) rationale describing in detail why DTI provided material, including contractor supplemented site specific material, is insufficient, (2) rationale supporting the increased cost, scope, and schedule of maintaining a local course and capability for training instruction proposed in place of DTI training, and (3) rationale as to why the loss of standardization DOE is seeking by using alternative materials is of value to the DOE. Prior to requesting CO approval, the contractor shall complete the course request form at <https://dti.doe.gov>. DTI will respond within 10 working days on the availability of DTI course materials that might provide the course or assist in the development of the Contractor course.
 - (f) This contract clause shall be flowed down to all subcontractors, and the Contractor is responsible for compliance by its employees and subcontractors.

H.42 TASK ORDER AUTHORIZATION

Under the Indefinite Delivery/Indefinite Quantity (IDIQ) CLIN, the Contractor shall provide additional programmatic, administrative and/or technical expertise on an ad hoc basis for special projects within scope of any of the work activities in the PWS. If the Government requires the issuance of additional tasks (including requirements for Subject Matter Experts), the Government may issue these additional tasks as either unilateral or bilateral task orders. The Government may issue unilateral task orders for projects with a FFP less than \$1M, and for additional tasks that have a clearly defined scope and number of hours (from the list of negotiated labor categories and rates identified in Section B) required for completion.

The following will be stated in a unilateral task order:

“This is a Unilateral Task Order Authorization.

If the Contractor agrees with the funding and Level of Effort to complete this action, all work shall begin immediately, as identified within the schedule provided. The Contractor shall sign and return the task order cover immediately.”

If the Contractor disagrees with the funding and/or the Level of Effort to complete the work, the Contractor shall provide notification to the CO within 3 business days of issuance of the unilateral task order. A FFP must be agreed upon before any work can begin.

PART II - CONTRACT CLAUSES**SECTION I****CONTRACT CLAUSES****I.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. **Also, the full text of a clause may be accessed electronically at these addresses:**

<https://www.acquisition.gov/?q=browsefar>

<http://energy.gov/management/downloads/searchable-electronic-department-energy-acquisition-regulation>

	Clause No.	Title	Fill-In Information See FAR 52.104(d)
I.2	52.202-1	Definitions (Nov 2013)	
I.3	52.203-3	Gratuities (Apr 1984)	
I.4	52.203-5	Covenant Against Contingent Fees (May 2014)	
I.5	52.203-6	Restrictions on Subcontractor Sales to the Government (Sep 2006)	
I.6	52.203-7	Anti-Kickback Procedures (May 2014)	
I.7	52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (May 2014)	
I.8	52.203-10	Price or Fee Adjustment for Illegal or Improper Activity (May 2014)	
I.9	52.203-12	Limitation on Payments to Influence Certain Federal Transactions (Oct 2010)	
I.10	52.203-13	Contractor Code of Business Ethics and Conduct (Oct 2015)	
I.11	52.203-14	Display of Hotline Poster(s) (Oct 2015)	(b)(3) DOE IG Hotline Poster: http://energy.gov/sites/prod/files/igprod/documents/Hotline_poster.pdf
I.12	52.203-16	Preventing Personal Conflicts of Interest (Dec 2011)	
I.13	52.203-17	Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights (Apr 2014)	
I.14	52.204-2	Security Requirements (Aug 1996)	
I.15	52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper (May 2011)	
I.16	52.204-9	Personal Identity Verification of Contractor Personnel (Jan 2011)	
I.17	52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards (Oct 2015)	
I.18	52.204-13	System for Award Management Maintenance (Jul 2013)	
I.19	52.204-14	Service Contract Reporting Requirements (Oct 2016)	

I.20	52.204-15	Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Oct 2016)	
I.21	52.204-18	Commercial and Government Entity Code Maintenance (Jul 2016)	
I.22	52.204-19	Incorporation by Reference of Representations and Certifications (Dec 2014)	
I.23	52.209-6	Protecting the Government’s Interest When Subcontracting with Contractors Debarred, Suspended, Or Proposed for Debarment (Oct 2015)	
I.24	52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013)	
I.25	52.209-10	Prohibition on Contracting With Inverted Domestic Corporations (Nov 2015)	
I.26	52.210-1	Market Research (Apr 2011)	
I.27	52.215-2	Audit and Records – Negotiation (Oct 2010)	
I.28	52.215-8	Order of Precedence – Uniform Contract Format (Oct 1997)	
I.29	52.215-11	Price Reduction for Defective Certified Cost or Pricing Data – Modifications (Aug 2011)	
I.30	52.215-13	Subcontractor Certified Cost or Pricing Data – Modifications (Oct 2010)	
I.31	52.215-15	Pension Adjustments and Asset Reversions (Oct 2010)	
I.32	52.215-17	Waiver of Facilities Capital Cost of Money (Oct 1997)	[Note: The government will include FAR 52.215-17 in the final contract if the winning proposal does not include FCCOM.]
I.33	52.215-18	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) Other Than Pensions (Jul 2005)	
I.34	52.215-19	Notification of Ownership Changes (Oct 1997)	
I.35	52.215-21	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data – Modifications (Oct 2010) (Alt. III (Oct 1997))	
I.36	52.215-23	Limitations on Pass-Through Charges (Oct 2009)	
I.37	52.216-7	Allowable Cost and Payment (Jun 2013)	(a) <i>Invoicing.</i> (3) The designated payment office will make interim payments for contract financing on the <u>30th</u> day after the designated billing office receives a proper payment request.
I.38	52.217-8	Option to Extend Services (Nov 1999)	(a) 30 calendar days of the contract expiration date.
I.39	52.219-6	Notice of Total Small Business Set-Aside (Nov 2011)	
I.40	52.219-8	Utilization of Small Business Concerns (Oct 2014)	
I.41	52.219-14	Limitation on Subcontracting (Nov 2011)	
I.42	52.219-28	Post-Award Small Business Program Representation (Jul 2013)	(g) If the Contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code

			applicable to this contract, the Contractor is required to complete the following representation and submit it to the contracting office, along with the contract number and the date on which the representation was completed: The Contractor represents that it <input checked="" type="checkbox"/> is, a small business concern under NAICS Code 562910 assigned to contract number 89303319CEM000055.
I.43	52.222-2	Payment for Overtime Premiums (Jul 1990)	(a) \$0
I.44	52.222-3	Convict Labor (Jun 2003)	
I.45	52.222-17	Nondisplacement of Qualified Workers (May 2014)	
I.46	52.222-21	Prohibition of Segregated Facilities (Apr 2015)	
I.47	52.222-26	Equal Opportunity (Apr 2015)	
I.48	52.222-35	Equal Opportunity for Veterans (Oct 2015)	
I.49	52.222-36	Equal Opportunity for Workers With Disabilities (Jul 2014)	
I.50	52.222-37	Employment Reports on Veterans (Feb 2016)	
I.51	52.222-40	Notification of Employee Rights Under the National Labor Relations Act (Dec 2010)	
I.52	52.222-50	Combating Trafficking in Persons (Mar 2015)	
I.53	52.222-54	Employment Eligibility Verification (Oct 2015)	
I.54	52.223-2	Affirmative Procurement of Biobased Products Under Service and Construction Contracts (Sep 2013)	
I.55	52.223-5	Pollution Prevention and Right-to-Know Information (May 2011)	
I.56	52.223-6	Drug-Free Workplace (May 2001)	
I.57	52.223-10	Waste Reduction Program (May 2011)	
I.58	52.223-15	Energy Efficiency in Energy-Consuming Products (Dec 2007)	
I.59	52.223-16	Acquisition of EPEAT® - Registered Personal Computer Products (Oct 2015)	
I.60	52.223-17	Affirmative Procurement of EPA-designated Items in Service and Construction Contracts (May 2008)	
I.61	52.223-18	Encouraging Contractors Policies to Ban Text Messaging While Driving (Aug 2011)	
I.62	52.224-1	Privacy Act Notification (Apr 1984)	
I.63	52.224-2	Privacy Act (Apr 1984)	
I.64	52.225-1	Buy American – Supplies (May 2014)	
I.65	52.225-13	Restrictions on Certain Foreign Purchases (Jun 2008)	
I.66	52.227-1	Authorization and Consent (Dec 2007)	
I.67	52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement (Dec 2007)	
I.68	52.227-14	Rights in Data – General (May 2014)	
I.69	52.227-17	Rights in Data—Special Works (Dec 2007)	
I.70	52.227-23	Rights to Proposal Data (Technical) (Jun 1987)	Except for data contained on pages

			[ALL PAGES], it is agreed that as a condition of award of this contract, and notwithstanding the conditions of any notice appearing thereon, the Government shall have unlimited rights (as defined in the “Rights in Data -- General” clause contained in this contract) in and to the technical data contained in the proposal dated [03/01/2019], upon which this contract is based.
I.71	52.228-5	Insurance - Work on a Government Installation (Jan 1997) (<i>Applies to FFP Transition CLIN and FFP Task Orders issued under the IDIQ CLIN</i>)	
I.72	52.228-7	Insurance – Liability to Third Persons (Mar 1996)	
I.73	52.229-3	Federal, State, and Local Taxes (Feb 2013) (<i>Applies to FFP Transition CLIN and FFP Task Orders issued under the IDIQ CLIN</i>)	
I.74	52.232-1	Payment (Apr 1984) (<i>Applies to FFP Transition CLIN and FFP Task Orders issued under the IDIQ CLIN</i>)	
I.75	52.232-7	Payments Under Time-and-Material and Labor-Hour Contracts (Aug 2012)	(h) <i>Interim payments.</i> (2) The designated payment office will make interim payments for contract financing on the <u>30th</u> day after the designated billing office receives a proper payment request. In the event that the Government requires an audit or other review of a specific payment request to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the specified due date.
I.76	52.232-8	Discounts for Prompt Payment (Feb 2002) (<i>Applies to FFP Transition CLIN and FFP Task Orders issued under the IDIQ CLIN</i>)	
I.77	52.232-9	Limitation of Withholding of Payments (Apr 1984)	
I.78	52.232-11	Extras (Apr 1984) (<i>Applies to FFP Transition CLIN and FFP Task</i>	

		<i>Orders issued under the IDIQ CLIN)</i>	
I.79	52.232-17	Interest (May 2014)	
I.80	52.232-22	Limitation of Funds (Apr 1984)	
I.81	52.232-23	Assignment of Claims (May 2014)	
I.82	52.232-25	Prompt Payment (Jul 2013)	
I.83	52.232-33	Payment by Electronic Funds Transfer – System for Award Management (Jul 2013)	
I.84	52.232-39	Unenforceability of Unauthorized Obligations (Jun 2013)	
I.85	52.232-40	Providing Accelerated Payments to Small Business Subcontractors (Dec 2013)	
I.86	52.233-1	Disputes (May 2014)	
I.87	52.233-3	Protest after Award (Aug 1996)	
I.88	52.233-4	Applicable Law for Breach of Contract Claim (Oct 2004)	
I.89	52.237-2	Protection of Government Buildings, Equipment, and Vegetation (Apr 1984)	
I.90	52.237-3	Continuity of Services (Jan 1991)	
I.91	52.239-1	Privacy or Security Safeguards (Aug 1996)	
I.92	52.242-1	Notice of Intent to Disallow Costs (Apr 1984)	
I.93	52.242-3	Penalties for Unallowable Costs (May 2014)	
I.94	52.242-4	Certification of Final Indirect Costs (Jan 1997)	
I.95	52.242-13	Bankruptcy (Jul 1995)	
I.96	52.243-1	Changes – Fixed-Price (Aug 1987) (<i>Applies to FFP Transition CLIN and FFP Task Orders issued under the IDIQ CLIN</i>)	
I.97	52.243-3	Changes – Time-and-Materials or Labor-Hours (Sept 2000)	
I.98	52.243-7	Notification of Changes (Apr 1984)	
I.99	52.244-2	Subcontracts (Oct 2010)	(d) N/A (j) S&K Logistics Services, LLC, Longenecker & Associates, Inc..
I.100	52.244-6	Subcontracts for Commercial Items (Jan 2017)	
I.101	52.245-1	Government Property (Jan 2017)	
I.102	52.245-9	Use and Charges (Apr 2012)	
I.103	52.246-25	Limitation of Liability – Services (Feb 1997)	
I.104	52.248-1	Value Engineering (Oct 2010)	(m) 89303319CEM000055
I.105	52.249-2	Termination for Convenience of the Government (Fixed-Price) (Apr 2012) (<i>Applies to FFP Transition CLIN and FFP Task Orders issued under the IDIQ CLIN</i>)	
I.106	52.249-6	Termination (Cost-Reimbursement) (May 2004) – Alt IV (Sep 1996)	
I.107	52.249-8	Default (Fixed-Price Supply and Service) (Apr 1984) (<i>Applies to FFP Transition CLIN and FFP Task Orders issued under the IDIQ CLIN</i>)	
I.108	52.249-14	Excusable Delays (Apr 1984)	
I.109	52.251-1	Government Supply Sources (Apr 2012)	
I.110	52.253-1	Computer Generated Forms (Jan 1991)	
I.111	952.202-1	Definitions (Feb 2011)	
I.112	952.203-70	Whistleblower Protection for Contractor Employees (Dec 2000)	
I.113	952.204-2	Security (Mar 2011)	
I.114	952.204-70	Classification/Declassification (Sep 1997)	
I.115	952.204-75	Public Affairs (Dec 2000)	

I.116	952.204-76	Conditional payment of fee or profit—safeguarding restricted data and other classified information (Jan 2004)	
I.117	952.204-77	Computer Security (Aug 2006)	
I.118	952.208-70	Printing (Apr 1984)	
I.119	952.209-72	Organizational Conflicts of Interest (Aug 2009) Alt I (Feb 2011)	(b)(1)(i) one year
I.120	952.215-70	Key Personnel (Dec 2000)	(a) See Section H Key Personnel
I.121	952.216-7	Allowable Cost and Payment (Feb 2011)	
I.122	952.219-70	DOE Mentor-Protégé Program (May 2000)	
I.123	952.223-71	Integration of Environment, Safety, and Health into Work Planning and Execution (July 2009)	
I.124	952.223-75	Preservation of Individual Occupational Radiation Exposure Records (Apr 1984)	
I.125	952.225-71	Compliance with Export Control Laws and Regulations (Nov 2015)	
I.126	952.226-74	Displaced Employee Hiring Preference (Jun 1997)	
I.127	952.227-11	Patent Rights – Retention by the Contractor (Short Form) (Mar 1995)	
I.128	952.227-14	Rights in data-general (DOE coverage-alternates VI and VII) (Feb 1998)	
I.129	952.227-82	Rights to Proposal Data (Apr 1984)	[NONE]
I.130	952.231-71	Insurance--Litigation and Claims (Jul 2013)	
I.131	952.251-70	Contractor Employee Travel Discounts (Aug 2009)	
I.132	970.5204-2	Laws, Regulations, and DOE Directives (Dec 2000)	
I.133	970.5223-1	Integration of Environment, Safety, and Health into Work Planning and Execution (Dec 2000)	
I.134	970.5227-1	Rights in Data-Facilities (Dec 2000)	

I.135 FAR 52.204-21 BASIC SAFEGUARDING OF COVERED CONTRACTOR INFORMATION SYSTEMS (JUN 2016)

(a) Definitions. As used in this clause--

“Covered contractor information system” means an information system that is owned or operated by a contractor that processes, stores, or transmits Federal contract information.

“Federal contract information” means information, not intended for public release, that is provided by or generated for the Government under a contract to develop or deliver a product or service to the Government, but not including information provided by the Government to the public (such as on public Web sites) or simple transactional information, such as necessary to process payments.

“Information” means any communication or representation of knowledge such as facts, data, or opinions, in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual (Committee on National Security Systems Instruction (CNSSI) 4009).

“Information system” means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information (44 U.S.C. 3502).

“Safeguarding” means measures or controls that are prescribed to protect information systems.

(b) Safeguarding requirements and procedures.

(1) The Contractor shall apply the following basic safeguarding requirements and procedures to protect covered contractor information systems. Requirements and procedures for basic safeguarding of covered contractor information systems shall include, at a minimum, the following security controls:

- (i) Limit information system access to authorized users, processes acting on behalf of authorized users, or devices (including other information systems).
- (ii) Limit information system access to the types of transactions and functions that authorized users are permitted to execute.
- (iii) Verify and control/limit connections to and use of external information systems.
- (iv) Control information posted or processed on publicly accessible information systems.
- (v) Identify information system users, processes acting on behalf of users, or devices.
- (vi) Authenticate (or verify) the identities of those users, processes, or devices, as a prerequisite to allowing access to organizational information systems.
- (vii) Sanitize or destroy information system media containing Federal Contract Information before disposal or release for reuse.
- (viii) Limit physical access to organizational information systems, equipment, and the respective operating environments to authorized individuals.
- (ix) Escort visitors and monitor visitor activity; maintain audit logs of physical access; and control and manage physical access devices.
- (x) Monitor, control, and protect organizational communications (i.e., information transmitted or received by organizational information systems) at the external boundaries and key internal boundaries of the information systems.
- (xi) Implement subnetworks for publicly accessible system components that are physically or logically separated from internal networks.
- (xii) Identify, report, and correct information and information system flaws in a timely manner.
- (xiii) Provide protection from malicious code at appropriate locations within organizational information systems.
- (xiv) Update malicious code protection mechanisms when new releases are available.
- (xv) Perform periodic scans of the information system and real-time scans of files from external sources as files are downloaded, opened, or executed.

(2) *Other requirements.* This clause does not relieve the Contractor of any other specific safeguarding requirements specified by Federal agencies and departments relating to covered contractor information systems generally or other Federal

safeguarding requirements for controlled unclassified information (CUI) as established by Executive Order 13556.

- (c) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (c), in subcontracts under this contract (including subcontracts for the acquisition of commercial items, other than commercially available off-the-shelf items), in which the subcontractor may have Federal contract information residing in or transiting through its information system.

I.136 FAR 52.216-18 ORDERING (OCT 1995) (*Applies to IDIQ CLIN only*)

- (a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued [from effective date of contract award through the end of the total contract period].
- (b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.
- (c) If mailed, a delivery order or task order is considered issued when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

I.137 FAR 52.216-19 ORDER LIMITATIONS (OCT 1995) (*Applies to IDIQ CLIN only*)

- (a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than [\$0], the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.
- (b) *Maximum order. The Contractor is not obligated to honor -*
- (1) Any order for a single item in excess of [the maximum ceiling value specified in Section B, Table B.2(2)];
 - (2) Any order for a combination of items in excess of [the maximum ceiling value specified in Section B, Table B.2(2)]; or
 - (3) A series of orders from the same ordering office within [365 days] that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) of this section.
- (c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that

requirement exceeds the maximum-order limitations in paragraph (b) of this section.

- (d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within [5 days] after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

I.138 FAR 52.216-22 INDEFINITE QUANTITY (OCT 1995) (*Applies to IDIQ CLIN only*)

- (a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.
- (b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the “maximum.” The Government shall order at least the quantity of supplies or services designated in the Schedule as the “minimum.”
- (c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- (d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after [one year beyond the expiration date of the contract period].

I.139 FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor any time prior to the expiration of the contract; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

I.140 DEAR 952.242-70 TECHNICAL DIRECTION (DEC 2000)

- (a) Performance of the work under this contract shall be subject to the technical direction of the DOE Contracting Officer's Representative (COR). The term “technical direction” is defined to include, without limitation:
 - (1) Providing direction to the Contractor that redirects contract effort, shift work emphasis between work areas or tasks, require pursuit of certain lines of inquiry, fill in details, or otherwise serve to accomplish the contractual Statement of Work.
 - (2) Providing written information to the Contractor that assists in interpreting drawings, specifications, or technical portions of the work description.
 - (3) Reviewing and, where required by the contract, approving, technical reports, drawings, specifications, and technical information to be delivered by the Contractor to the Government.
- (b) The Contractor will receive a copy of the written COR designation from the Contracting Officer. It will specify the extent of the COR's authority to act on behalf of the Contracting Officer.
- (c) Technical direction must be within the scope of work stated in the contract. The COR does not have the authority to, and may not, issue any technical direction that—
 - (1) Constitutes an assignment of additional work outside the Statement of Work;
 - (2) Constitutes a change as defined in the contract clause entitled “Changes;”
 - (3) In any manner causes an increase or decrease in the total estimated contract cost, the fee (if any), or the time required for contract performance;
 - (4) Changes any of the expressed terms, conditions or specifications of the contract;
or
 - (5) Interferes with the Contractor's right to perform the terms and conditions of the contract.
- (d) All technical direction shall be issued in writing by the COR.

- (e) The Contractor must proceed promptly with the performance of technical direction duly issued by the COR in the manner prescribed by this clause and within its authority under the provisions of this clause. If, in the opinion of the Contractor, any instruction or direction by the COR falls within one of the categories defined in (c)(1) through (c)(5) of this clause, the Contractor must not proceed and must notify the Contracting Officer in writing within five (5) working days after receipt of any such instruction or direction and must request the Contracting Officer to modify the contract accordingly. Upon receiving the notification from the Contractor, the Contracting Officer must—
- (1) Advise the Contractor in writing within thirty (30) days after receipt of the Contractor's letter that the technical direction is within the scope of the contract effort and does not constitute a change under the Changes clause of the contract;
 - (2) Advise the Contractor in writing within a reasonable time that the Government will issue a written change order; or
 - (3) Advise the Contractor in writing within a reasonable time not to proceed with the instruction or direction of the COR.
- (f) A failure of the Contractor and Contracting Officer either to agree that the technical direction is within the scope of the contract or to agree upon the contract action to be taken with respect to the technical direction will be subject to the provisions of the clause entitled “Disputes.”

I.141 DEAR 970.5204-3 ACCESS TO AND OWNERSHIP OF RECORDS (OCT 2014)

- (a) Government-owned records. Except as provided in paragraph (b) of this clause, all records acquired or generated by the contractor in its performance of this contract, including records series described within the contract as Privacy Act systems of records, shall be the property of the Government and shall be maintained in accordance with 36 CFR, Chapter XII, Subchapter B, “Records Management.” The contractor shall ensure records classified as Privacy Act system of records are maintained in accordance with FAR 52.224.2 “Privacy Act.”
- (b) Contractor-owned records. The following records are considered the property of the contractor and are not within the scope of paragraph (a) of this clause. [The contracting officer shall identify which of the following categories of records will be included in the clause, excluding records operated and maintained in DOE Privacy Act system of records].
- (1) Employment-related records (such as worker's compensation files; employee relations records, records on salary and employee benefits; drug testing records, labor negotiation records; records on ethics, employee concerns; records generated during the course of responding to allegations of research misconduct; records generated during other employee related investigations conducted under

an expectation of confidentiality; employee assistance program records; and personnel and medical/health-related records and similar files), and non-employee patient medical/health-related records, excluding records operated and maintained by the Contractor in Privacy Act system of records. Employee-related systems of record may include, but are not limited to: Employee Relations Records (DOE-3), Personnel Records of Former Contractor Employees (DOE-5), Payroll and Leave Records (DOE-13), Report of Compensation (DOE-14), Personnel Medical Records (DOE-33), Employee Assistance Program (EAP) Records (DOE-34) and Personnel Radiation Exposure Records (DOE-35).

- (2) Confidential contractor financial information, internal corporate governance records and correspondence between the contractor and other segments of the contractor located away from the DOE facility (i.e., the contractor's corporate headquarters);
- (3) Records relating to any procurement action by the contractor, except for records that under 48 CFR 970.5232-3 are described as the property of the Government; and
- (4) Legal records, including legal opinions, litigation files, and documents covered by the attorney-client and attorney work product privileges; and
- (5) The following categories of records maintained pursuant to the technology transfer clause of this contract:
 - (i) Executed license agreements, including exhibits or appendices containing information on royalties, royalty rates, other financial information, or commercialization plans, and all related documents, notes and correspondence.
 - (ii) The contractor's protected Cooperative Research and Development Agreement (CRADA) information and appendices to a CRADA that contain licensing terms and conditions, or royalty or royalty rate information.
 - (iii) Patent, copyright, mask work, and trademark application files and related contractor invention disclosures, documents and correspondence, where the contractor has elected rights or has permission to assert rights and has not relinquished such rights or turned such rights over to the Government.

- (c) Contract completion or termination. Upon contract completion or termination, the contractor shall ensure final disposition of all Government-owned records to a Federal Record Center, the National Archives and Records Administration, to a successor contractor, its designee, or other destinations, as directed by the Contracting Officer. Upon the request of the Government, the contractor shall provide either the original contractor-owned records or copies of the records identified in paragraph (b) of this clause, to DOE or its designees, including successor contractors. Upon delivery, title to such records shall vest in DOE or its designees, and such records shall be protected in accordance with applicable federal laws (including the Privacy Act) as appropriate. If the contractor chooses to provide its original contractor-owned records to the Government or its designee, the contractor shall retain future rights to access and copy such records as needed.
- (d) Inspection, copying, and audit of records. All records acquired or generated by the Contractor under this contract in the possession of the Contractor, including those described at paragraph (b) of this clause, shall be subject to inspection, copying, and audit by the Government or its designees at all reasonable times, and the Contractor shall afford the Government or its designees reasonable facilities for such inspection, copying, and audit; provided, however, that upon request by the Contracting Officer, the Contractor shall deliver such records to a location specified by the Contracting Officer for inspection, copying, and audit. The Government or its designees shall use such records in accordance with applicable federal laws (including the Privacy Act), as appropriate.
- (e) Applicability. This clause applies to all records created, received and maintained by the contractor without regard to the date or origination of such records including all records acquired from a predecessor contractor.
- (f) Records maintenance and retention. Contractor shall create, maintain, safeguard, and disposition records in accordance with 36 CFR Chapter XII, Subchapter B, "Records Management" and the National Archives and Records Administration (NARA)-approved Records Disposition Schedules. Records retention standards are applicable for all classes of records, whether or not the records are owned by the Government or the contractor. The Government may waive application of the NARA-approved Records Disposition Schedules, if, upon termination or completion of the contract, the Government exercises its right under paragraph (c) of this clause to obtain copies of records described in paragraph (b) and delivery of records described in paragraph (a) of this clause.
- (g) Subcontracts. The contractor shall include the requirements of this clause in all subcontracts that contain the Integration of Environment, Safety and Health into Work Planning and Execution clause at 952.223-71 or, the Radiation Protection and Nuclear Criticality clause at 952.223-72.

LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J – LIST OF ATTACHMENTS

ATTACHMENT J-1: REQUIREMENT SOURCES AND IMPLEMENTING DOCUMENTS
(LIST A) AND LIST OF APPLICABLE DOE DIRECTIVES (LIST B)

ATTACHMENT J-2: DELIVERABLES

ATTACHMENT J-3: MINIMUM POSITION QUALIFICATIONS

ATTACHMENT J-4: SECURITY CLEARANCE REQUIREMENTS

ATTACHMENT J-5: CONTRACT SECURITY CLASSIFICATION SPECIFICATION
FORM (Contractor signs at award)

ATTACHMENT J-6: QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

ATTACHMENT J-7: PERFORMANCE GUARANTEE AGREEMENT

ATTACHMENT J-8: ACRONYM LIST

ATTACHMENT J-9: FY15/FY16 EM PERFORMANCE AGREEMENT

ATTACHMENT J-10: LICENSE RENEWALS AND SERVICE AGREEMENTS

ATTACHMENT J-11: SHARED SITE SERVICES AND INTERFACE REQUIREMENTS
MATRIX

ATTACHMENT J-12: INVOICE SAMPLE

ATTACHMENT J-13: NOTICE OF NONDISCLOSURE

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**ATTACHMENT J-1:****LIST OF APPLICABLE LAWS AND REGULATIONS (LIST A)
AND
LIST OF APPLICABLE DOE DIRECTIVES (LIST B)**

Pursuant to Section I clause 970.5204-2 Laws, Regulations and DOE Directives (Dec 2000), DOE may provide a list of laws, regulations and directives (Lists A and B) applicable to work performed under this Contract. The Contractor shall comply with all applicable Federal and State Laws, Statutes, Codes, Rules, Regulations, Executive Orders and agreement documents applicable to work performed under this Contract. The federal laws, regulations and directives listed in the table below contain requirements normally relevant to the Contractor scope of work. These laws, regulations, directives and others apply regardless whether they are explicitly stated in the Contract. In addition, laws and regulations typically apply to all persons or organizations such as subcontractors, suppliers, and Federal employees.

These lists do not have to be provided in the Contract, but it may be appended to the Contract for information purposes. Omission of any such applicable law, regulation or directive from List A or B does not affect the obligation of the Contractor to comply with such law, regulation or directive pursuant to DEAR clause 970.5204-2. The Contractor must be aware of changes in the Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), the United States Code (USC), Public Laws (PL) or other regulatory entities that have applicability to the Department of Energy and that impact the work scope. The Contractor will notify DOE of any changes, and DOE will make a determination regarding modification to the Contract.

The following table does not contain any specific state laws, regulations, permits, and licenses, etc.

Consensus Standards
American Industrial Hygiene Association (AIHA) “Emergency Response Planning Guidelines (ERPGs)”
IEEE N323A-“Radiation Protection Instrumentation Test and Calibration - 05/01/97”
American Public Health Association, American Water Works Association, Water Environment Federal, “Standard Methods for Water and Wastewater” (Most Current)
B.O.C.A., Uniform Building Code or Local Fire and Building Codes
U.S. EPA Manual, SW 846, “Test Methods for Evaluating Solid Waste” (Most Current Version) November 1986
U.S. EPA Manual, “Contract Laboratory Program Statement of Work for Organic and Inorganic Analyses” (Most Current Version)
U.S. EPA Manual, 400-R-92-001, “Manual of Protective Action Guides and Protective Actions for Nuclear Incidents,” 1991

Document Number	Title
ASME NQA-1-2008	Quality Assurance Requirements for Nuclear Facility Applications
10 CFR 61	Licensing Requirements for Land Disposal of Radioactive Waste
10 CFR 76	AEA-Residual Site Hazards Management
10 CFR 110	Export and Import of Nuclear Equipment and Material
10 CFR 436	Federal Energy Management And Planning Programs
10 CFR 707	Workplace Substance Abuse Programs at DOE Sites
10 CFR 708	DOE Contractor Employee Protection Program
10 CFR 709	Counterintelligence Evaluation Program
10 CFR 710	Criteria And Procedures For Determining Eligibility For Access To Classified Matter or Special Nuclear Material
10 CFR 712	Human Reliability Program
10 CFR 719	Contractor Legal Management Requirements
10 CFR 727	Consent for Access to Information on Department of Energy Computers
10 CFR 810	Assistance to Foreign Atomic Energy Activities
10 CFR 820	Procedural Rules for DOE Nuclear Activities

Document Number	Title
10 CFR 824	Procedural Rules for the Assessment of Civil Penalties for Classified Information Security Violations
10 CFR 830	Nuclear Safety Management
10 CFR 835	Occupational Radiation Protection, Amended 12/4/98, as described in DOE approved RPP
10 CFR 850	Chronic Beryllium Disease Prevention Program
10 CFR 850.39	Recordkeeping and Use of Information (for Beryllium-related records)
10 CFR 851	Worker Safety and Health Program
10 CFR 860	Trespassing on Department of Energy Property
10 CFR 1004	Freedom of Information Act
10 CFR 1008	Records Maintained on Individuals (PRIVACY ACT)
10 CFR 1016	Safeguarding of Restricted Data
10 CFR 1017	Identification and Protection of Unclassified Controlled Nuclear Information
10 CFR 1021	DOE National Environmental Policy Act implementing Procedures
10 CFR 1022	Compliance with Floodplain/Wetlands Environmental Review Requirements
10 CFR 1044	Security Requirements for Protected Disclosure Under Section 3164 of the National Defense Authorization Act for Fiscal Year 2000
10 CFR 1045	Nuclear Classification and Declassification
10 CFR 1046	Physical Protection of Security Interests; Protective Force Personnel
10 CFR 1046.13	Physical Protection of Security Interests; Medical Certification
10 CFR 1046, Appendix A	Physical Protection of Security Interests; Medical and Physical Fitness Qualifications and Standards, paragraphs A, B1, B5, B6, B7, B8, B10, C, H, I, J.
15 CFR 280	Fastener Quality
15 CFR 730-774	Export Administration Regulations (EAR)
20 CFR 617.66	Transition Procedures for Amendments in Sections 13002 through 13009 of Public Law 99-272 [the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985]
20 CFR 639	Worker Readjustment and Retraining Notification
22 CFR 120-130	Foreign Relations, Department of State
23 CFR 650, Subpart C	National Bridge Inspection Standards
29 CFR 4	Labor Standards for Federal Service Contracts

Document Number	Title
29 CFR 30	Equal Employment Opportunity in Apprenticeship and Training
29 CFR 516	Records to be Kept by Employers
29 CFR 519	Employment of Full-Time Students at Subminimum Wages
29 CFR 520	Employment of Student-Learners
29 CFR 525	Employment of Workers with Disabilities Under Special Certificates
29 CFR 528	Annulment or Withdrawal of Certificates for the Employment of Student-Learners, Apprentices, Learners, Messengers, Handicapped Persons, Student-Workers, and Full-Time Students in Agricultural or in Retail Service Establishments at Special Minimum Wage Rate
29 CFR 531	Wage payments Under the Fair Labor Standards Act of 1938
29 CFR 541	Fair Labor Standards Act
29 CFR 548	Authorization of Established Basic Rates for Computing Overtime Pay
29 CFR 825	Family Medical Leave Act of 1993
29 CFR 1602	Recordkeeping and Reporting Requirements under Title VII and the ADA
29 CFR 1608	Affirmative Action Appropriation Under Title VII of the Civil Rights Act of 1964, as amended
29 CFR 1611	Privacy Act Regulations
29 CFR 1620	Equal Pay Act
29 CFR 1625	Age Discrimination in Employment Act
29 CFR 1627	Records to be Made or kept Relating to Age: Notices to be Posted: Administrative Exemptions
29 CFR 1904	Recording and Reporting Occupational Injuries and Illnesses
29 CFR 2520	Reporting and Disclosure Under Employee Retirement Income Security Act of 1974
29 CFR 4041A	Termination of Multiemployer Plans
32 CFR 2001	Classified National Security Information
33 CFR 323	Army Corps of Engineers Permit Regulations for Dredged Materials
33 CFR 325	Processing of Department of Army Permits
33 CFR 330	Authorization by Nationwide Permit
33 CFR 330 Appendix A	Nationwide Permits and Conditions
34 CFR 395	Vending Facility Program for the Blind on Federal and Other Property

Document Number	Title
36 CFR Chapter 12, Sub Chapter B	Records Management
36 CFR 60	National Register of Historic Places
36 CFR 800	Protection of Historic and Cultural Properties
40 CFR 61	National Emission Standards for Hazardous Air Pollutants
40 CFR 82	Protection of Stratospheric Ozone
40 CFR 100-149	Safe Drinking Water Act
40 CFR 110	Discharge of Oil
40 CFR 112	Oil Pollution Prevention
40 CFR 116	Designation of Hazardous Substances
40 CFR 117	Determination of Reportable Quantities for Hazardous Substances
40 CFR 136	Guidelines Establishing Test Procedures for the Analysis of Pollutants
40 CFR 171	Standards for Certification of Commercial Applicators
40 CFR 247	Comprehensive Procurement Guideline for Products Containing Recovered Materials
40 CFR 257	Guidelines for Classification of Solid Waste Disposal Facilities and Practices
40 CFR 260-282	Resource Conservation and Recovery Act (RCRA)
40 CFR 300	National Oil and Hazardous Substances Pollution Contingency Plan (CERCLA—National Contingency Plan)
40 CFR 302	Designation, Reportable Quantities, and Notification
40 CFR 350-372	SARA Title III
40 CFR 355	Emergency Planning and Community Right to Know Act (EPCRA)
40 CFR 374	Prior Notice of Citizen Suits
40 CFR 761	Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions, except for: '761.1; .3; .65(d)-(h); .70; .75; .80; .120; .123; .185; .187; .193
40 CFR 1500-1508	Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act
41 CFR 60-1	Obligations of Contractors and Sub Contractors
41 CFR 60-2	Affirmative Action Programs
41 CFR 60-3	Uniform Guidelines on Employee Selection Procedures
41 CFR 60-4	Construction Contractors – Affirmative Action Requirements
41 CFR 60-20	Sex Discrimination guidelines

Document Number	Title
41 CFR 60-30	Rules of Practice for Administrative Proceedings to Enforce Equal Opportunity Under Executive Order 11246
41 CFR 60-50	Guidelines on Discrimination Because of Religion or National Origin
41 CFR 60-250	Affirmative Action Obligations of Contractors and Subcontractors for Disabled Veterans and Veterans of the Vietnam Era
41 CFR 60-741	Affirmative Action and Nondiscrimination Obligations of Contractors and Subcontractors Regarding Individuals with Disabilities
41 CFR 101	Public Contracts and Property Management
41 CFR 101-20.103	Physical Protection and Building Security
41 CFR 102	Federal management Regulation
41 CFR 109	Department of Energy Property Management Regulations
43 CFR 7	Protection of Archeological Resources
43 CFR 10	Cultural Resource Management
48 CFR 9	Contractor Qualifications
48 CFR 22.1	Basic Labor Policies
48 CFR 23	Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace
48 CFR 31	Contract Cost Principles and Procedures
48 CFR 45	Government Property
48 CFR Part 952.204-2	Security Requirements
48 CFR Part 952.204-70	Classification/Declassification
48 CFR Part 952.204-73	Facility Clearance
48 CFR Part 970.5203-2	Performance Improvement and Collaboration
48 CFR Part 970.5204-1	Counterintelligence
48 CFR Part 970.5204-3	Access to and Ownership of Records
48 CFR Part 970.5223-1	Integration of Environmental, Safety, and Health into the Work Planning and Execution
49 CFR 171	General Information, Regulations, and Definitions
49 CFR 172	Hazardous Material Table, Specials Provisions, Hazardous Materials Communications, Emergency Response Information, and Training Requirements
49 CFR 173	Shippers-General Requirements for Shipments and Packaging's
49 CFR 174	Carriage by Rail
49 CFR 177	Carriage by Public Highway
49 CFR 178	Specifications for Packaging's

Document Number	Title
49 CFR 211	Chapter II Federal Railroad Administration, Department of Transportation; part 350-399 Federal Motor Carrier Safety Regulations
49 CFR 213	Track Safety Standards
49 CFR 237	Bridge Safety Standards
49 CFR 350-399	Chapter III Federal Highway Administration, Department of Transportation; part 350-399 Federal Motor Carrier Safety Regulations
50 CFR 17	Natural Resource Management
50 CFR 402	Interagency Cooperation Endangered Species Act of 1973, as amended
5 USC 552 et seq.	Freedom of Information Act (FOIA)
5 USC Appendix 2	Freedom Advisory Committee Act (FACA)
15 USC 2601	Toxic Substances Control Act (TSCA)
16 USC 469	Archeological and Historic Preservation Act (AHPA)
16 USC 470 et seq.	National Historic Preservation Act (NHPA)
16 USC 470aa-470mm	Archaeological Resources Protection Act (ARPA) of 1979
16 USC 661	Fish and Wildlife Coordination Act
16 USC 703	Migratory Bird Treaty Act
16 USC 1531	Endangered Species Act (ESA)
16 USC 2901	Fish and Wildlife Conservation Act
18 USC 930	Possession of firearms and dangerous weapons in Federal facilities
18 USC 1170 and 25 USC 3001	Native American Graves Protection and Repatriation Act (NAGPRA) of 1990
18 USC 2071	Concealment, removal, or mutilation generally
18 USC 3571	Sentence of Fine
20 USC 107	Operation of vending facilities (aka: Randolph-Sheppard Vending Stand Act, as amended)
29 USC 401 et seq.	Labor-Management Reporting and Disclosure Act of 1959
33 USC 1251	Clean Water Act (CWA)
40 USC 20	Federal Motor Vehicle Expenditure Control
40 USC 483	Federal Property Administrative Services Act
41 USC 351	Service Contract Labor Standards
41 USC 422	Cost Accounting Standard Board
42 USC 300f	Safe Drinking Water Act (SDWA)

Document Number	Title
42 USC 2021 et seq.	Low-Level Radioactive Waste Policy Act, as amended
42 USC 2168 et seq.	Prohibition Against Dissemination of Certain Unclassified Information
42 USC 2278(a)	Trespass on Commission Installations
42 USC 2286	Defense Nuclear Facilities Safety Board
42 USC 2297h-8	Employee Protections
42 USC 4321	National Environmental Policy Act (NEPA)
42 USC 6901	Resource Conservation & Recover Act (RCRA)
42 USC 7401	Clean Air Act (CAA)
42 USC 7256	National Defense Authorization Act
42 USC 7512	Classification and Attainment Dates
42 USC 7256	Contracts, leases, etc., with public agencies and private organizations and persons
42 USC 9601	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)
42 USC 9605	CERCLA Amendment
42 USC 9620	CERCLA Federal Facility Agreement (FFA)
42 USC 11001-11050	CERCLA Emergency Planning and Community Right to Know Act (EPCRA)
42 USC 11411	Title V, of the Steward B. McKinney Homeless Assistance Act, as amended
42 USC 13101-13109	Pollution Prevention Act (PPA)
42 USC 2011-2259 et seq.	The Atomic Energy Act (AEA) of 1954, As Amended
44 USC Chapter 21	National Archives and Records Administration
44 USC Chapter 29	Records Management by the Archivist of the United States and by the Administrator of General Studies
44 USC Chapter 31	Records Management by Federal Agencies
44 USC Chapter 33	Disposal of Records
44 USC Chapter 35	Coordination of Federal Information Policy
44 USC Chapter 36	Management and Promotion of Electronic Government Services
44 USC Chapter 3541	Federal Information Security Management Act of 2002
AASHTO MCEB-2	Manual for Condition Evaluation of Bridges, 2 nd Edition with 2011, 2013, and 2014 Interim Revisions

Document Number	Title
N/A	Manual for Railway Engineering, American Railway Engineering and Maintenance-of-Way Association
Executive Order 13221	Energy Efficient Standby Power Devices
Executive Order 13423	Strengthening Federal Environmental, Energy, and Transportation Management
Executive Order 13514	Federal Leadership in Environmental, Energy and Economic Performance
Executive Order 13526	Classified National Security Information
Executive Order 13556	Controlled Unclassified Information
Executive Order 13693	Planning for Federal Sustainability in the Next Decade
Homeland Security Presidential Directive (HSPD)-12	Policy for a Common Identification Standard for Federal Employees and Contractors
DoD 5520.22 -R	Industrial Security Regulation
DoD 5220.22-M	National Industrial Security Program
ISOO Notice 2011-02	Further Guidance and Clarification on Coming Atomic Energy Information and Classified National Security Information (Implements Executive Order 13526)
Circular A-11 Section 220	Cross-Agency Priority Goals and Federal Performance Plan
Circular A-130	Management of Federal Information Resources
M-11-11	Executive Office of the President, Office of Management and Budget, Memorandum for the Heads of Executive Departments and Agencies (Continued Implementation of Homeland Security Presidential Directive (HSPD) 12 – Policy for a Common Identification Standard for Federal Employees and Contractors
M-11-29	Chief Information Officer Resources
M-12-18	Managing Government Records Directives, Dated August 24, 2012
National Security Decision Directive (NSDD) 298	National Operations Security Program
Public Law 97-255	Federal Managers Financial Integrity Act of 1982
Public Law 99-255	Consolidated Omnibus Reconciliation Act of 1985
Public Law 100-679	Office of Federal Procurement Policy Act Amendments of 1988
Public Law 102-368	Federal Facility Compliance Act of 1992

Document Number	Title
Public Law 102-484	National Defense Authorization Act of 1993
Public Law 102-486	Energy Policy Act of 1992
Public Law 106-65, Section 3149	Supplement to Plan for Declassification of Restricted Data and Formerly Restricted Data
Public Law 106-398, Section 3193	Frequency of Reports of Inadvertent Releases of Restricted Data and Formerly Restricted Data
Public Law 107-347	The E-Government Act of 2002
CNSSAM TEMPEST/1-13	RED/BLACK Installation Guidance
CNSSAM IA 1-10	Reducing the Risk of Removable Media in National Security Systems
Public Law 113-291	The Federal Information Technology Acquisition Reform Act
CNSSI 1001	National Instruction on Classified Information Spillage
CNSSI 1010	Cyber Incident Response
CNSSI 1253	Security Categorization and Control Selection for National Security Systems
CNSSI 4003	Reporting and Evaluating Communications Security (COMSEC) Incidents
CNSSI 4004.1	Destruction and Emergency Protection Procedures for COMSEC and Classified Material
CNSSI 5000	Guidelines for Voice Over Internet Protocol Computer Telephony
CNSSI 7003	Protected Distribution Systems
FIPS 140-2	Security Requirements for Cryptographic Modules
FIPS 199	Standards for Security Categorization of Federal Information and Information Systems
FIPS 200	Minimum Security Requirements for Federal Information and Information Systems
FIPS 201-2	Personal Identity Verification of Federal Employees and Contractors
NIST SP 800-53 Rev. 4	Security and Privacy Controls for Federal Information Systems and Orgs.
TSCA-UE-FFCA, Feb 1992	Uranium Enrichment Toxic Substances Control Act Federal Facilities Compliance Agreement
DOE/OR/07-1707	Federal Facility Agreement

LIST OF APPLICABLE DOE DIRECTIVES (LIST B)

DOE Directives	Subject
EM-QA-001	Environmental Management Quality Assurance Program
EM RMAIP	Office of Environmental Management (EM) Cyber Security Policy and Risk Management Approach Implementation Plan February 2014
Classification Bulletin GEN-16 Revision	"No Comment" Policy on Classified Information in the Public Domain
DOE EM	Office of Environmental Management Operations Activity Protocol, Revision 0, 2/28/2012
DOE O 130.1	Budget Formulation Process
DOE P 140.1	Natural Resource Damage Assessment Corporation and Integration
DOE M 140.1-1B	Interface with the Defense Nuclear Facilities Safety Board
DOE P 141.1	Department of Energy Management of Cultural Resources
DOE O 142.2A, Change 1	Voluntary Offer Safeguards Agreement and Additional Protocol with the International Atomic Energy Agency
DOE O 142.3A, Change 1	Unclassified Foreign Visits and Assignment Program
DOE O 144.1, Change 1	Department of Energy American Indian Tribal Government Interactions and Policy
DOE O 150.1A	Continuity Program
DOE O 151.1D	Comprehensive Emergency Management System
DOE O 151.1-2	Technical Planning Basis
DOE O 153.1	Departmental Radiological Emergency Response Assets
DOE O 200.1A, Change 1	Information Technology Management
DOE O 203.1	Limited Personal Use of Government Office Equipment Including Information Technology
DOE O 203.2	Mobile Technology Management
DOE P 205.1	Department of Energy Cyber Security Policy
DOE O 205.1B, Change 3	Department of Energy Cyber Security Program
DOE M 205.1-3, Change 1	Telecommunications Security Manual
DOE O 206.1	Department of Energy Privacy Program
DOE O 206.2	Identity, Credential, and Access Management (ICAM)
DOE O 210.2A	DOE Corporate Operating Experience Program
DOE O 221.1B	Reporting Fraud, Waste, and Abuse to the Office of the Inspector General
DOE O 221.2A	Cooperation with the Office of Inspector General
DOE O 225.1B	Accident Investigations
DOE P 226.1B	Department of Energy Oversight Policy
DOE O 226.1B	Implementation of DOE Oversight Policy

DOE Directives	Subject
DOE G 226.1-2A	Federal Line Management Oversight of Department of Energy Nuclear Facilities
DOE O 227.1A	Independent Oversight Program
DOEO 231.1B, Change 1	Environment, Safety, and Health Reporting
DOE O 232.2A	Occurrence Reporting and Processing of Operations Information
DOE O 241.1B, Change 1	Scientific and Technical Information Management
DOE O 243.1B, Change 1	Records Management Program
DOE O 251.1D	Departmental Directives Program
DOE O 252.1A, Change 1	Technical Standards Program
DOE O 311.1B	Equal Employment Opportunity and Diversity Program,
DOE O 341.1A	Federal Employee Health Services
DOE O 350.1, Change 5	Contractor Human Resource Management Programs (Chapters 1, 2, 8 & 9)
DOE O 350.3	Labor Standards Compliance, Contractor Labor Relations, and Contractor Workforce Restructuring Programs
DOE P 364.1	Health and Safety Training Reciprocity
DOE O 410.2, Change 1	Management of Nuclear Materials
DOE O 412.1A, Change 1	Work Authorization System
DOE O 413.1B	Internal Control Program
DOE O 413.3B, Change 3	Program and Project Management for the Acquisition of Capital Assets
DOE G 413.3-7A, Change 1	Risk Management Guide
DOE O 414.1D, Change 1	Quality Assurance
DOE G 414.1-4	Safety Software Guide for Use with 10 CFR 830, Subpart A, QA Requirements, and DOE O 414.1C, QA
DOE O 415.1, Admin Change 1	Information Technology Project Management
DOE G 415.1-1	Information Technology Project Execution Model Guide
DOE O 420.1C, Change 1	Facility Safety
DOE O 422.1, Change 2	Conduct of Operations
DOE O 425.1D, Change 1	Verification of Readiness to Start Up or Restart Nuclear Facilities
DOE O 426.2, Change 1	Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities
DOE O 430.1C	Real Property and Asset Management
DOE G 430.1-2	Implementation Guide for Surveillance and Maintenance during Facility Transition and Disposition
DOE G 430.1-3	Deactivation Implementation Guide
DOE G 430.1-4	Decommissioning Implementation Guide
DOE G 430.1-5	Transition Implementation Guide

DOE Directives	Subject
DOE O 433.1B, Change 1	Maintenance Management Program for DOE Nuclear Facilities
DOE O 435.1, Change 1	Radioactive Waste Management
DOE M 435.1-1, Change 2	Radioactive Waste Management Manual
DOE G 435.1-1	Implementation Guide for Use with DOE M 435.1-1
DOE O 436.1	Departmental Sustainability
DOE O 440.1B, Change 2	Worker Protection Program for DOE (Including the National Nuclear Security Administration) Federal Employees
DOE G 441.1-1C, Change 1	Radiation Protection Program Guide for Use with Title 10, Code of Federal Regulations, Part 835, Occupational Radiation Protection
DOE O 442.1A	Department of Energy Employee Concerns Program
DOE O 442.2, Change 1	Differing Professional Opinions for Technical Issues Involving Environment, Safety and Health
DOE P 444.1	Preventing and Responding to all Forms of Violence in the Workplace
DOE O 450.2, Change 1	Integrated Safety Management
DOE P 450.4A	Integrated Safety Management Policy
DOE G 450.4-1C	Integrated Safety Management Guide
DOE O 451.1B, Change 3	National Environmental Policy Act Compliance Program
DOE O 452.4C	Security and Use Control of Nuclear Explosives and Nuclear Weapons
DOE O 452.8	Control of Nuclear Weapon Data
DOE P 454.1, Change 1	Use of Institutional Controls
DOE O 457.1A	Nuclear Counterterrorism
DOE O 458.1, Change 3	Radiation Protection of the Public and the Environment
DOE O 460.1D	Packaging and Transportation Safety
DOE O 460.2A	Departmental Materials Transportation and Packaging Management
DOE M 460.2-1A	Radioactive Material Transportation Practices Manual
DOE O 461.1C	Packaging and Transportation for Offsite Shipment of Materials of National Security Interest
DOE O 461.2	Onsite Packaging and Transfer of Materials of National Security Interest
DOE P 470.1B	Safeguards and Security Program
DOE O 470.3C	Design Basis Threat (DBT) Order
DOE O 470.4B, Change 2	Safeguards and Security Program
DOE O 470.5	Insider Threat Program
DOE O 470.6	Technical Security Program
DOE O 471.1B	Identification and Protection of Unclassified Controlled Nuclear information

DOE Directives	Subject
DOE O 471.3, Change 1	Identifying and Protecting Official Use only Information
DOE M 471.3-1, Change 1	Manual for Identifying and Protecting Official Use Only Information
DOE O 471.5	Special Access Programs
DOE O 471.6, Change 2	Information Security
DOE O 472.2, Change 1	Personnel Security
DOE N 472.3	Implementation of Presidential Decision Directive 19
DOE O 473.3A	Protection Program Operations
DOE O 474.2, Change 4	Nuclear Material Control and Accountability
DOE O 475.1	Counterintelligence Program
DOE O 475.2B	Identifying Classified Information
DOE O 481.1D	Strategic Partnership Projects [Formerly Known as Work for Others (Non-Department of Energy Funded Work)]
DOE O 483.1B	DOE Cooperative Research and Development Agreements
DOE O 484.1, Change 2	Reimbursable Work for the Department of Homeland Security
DOE O 522.1	Pricing of Departmental Materials and Services
DOE O 523.1	Financial Management Oversight
DOE O 534.1B	Accounting
DOE O 551.1D, Change 2	Official Foreign Travel
DOE M 552.1-1A	U.S. Department of Energy Travel Manual
DOE O 3731.1, Change 1	Suitability, Position Sensitivity Designations, and Related Personnel Matters
DOE O 5639.8A	Security of Foreign Intelligence Information and Sensitive Compartmented Information Facilities
DOE O 5670.1A	Management and Control of Foreign Intelligence
DOE STD -1027-92, Change Notice No. 1	Hazard Categorization and Accident Analysis Techniques for Compliance with DOE O 5480.23, Nuclear Safety Analysis Reports
DOE-STD-1073-2016	Configuration Management
DOE-STD-1090-2011	Hoisting And Rigging
DOE-STD-1158-2010	Self-Assessment Standard for DOE Contractor Criticality Safety Programs
DOE-STD-3007-2007	Guidelines for Preparing Criticality Safety Evaluations at Department of Energy Non-Reactor Nuclear Facilities
DOE-STD-3009-2014	Preparation of Nonreactor Nuclear Facility Documented Safety Analysis

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-2:

DELIVERABLES

The table below summarizes the specific products the Contractor shall submit to the DOE, the type of action DOE will perform, and the date/timeframe that the Contractor shall submit the product. Durations stated in the table are in calendar days unless otherwise noted.

Deliverables are considered contract endpoints, work scope completions, products, reports or commitments that shall be delivered to DOE. The types of DOE action are defined as:

- **Approval** – The Contractor shall provide the deliverable to DOE for review and approval. Contractor is responsible for obtaining DOE approval. The initial deliverable shall be of sufficient quality, depth, thoroughness, and format to support DOE approval. DOE will review the deliverable and provide comments in writing. DOE comments will be discussed with the Contractor and the Contractor shall provide written responses. The Contractor shall re-write the documents to incorporate all DOE mandatory comments. Once DOE approves a deliverable or document, the Contractor shall place it under change control and shall make no changes to that document without further DOE approval.
- **Information** – The Contractor shall provide the deliverable to DOE for information purposes. DOE will have the option of reviewing the information and providing comments. Contractor shall respond to all written comments.
- **Concurrence** – The Contractor shall provide the deliverable to DOE for concurrence. DOE will have the option of reviewing the information and providing comments. Contractor shall respond to all written comments.

The list of Deliverables does not include all required deliverables identified in other applicable sections of the Contract, DOE directives, federal regulations, or regulatory documents. The Contractor shall be responsible for the compliance with all applicable standards, orders and regulations under the Contract.

General Deliverables					
DEL #	Description	PWS Element	Frequency	Submit to	Approval/Information/Concurrence
1.	Contractor certification of labor force in accordance with Section J, Attachment J-3, Minimum Position Qualifications	C.1.2	Annually	CO	Information
2.	Recommendations/Lessons learned	C.1.2	Informal quarterly submissions/Annual roll-up	COR	Information
3.	Partnering Agreement(s)	C.1.2	Within 60 days of the effective date	CO	Information
4.	Annual Work Plan	C.1.2	Initially within 45 days from NTP, annually and update as required	CO, COR, ACOR	Approval
5.	Non-Disclosure Agreements	C.1.2	Initial provision 1 day after NTP, and agreements for new employees, as obtained.	CO	Information
6.	Monthly Status Report	C.1.3	Monthly	CO, COR, ACOR	Information
7.	Roles and Responsibilities Matrix – Identify Specific Roles, Responsibilities, Interfaces, and Points of Contact	C.1.3	10 days after contract effective date and update as Required	CO, COR, ACOR	Information

8.	Transition Plan	C.2.1	5 days after NTP	CO,COR,ACOR	Concurrence
9.	Multi-site consolidation plan	C.2.1	60 days after NTP	COR	Information
10.	Consolidated programs, plans and procedures	C.2.1	120 days after the contract effective date	COR, CO	Information/Approval, as required
11.	Performance Assurance Surveillance Plan (PASP)	C.2.3	Draft within 60 days from NTP Final within 60 days from contract effective date. Revisions, as needed	CO	Review and Approval
12.	Compliance status, recommendations for resolution, and/or reports	C.3.2	As required	TM	Information
13.	Waste Management Activity Oversight, Assessment and Tracking Report	C.3.2	As required	TM	Information
14.	Monthly QASP Reports	C.3.2	Monthly by the 10 th of each month	TM	Information
15.	Regulatory Activity Oversight, Assessment and Tracking Report	C.3.3	Monthly and as required	TM	Information
16.	Agreements milestones and decision document report	C.3.3	Annually and as required	TM	Information

17.	Annual NEPA planning summary	C.3.3	Annually and as required	TM	Information
18.	Sustainability Plan	C.4	90 days from NTP and update annually.	TM	Approval
19.	ES&H Reports	C.4	As required via email	TM	Information
20.	Oversight Assessment Report	C.4	As required via email	TM	Information
21.	DOE Summary Status Report	C.4	As required via email	TM	Information
22.	DOE Facility Representatives Report	C.4	As required via email	TM	Information
23.	Accident/Incident Investigation Report	C.4	As required	TM	Information
24.	DOE Monthly Safety Statistics Report	C.4	Monthly	TM	Information
25.	DOE Monthly Total Recordable Cases and Days Away Restricted Chart	C.4	Monthly via email	TM	Information
26.	DOE Quarterly Negative Trend Analysis Report	C.4	Quarterly and as required via email	TM	Information

27.	Nuclear Material Management/Disposition Activity Oversight, Assessment and Tracking Report	C.6	As required	TM	Information
28.	NDA measurement requirements and oversight status report	C.7	Quarterly and/or as required	TM	Information/Approval (as required)
29.	Contractor cognizant system engineer program status report	C.7	Quarterly and/or as required	TM	Information/Approval (as required)
30.	IT Strategic Plan	C.9.1.1	Annual	CIO	Approval
31.	Monthly Project Report	C.9.1.2	Monthly	CIO	Informational
32.	Helpdesk SLA	C.9.1.4	Annual	CIO	Approval
33.	Annual Inventory Report	C.9.1.11	Annual	PA	Approval
34.	Federal Office Roll-Up Status Report	C.9.2.1	Monthly	AODR	Information
35.	System Security Plan(s)	C.9.2.1	Annual	AODR	Approval

36.	Personnel Role Designations	C.9.2.2	At NTP and within 10 days of a change	AO & AODR	Approval
37.	Security Assessment Plan(s)	C.9.2.3	Annual	AODR	Approval
38.	Rules of Engagement(s)	C.9.2.3	Annual	AODR	Approval
39.	Security Assessment Report(s)	C.9.2.3	Within 30 Days of Assessment Out-Brief	AODR	Approval
40.	Roll-Up Recommendations Report	C.9.2.3	Annual	AODR	Information
41.	Cyber Security Oversight Monthly Report	C.9.2.3	Monthly	AODR	Information
42.	Technical Threat Assessment	C.9.2.3	Quarterly	AODR	Information
43.	Annual IT Spend Plan	C.9.3	90 days after NTP and Annually by August 30	CO & COR	CO Approval
44.	Annual Cyber Security Spend Plan	C.9.3	90 days after NTP and Annually by August 30	CO & COR	CO Approval

45.	Security Management in Contracting Plan	C.10.4.1	Maintain the document with an annual review and update as needed to ensure compliance.	FSO	ODFSA Approval
46.	Submit the REAL ID Monthly Report	C.10.4.2	Monthly	EM HQ Security	Information
47.	Procure, Develop & Maintain the PPPO Interactive Computer Based Security Training System that is capable of printing out reports as applicable	C.10.4.2	As required	FSO/IT/Cyber Leads	Information
48.	Site Security Plan	C.10.4.3	Maintain the document with an annual review and update as needed to ensure compliance.	FSO	ODFSA Approval
49.	Risk Assessment for the Lexington Facilities	C.10.4.3	Maintain the document with an annual review and update as necessary to ensure compliance.	FSO	ODFSA Approval
50.	Security Conditions (SECON) Response Plan (Addendum to SSP)	C.10.4.4	Maintain the document with an annual review and update as needed to ensure compliance.	FSO	ODFSA Approval
51.	Performance Assurance Program Plan	C.10.4.5	Maintain the document with an annual review and update as needed to ensure compliance.	FSO	ODFSA Approval
52.	Safeguards & Security Training Plan	C.10.4.6	Maintain the document with an annual review and update as needed to ensure compliance.	FSO	ODFSA Approval

53.	Survey Program Plan	C.10.4.7	Maintain the document with an annual review and update as needed to ensure compliance.	Security Team Lead	ODFSA Approval
54.	S&S survey spend plan	C.10.4.7	Annually	ODFSA and CO	CO Approval
55.	Individual plans for surveys	C.10.4.7	As required for each survey	FSO	Concurrence
56.	Final Survey Reports	C.10.4.7	As required; within 45 days of the survey out brief	ODFSA	Approval
57.	Self-Assessment Schedule for the FY	C.10.4.7	Annually	FSO	FSO Concurrence
58.	Lexington Facilities Annual Comprehensive Self-Assessment Report	C.10.4.7	September 30 th , the end of the Fiscal Year	FSO	ODFSA Approval
59.	Corrective Action Plan	C.10.4.7	As required; within 30 days of receipt of the Facilities Annual Comprehensive Self-Assessment Report	FSO	ODFSA Approval
60.	Quarterly Tracking & Trending of Findings for PPPO (LEX, PORTS & PAD)	C.10.4.7	15 th of January, April, July & October	Security Team Lead	Information

61.	PPPO Incidents of Security Concern (IOSC) Program Plan	C.10.4.9	Maintain the document with an annual review and update as needed to ensure compliance.	Security Team Lead	ODFSA Approval
62.	Monthly Tracking & Trending of IOSCs for PPPO (LEX, PORTS & PAD)	C.10.4.9	Monthly	Security Team Lead	Information
63.	Security Police Officer (SPO) Arming Credentials Plan	C.10.4.10.2	Maintain the document with an annual review and update as needed to ensure compliance.	Site Federal Security Personnel	ODFSA Approval
64.	Active Shooter Response Plan	C.10.4.10.3	Maintain the document with an annual review and update as needed to ensure compliance.	FSO	ODFSA Approval
65.	Classified Matter Protection & Control (CMPC) Program Plan	C.10.4.11.1	Maintain the document with an annual review and update as needed to ensure compliance.	FSO	ODFSA Approval
66.	Annual Security Refresher Briefing Develop Interactive CBT for all PPPO Sites	C.10.4.11.1	Annually by August 30 th	Security Team Lead	ODFSA Approval
67.	Initial Security Briefing	C.10.4.11.1	Maintain the document with an annual review and update as needed to ensure compliance.	FSO	Information
68.	Comprehensive Security Briefing	C.10.4.11.1	Maintain the document with an annual review and update as needed to ensure compliance.	FSO	Information

69.	Termination Security Briefing	C.10.4.11.1	Maintain the document with an annual review and update as necessary to ensure compliance.	FSO	Information
70.	CMPC Briefing for Custodians	C.10.4.11.1	Maintain the document with an annual review and update as necessary to ensure compliance.	FSO	Information
71.	Unclassified Control Information Briefing	C.10.4.11.1	Maintain the document with an annual review and update as necessary to ensure compliance.	FSO	Information
72.	Operations Security Plan	C.10.4.11.2	Maintain the document with an annual review and update as needed to ensure compliance.	FSO	ODFSA Approval
73.	Technical Surveillance Countermeasures (TSCM)	C.10.4.11.3	Maintain the document with an annual review and update as needed to ensure compliance.	FSO	ODFSA Approval
74.	Communication Security Plan (COMSEC)	C.10.4.11.4	Maintain the document with an annual review and update as needed to ensure compliance.	FSO	ODFSA Approval
75.	Security Awareness Bulletins (all PPPO Sites)	C.10.4.12.1	Monthly	Security Team Lead	Information

76.	Safeguards & Security Awareness Program Plan	C.10.4.12.1	Maintain the document with an annual review and update as needed to ensure compliance.	FSO	Information
77.	Assessment of the contractor response to the annual NMIA in preparation for PPPO	C.10.5.1	Annually	Security Team Lead	ODFSA Approval
78.	Prepare response to the annual data calls from ONMI for the Nuclear Material Forecast and Allotment Request and the annual Nuclear Material Management	C.10.5.1	Annually	Security Team Lead	ODFSA Approval
79.	Records Management Plan	C.11.3	Draft 60 days from NTP Final 30 days after contract effective date and update Annually	Records Management Field Officer (RMFO)	Review and Approval
80.	Records Disposition Plan	C.11.3	60 days from contract effective date and update Annually	RMFO	Approval
81.	Essential/Vital Records Program Plan, including a vital records inventory	C.11.3	90 days after contract effective date and update Annually	TM	Concurrence
82.	Electronic Information System (EIS) Inventory and records status	C.11.3	Annually	RMFO/TM	Information

83.	Records Inventory and File Plan	C.11.3	120 days after contract effective date and update Annually	RMFO	Approval
84.	Project Controls System User's Manual and Procedures	C.12	Annually and update as required	TM	Concurrence
85.	Monthly Invoice Audit Results	C.12	Monthly	CO, COR, ACOR	Concurrence
86.	Integrated Federal Project Performance Management Baseline and Updates	C.12	Initially and update as required	COR, ACOR, TM	Concurrence
87.	Monthly IPABS updates (EVMS, Performance Measures, Milestones)	C.12	Monthly	COR	Approval
88.	Baseline Management documents (DOE BCPs, cost Change Requests)	C.12	As required	CO	Approval
89.	Performance Measures Change Requests	C.12	Annually and as required	COR	Approval
90.	Staffing Reports	C.12	Monthly	CO	Information
91.	Risk Management Plan, Risk Register and Contingency Analysis (include risk mitigation activities in the performance baseline)	C.12	Initially and as required	ACOR	Concurrence

92.	Monthly Fiscal Reports (i.e., funding requirements spreadsheet, ETCs, EACs, Cost Management Report)	C.12	Monthly, Annually and as required	TM	Information
93.	Monthly Project Status Report	C.12	Monthly and as required	CO, COR, ACOR	Information
94.	Project Controls Systems Continuous Monitoring Report	C.12	Annual and as required	TM	Information
95.	Project Controls Activity Status Report	C.12	Monthly, Annually or as required	TM	Information
96.	Environmental Liability/Financial Reporting	C.12	Annually and as required	TM	Information
97.	Monthly Funds Control Reporting	C.12	Monthly and as required	TM	Information
98.	Budget Formulation and Execution Requests	C.12	Random as requested	TM	Information
99.	Departmental Audit Resolution Tracking System (DARTS) Reporting	C.12	Quarterly and as required	TM	Information
100.	Accrual Information	C.12.5	Monthly (by the third business day)	TM	Information
101.	Contract Closeout Plan	C.17	60 days before contract end date	CO	Approval
102.	Annual Training Plan	C.20	90 days after NTP, Annually on August 30	CO	Approval
103.	Organizational Conflict of Interest Management Plan	H.10	Within 15 days of NTP and updated periodically as appropriate	CO	Approval

104.	Diversity Plan per DOE-H-2046	H.13	Within 60 days of contract effective date.	CO	Approval
105.	Releases of Information	H.15	At least 14 days prior to the planned issue date	CO	Approval
106.	Worker Safety and Health Program	H.17	Within 60 days of NTP	CO	Approval
107.	Report of job-related injuries and illnesses	H.17	As required	COR	Information
108.	Occupational Safety and Health Assessments	H.17	Upon request	COR	Information
109.	Corrective Action for Non Compliance with Worker Safety and Health Plan	H.17	Upon notification from CO	CO	Approval
110.	Request for Approval of Conference Related Activities	H.27	As applicable	CO	Approval

* “days” refers to calendar days.

**Unless specified or required elsewhere, annual updates are due by September 30th of each year.

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-3:

MINIMUM POSITION QUALIFICATIONS

1. Whether or not specifically stated, all job categories shall exhibit the following qualities:
 - Proficiency in MS Office (Word, Excel, PowerPoint and Outlook).
 - Effective oral and written communication skills.
 - Ability to work independently or in a team environment.
 - Exhibit a high degree of professionalism in the production of deliverables and in interactions with fellow employees and client personnel.
2. Selected Labor Categories are consolidations and serve multiple specialties.
3. The Minimum Qualifications are not intended to be exhaustive or all inclusive. They are intended to allow placement of appropriately skilled personnel.
4. Additional duties may also be included per Labor Categories that are not specifically listed, (i.e., Other duties as assigned).
5. The DOE is not endorsing that one or more individuals are required for each labor category.
6. Many Labor categories below will be supporting DOE in monitoring and evaluating contractor/subcontractor performance.

NOTE: *If accepted, the labor category and minimum position qualifications proposed will be incorporated into (and/or replace) the below listing.*

KEY PERSONNEL	
Labor Category	Minimum Qualification(s)
Program Director	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor's Degree or higher from an accredited college or university in a related field • Possess at least fifteen years' relevant experience (Size, Scope and Complexity) in the appropriate field or twenty years related experience along with strong verbal and written communication skills • Must have the ability to manage and direct large and complex project tasks covering a wide array of D&D, D&R, S&M, Infrastructure and operations oversight • Demonstrate an enterprising, innovative, proactive management approach • Ability to research and define multiple project scopes, schedules and targets <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Project Management Professional (PMP) certification • DOE experience • D&D, D&R or S&M project experience • Nuclear facility experience

<p>Portsmouth Project Manager</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree or higher from an accredited college or university• Ten years of relevant (Size, Scope and Complexity) project management experience or fifteen years related experience• Experience as the secondary interface, supporting the Program Director, DOE COR, ACOR, TM's• Ability to manage and direct larger and more complex engineering, environmental or construction projects• Demonstrate innovative and proactive project management approach along with strong verbal and written communication skills• Extensive experience in all aspects of project planning and scheduling, cost estimating and monitoring, and quality review• Extensive experience in using related knowledge and judgment to plan and accomplish programmatic goals and objectives• Ability to direct and coordinate a variety of professional disciplines to achieve project goals <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• PMP Certification• DOE experience• D&D, D&R or S&M project experience• Nuclear facility experience
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<p>Paducah Project Manager</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree or higher from an accredited college or university• Ten years of relevant (Size, Scope and Complexity) project management experience or fifteen years related experience• Experience as the secondary interface, supporting the Program Director, DOE COR, ACOR, TM's• Ability to manage and direct larger and more complex engineering, environmental or construction projects• Demonstrate innovative and proactive project management approach along with strong verbal and written communication skills• Extensive experience in all aspects of project planning and scheduling, cost estimating and monitoring, and quality review• Extensive experience in using related knowledge and judgment to plan and accomplish programmatic goals and objectives• Ability to direct and coordinate a variety of professional disciplines to achieve project goals <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Project Management Professional (PMP) Certification• DOE experience• D&D, D&R or S&M project experience• Nuclear facility experience
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<p>DUF6 Project Manager</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree or higher from an accredited college or university• Ten years of relevant project management (Size, Scope and Complexity) experience or fifteen years related experience• Experience as the secondary interface, supporting the Program Director, DOE COR, ACOR, TM's• Ability to manage and direct larger and more complex engineering, environmental or constructions projects• Demonstrate innovative and proactive project management approach along with strong verbal and written communication skills• Extensive experience in all aspects of project planning and scheduling, cost estimating and monitoring, and quality review• Extensive experience in using related knowledge and judgment to plan and accomplish programmatic goals and objectives• Ability to direct and coordinate a variety of professional disciplines to achieve project goals• Nuclear/chemical project experience and/or nuclear facility operating experience <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Project Management Professional (PMP) Certification• DOE Experience• Nuclear facility experience
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<p>Information Technology Manager</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor’s degree in computer science or information technology and 10 years’ experience or 15 years’ experience in Information Technology Operations or Management• Ability to manage and lead staff in all IT functions including daily operational needs, project planning, technology updates and management briefings• Knowledge of Microsoft, VMware, Storage, NIST, FISMA and Cisco technologies• Experience in managing and overseeing IT projects, operations and cyber security activities <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Information Systems Audit and Control Association (ISACA) Certification (any)• Information Technology Infrastructure Library (ITIL) Certification (any)• PMP Certification
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PORTSMOUTH, PADUCAH AND DEPLETED URANIUM HEXAFLUORIDE (DUF6) SITE OPERATIONS OVERSIGHT	
Labor Category	Minimum Qualification(s)
Senior Project Manager	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor's Degree or higher from an accredited college or university • Ten years of relevant project management (Size, Scope and Complexity) experience or fifteen years related experience • Possess strong verbal and written communication skills • Ability to manage and direct engineering, environmental or constructions projects • Extensive experience in all aspects of project planning and scheduling, cost estimating and monitoring, and quality review • Extensive experience in using related knowledge and judgment to plan and accomplish programmatic goals and objectives • Ability to direct and coordinate a variety of professional disciplines to achieve project goals <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • PMP Certification • DOE Experience • D&D, D&R or S&M project experience • Nuclear facility experience

<p>Regulatory Specialist IV</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree from an accredited college or university in environmental or physical science and/or demonstrated experience in the environmental area • Fifteen years of regulatory related experience • Extensive experience and understanding of current business issues, utility design, construction activities, regulatory requirements, safety orders, government standards, and policies • Knowledge of Department of Transportation (DOT), EPA, State, Federal and local regulations and the effect they have on region operation business units <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Experience working with the EPA, and Ohio/Kentucky environmental regulatory agencies • DOE experience • D&D, D&R or S&M project experience • Nuclear facility experience
<p>Regulatory Specialist III</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree from an accredited college or university in environmental or physical science and/or demonstrated experience in the environmental area • Ten years of regulatory related experience • Experience and understanding of current business issues, utility design, construction activities, regulatory requirements, safety orders, government standards, and policies • Knowledge of DOT, EPA, State, Federal and local regulations and the effect they have on region operation business units <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Experience working with the EPA, and Ohio/Kentucky environmental regulatory agencies • DOE experience • D&D, D&R or S&M project experience • Nuclear facility experience

	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree or higher from an accredited college or university in Engineering and twenty years' experience in engineering or twenty-five years of related experience• Detailed knowledge of DOE operations, facility design, D&D, D&R, S&M, Infrastructure and operations oversight• Experience with modifications and repairs of facilities• Extensive experience in performing calculations and analyses of design components, equipment operations or corrective actions• Extensive experience in work planning and scheduling, use of heavy construction equipment and supervision of union labor <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Professional Engineer license or experience in related field• DOE experience• D&D, D&R or S&M project experience• Nuclear facility experience• PMP Certification• Performance of fire hazards analyses• Design and operations of fire protection systems
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<p>Engineer III</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor’s Degree or higher from an accredited college or university in Engineering and fifteen years’ experience in engineering or twenty years of related experience• Detailed knowledge of DOE operations, facility design, D&D, D&R, S&M, Infrastructure and operations oversight• Experience with modifications and repairs of facilities• Extensive experience in performing calculations and analyses of design components, equipment operations or corrective actions• Extensive experience in work planning and scheduling, use of heavy construction equipment and supervision of union labor <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Professional Engineer license or experience in related field• DOE experience• D&D, D&R or S&M project experience• Nuclear facility experience• Performance of fire hazards analyses• Design and operations of fire protection systems• PMP Certification
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<p>Engineer II</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree or higher from an accredited college or university in Engineering or related field and ten years’ experience in engineering or related field or fifteen years of related experience • Knowledge of DOE operations, facility design, D&D, D&R, S&M, Infrastructure, operations oversight and experience with modifications and repairs of facilities • Some experience in performing calculations and analyses of design components, equipment operations or corrective actions • Some experience in work planning and scheduling, use of heavy construction equipment and supervision of union labor <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Professional Engineer in related field • Performance of fire hazards analyses • Design and operations of fire protection systems
<p>Engineer I</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree or higher from an accredited college or university in Engineering or related field and five years’ experience in engineering or related field or ten years of related experience • Knowledge of DOE operations, facility design, D&D, D&R, S&M, Infrastructure, operations oversight and experience with modifications and repairs of facilities • Experience in performing calculations and analyses of design components, equipment operations or corrective actions • Experience in work planning and scheduling, use of heavy construction equipment and supervision of union labor <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Professional Engineer in related field • Performance of fire hazards analyses

<p>Process Engineer /Facility Specialist IV</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree or higher from an accredited college or university in science, engineering, or related field • Ten years’ experience in construction engineering, manufacturing, project management or facilities operations organizations • Knowledge and application of conduct of operations and safe work practices • Experience and education in chemical, nuclear and/or radiological facilities • Ability to conduct functional area assessments and coordinate site level environmental regulatory actions • Ability to read and understand drawings <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • DOE experience • Nuclear facility experience
<p>Process Engineer /Facility Specialist III</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree or higher from an accredited college or university in science, engineering, or related field • Five years’ experience in construction engineering, manufacturing, project management or facilities operations organizations • Knowledge and application of conduct of operations and safe work practices • Experience and education in chemical, nuclear and/or radiological facilities • Ability to conduct functional area assessments and coordinate site level environmental regulatory actions • Ability to read and understand drawings <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • DOE experience • Nuclear facility experience

<p>Waste Engineer IV</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree or higher from an accredited college or university in Engineering and fifteen years’ experience in engineering or twenty years of related experience • Broad experience in all aspects of LLW, Mixed-LLW, TSCA and PCB waste management, radiological controls, hazardous materials transportation and waste storage operations • Experience working with waste sampling events and working knowledge of statistics <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • DOE experience • D&D, D&R or S&M project experience • Nuclear facility experience
<p>Waste Engineer III</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree or higher from an accredited college or university in Engineering and ten years’ experience in engineering or fifteen years of related experience • Broad experience in all aspects of LLW, Mixed-LLW, TSCA and PCB waste management, radiological controls, hazardous materials transportation and waste storage operations • Experience working with waste sampling events and working knowledge of statistics <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • DOE experience • D&D, D&R or S&M project experience • Nuclear facility experience

<p>Fire Protection Specialist</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor’s Degree in Fire Protection from an accredited college or university or related science/engineering field• CFPS (Certified Fire Protection Specialist) or CSP (Certified Safety Professional)• 2 years’ safety, health or emergency response experience• Demonstrated knowledge of governmental safety, emergency response and security regulations including ANSI (American National Standards Institute) and NFPA (National Fire Protection Association)• Demonstrated knowledge of industrial fire protection systems <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• DOE experience• Nuclear facility experience• Professional Engineer in related field
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ENVIRONMENTAL SAFETY AND HEALTH (ES&H) AND FIELD SERVICES OVERSIGHT	
Labor Category	Minimum Qualification(s)
Certified Health Physicist	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree in Science and/or Engineering from an accredited college or university and ten years’ experience • Requires Certification by the American Board of Health Physics (CHP) • Comprehensive knowledge of health physics and radiation protection theory and practice, the measurement and analysis of ionizing radiation and radioactivity, radiation protection standards and emergency procedures. • Knowledge of shielding design techniques and dose assessment methodologies, effects of radiation on tissues, nuclear and atomic physics, research with radionuclides, ALARA principles, and experimental techniques are required. • Knowledge of state-of-the-art instrumentation and spectrometric techniques. • Familiarity with computer applications in dosimetry, shielding, spectrometry, and database management. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • DOE experience • D&D, D&R or S&M project experience • Nuclear facility experience

<p>Senior Certified Industrial Hygienist</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s in Science and/or Engineering from an accredited school or fifteen years of experience • Practicing Board Certified Industrial Hygienist (CIH) • Extensive experience in evaluations of work environments and industrial processes (e.g., thermal stressors, noise, toxicology, biohazards, ergonomic, confined space) involving potentially hazardous environmental conditions • Knowledge of analysis of findings to provide recommendations of corrective measures • Knowledge of industrial hygiene investigations using industrial hygiene equipment and sampling techniques for standard chemical and physical hazards. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Certified Safety Professional • ES&H Background • DOE experience • D&D, D&R or S&M project experience • Nuclear facility experience
<p>Emergency Management Specialist</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s or Associates in Science and/or Engineering from an accredited school or fifteen years of relevant emergency response and/or operations experience • Knowledge of DOE Order 151.1C and DOE Order 150.1 • Experience in conducting and or overseeing site or organizational level emergency response drills and exercises <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • DOE experience • D&D, D&R or S&M project experience • Nuclear facility experience • Certified Emergency Manager

QUALITY ASSURANCE OVERSIGHT	
Labor Category	Minimum Qualification(s)
Senior Quality Assurance (QA) Specialist	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree in engineering, science, and/or physics from an accredited college or university • Fifteen years of QA experience on DOE projects • Extensive experience in working with DOE O 414.1D, 10 CFR 830, Subpart A and NQA-1 • Extensive experience in developing and conducting assessments and surveillances • Extensive experience with oversight of DOE contractor’s QA programs • Extensive experience in managing programmatic oversight requirements between sites in supporting field oversight personnel <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • DOE experience • D&D, D&R or S&M project experience • Nuclear facility experience

<p>Quality Assurance (QA) Specialist</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree in engineering, science, and/or physics from an accredited college or university • Ten years QA experience on DOE projects • Experience in working with DOE O 414.1D, 10 CFR 830, Subpart A and NQA-1 • Experience in developing and conducting assessments and surveillances • Experience with oversight of DOE contractor’s QA programs <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • DOE experience • D&D, D&R or S&M project experience • Nuclear facility experience
<p>Senior Safety Specialist</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree in Engineering and/or Science from an accredited college or university • Be a practicing board Certified Safety Professional (CSP) with fifteen years of experience in this field • Experience overseeing safety, health and environment programs • Knowledge of OSHA & EPA regulations and experience with ANSI and NFPA guidelines <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • DOE experience • D&D, D&R or S&M project experience • Nuclear facility experience • Certified Hazardous Materials Management (CHMM)

NUCLEAR SAFETY BASIS OVERSIGHT & NUCLEAR MATERIAL MANAGEMENT OVERSIGHT	
Labor Category	Minimum Qualification(s)
Nuclear Criticality Engineer IV	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree in science or engineering from an accredited college or university • Twenty years’ experience in NCS, including development of NCSEs or directly applicable experience • Recent working knowledge of MCNP, KENO or similar models and use of double contingency principle • Knowledge of DOE and nuclear industry criticality safety standards and requirements • Ability to perform independent criticality safety reviews of nuclear facilities, criticality safety evaluations, and facility safety basis documents to ensure that applicable DOE and nuclear industry requirements are met • Experience in principles of nuclear physics, chemistry, mathematics, mechanics of materials, and the ability to read process and equipment drawings • Experience in supporting DOE operations and designs <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • NRC experience • D&D, D&R or S&M project experience • Nuclear facility experience

<p>Nuclear Criticality Engineer III</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor’s Degree in science or engineering from an accredited college or university• Fifteen years’ experience in NCS, including development of NCSEs or directly applicable experience• Recent working knowledge of MCNP, KENO or similar models and use of double contingency principle• Knowledge of DOE and nuclear industry criticality safety standards and requirements• Ability to perform independent criticality safety reviews of nuclear facilities, criticality safety evaluations, and facility safety basis documents to ensure that applicable DOE and nuclear industry requirements are met• Experience in principles of nuclear physics, chemistry, mathematics, mechanics of materials, and the ability to read process and equipment drawings• Experience in supporting DOE operations and designs <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• NRC experience• D&D, D&R or S&M project experience• Nuclear facility experience
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<p>Nuclear Safety Engineer</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree in a scientific or engineering discipline from an accredited college or university• Ten years' direct experience in nuclear safety analysis• Knowledge of fundamental nuclear, mechanical, electrical theory and engineering principles• Knowledge of nuclear regulations and regulatory processes• Experience performing hazard analysis, accident analysis, or development of nuclear safety documents under 10 CFR 830• Ability to define problems collects information, evaluate data, draw valid conclusions, and develop solutions in a time-critical environment <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• DOE Experience• NRC experience• D&D, D&R or S&M project experience• Nuclear facility experience
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<p>Senior Non-Destructive Assay Engineer</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree in Engineering and/or a hard science (e.g. chemistry, mathematics, physics) from an accredited college or university• Fifteen years' experience or advanced degree with 5 years' experience in NDA, including publications, active participation in national NDA conferences, or conducting NDA training courses• Recent working knowledge of most or all NDA techniques typically used to measure uranium• Recent working knowledge of modeling codes such as MCNP• Working knowledge of Quality Assurance and Statistics• Experience in supporting DOE operations and designs <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• DOE Experience• NRC experience• D&D, D&R or S&M project experience• Nuclear facility experience
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ENVIRONMENTAL RISK ASSESSMENTS	
Labor Category	Minimum Qualification(s)
Environmental Risk Assessor	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Master of Science from an accredited college or university in one or more of the disciplines related to environmental risk evaluations and assessments, including biology, toxicology, physiology, ecology, and agricultural sciences or similar biological science; chemistry, geology, hydrogeology, or similar physical science; environmental science or engineering; or mathematics or applied statistics. • Fifteen years of professional experience in environmental protection with experience in the development and documentation of environmental risk assessments and environmental models at complex sites • Expert level knowledge of human health and ecological risk assessment procedures including both deterministic and probabilistic methodology, computer software (database and spreadsheet), statistical analysis, environmental sampling and analysis protocols • Expert level knowledge of environmental fate and transport modeling • Knowledge of U.S. and state hazardous waste regulations (e.g., RCRA, CERCLA). <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • DOE Experience • NRC experience • D&D, D&R or S&M project experience • Nuclear facility experience

INFORMATION TECHNOLOGY (IT)	
Labor Category	Minimum Qualification(s)
Database Administrator	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s degree in computer science or Information Technology (IT) from an accredited college or university and five years’ experience or ten years’ IT experience • Experience in supporting servers and database systems on those servers • Expert level experience in the areas of design, deployment and maintenance of Microsoft SQL <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Application support • Livelink Database Administration • Application Development
Application Developer	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s degree in computer science or IT from an accredited college or university and five years’ experience or ten years’ IT experience • Experience with developing specific computer code and design and development of intranet sites • Specific experience with .NET and Microsoft SharePoint <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Experience with livelink • Content management systems support • Records management systems support

<p>Senior System Administrator</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor’s degree in computer science or IT from an accredited college or university and five years’ experience or ten years’ experience in network and server administration• Experience with designing, deploying and maintaining VMware Datacenter, Horizon View and network storage• Expert level experience in designing, deploying and maintaining Microsoft Active Directory and infrastructure systems including Exchange, File Servers, MDM management, SharePoint and PKI• Detailed knowledge of networking, Linux and Cisco equipment <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• VMware Certifications• Microsoft Certifications• Cisco Certifications
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<p>System Administrator</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor’s degree in computer science or IT from an accredited college or university and five years’ experience or ten years’ experience with network and server administration• Experience providing maintenance and operation of the computer system and network through installation of new hardware and software on servers and network wide• Knowledge of troubleshooting of systems• Experience in administration of shared resources• Experience supporting MDM device management systems• Experience providing Horizon view support• Experience in Exchange management and Backup management• Experience software compatibility testing• Knowledge of networking, Microsoft platforms, Linux and Cisco equipment <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• VMware Certifications• Microsoft Certifications• Cisco Certifications
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<p>End User Support Specialist</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's degree in computer science or IT from an accredited college or university and five years' experience or ten years' experience with supporting end users via helpdesk calls and deskside visits• Experience in providing maintenance and operation of computers and user support through installation of new hardware and software on user's desktops• Knowledge of troubleshooting of computers• Experience in administration of shared resources including account creation, MDM device management, remote user support and other user support tasks• Experience in hardware inventory tracking• Basic knowledge of networking, Microsoft Server Support and Cisco Interfaces <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• A+ Certification• Microsoft certifications
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<p>IT Project Manager</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s degree in computer science or IT from an accredited college or university and five years’ experience or ten years’ experience IT Project Management and general IT Administration • Ability to lead the staff in IT projects through the use of Microsoft Project for milestone tracking and project status • Experience in presenting IT projects to management • Experience in supporting IT projects including deployment and testing of applications and systems • Must have strong organizational and communication skills <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • PMP Certification • ITIL Certification (any) • Microsoft Certifications
<p>Senior Network Administrator</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s degree in computer science or IT from an accredited college or university and five years’ experience or ten years’ experience in operating and maintaining Enterprise networks • Experience in designing and maintaining company- wide multi-site computer networks • Experience troubleshooting, maintaining and updating hardware/software on Microsoft, Linux and Cisco platforms • Knowledge in Cisco Nexus OS, Cisco IOS and Cisco routing protocols • Experience in deploying and maintaining VoIP systems • Ability to design and support cisco wireless, ISE, Prime and backhaul wireless links <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Cisco Certifications • Network+ certification

CYBER SECURITY	
Labor Category	Minimum Qualification(s)
Senior Cyber Security Specialist	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s degree in an IT related subject matter area from an accredited college or university and seven years of experience in an IT related position with at least five years being in an operational cyber security specific role (e.g., information system security manager, information system security officer, cyber security specialist) or have ten years of experience in an IT related position with at least seven of those years in an operational cyber security specific role • Possess a Certified Information System Security Professional (CISSP), Certified Information Security Manager (CISM), or similar professional certification • Detailed knowledge of National Institute of Standards and Technology (NIST) and Committee on National Security Systems (CNSS) cyber security requirements and guidance, cyber security related risk management techniques • Excellent verbal and written communication skills • Extensive experience working with external audit teams <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of national security systems and industrial control systems

<p>Cyber Security Specialist</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s degree in an IT related subject matter area from an accredited college or university and have three years of experience in an operational cyber security specific role (e.g., information system security manager, information system security officer, cyber security specialist) or have five years of experience in an operational cyber security specific role and possess a technical IT related professional certification • Experience working with external audit teams <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of national security systems and industrial control systems
<p>Senior Cyber Security Analyst</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s degree in an IT related subject matter area from an accredited college or university and have seven years of experience in an IT related position with at least five of those years being in an operational cyber security specific role (e.g., information system security manager, information system security officer, cyber security specialist) or have ten years of experience in an IT related position with at least seven of those years in an operational cyber security specific role • Possess a Certified Information System Security Professional (CISSP), Certified Information Security Manager (CISM), or similar professional certification • Detailed knowledge of National Institute of Standards and Technology (NIST) and Committee on National Security Systems (CNSS) cyber security requirements and guidance, cyber security related risk management techniques • Excellent verbal and written communication skills • Ability to lead cyber security assessments and manage an assessment team <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of national security systems and industrial control systems

<p>Cyber Security Analyst</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s degree in an IT related subject matter area from an accredited college or university and have three years of experience in an operational cyber security specific role (e.g., information system security manager, information system security officer, cyber security specialist) or have five years of experience in an operational cyber security specific role and possess a cyber security related professional certification • Knowledge of National Institute of Standards and Technology (NIST) and Committee on National Security Systems (CNSS) cyber security requirements and guidance • Excellent verbal and written communication skills <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of national security systems and industrial control systems
<p>Senior Penetration Tester</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s degree in an IT related subject matter area from an accredited college or university and have seven years of experience in an IT related position with at least three of those years being in an assessment focused cyber security specific role (e.g., penetration tester, security control assessor, red team member) or have ten years of experience in an information technology related position with at least seven of those years in an assessment focused cyber security specific role • Detailed knowledge of penetration testing tools and techniques covering all phases of testing activities (e.g., reconnaissance, exploitation, exfiltration) <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Certified Information Systems Auditor (CISA) Certification • Offensive Security Certified Professional (OSCP) Certification • GIAC Penetration Tester (GPEN) Certification

<p>Penetration Tester</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s degree in an IT related subject matter area from an accredited college or university and have three years of experience in an assessment focused cyber security specific role (e.g., penetration tester, security control assessor, red team member) or have five years of experience in an assessment focused cyber security specific role • Detailed knowledge of penetration testing tools and techniques covering all phases of testing activities (e.g., reconnaissance, exploitation, exfiltration) <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Certified Information Systems Auditor (CISA) Certification • Offensive Security Certified Professional (OSCP) Certification • GIAC Penetration Tester (GPEN) Certification
<p>Incident Responder (Generalist)</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Five years of experience in an operational cyber security role (e.g., information system security manager, information system security officer, cyber security specialist) with at least three of those years being involved in incident response activities (i.e., serving on an incident response team) • Detailed knowledge of processes and tools used during cyber security incident response activities <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • GIAC Certified Incident Handler (GCIH) Certification • Forensic Analyst (GCFA) Certification • Reverse Engineering Malware (GREM) Certification • Network Forensic Analyst (GNFA) Certification • Advanced Smartphone Forensics (GASF) Certification

<p>Incident Responder (Malware Analyst)</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s degree in a computer programming related subject matter area from an accredited college or university and have three years of development experience with one year analyzing malware in an operational or laboratory environment or seven years of development experience with at least three years analyzing malware in an operational or laboratory environment • Knowledge of malware analysis tools and techniques • Knowledge of common malware encountered on the Internet • Strong written communication and documentation skills
<p>SAFEGUARDS AND SECURITY</p>	
<p>Labor Category</p>	<p>Minimum Qualification(s)</p>
<p>Senior Security Specialist (Team Lead)</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor's Degree or higher from an accredited college or university or twenty years of related experience • A minimum of fifteen plus years of direct experience in DOE Safeguards and Security programs with emphasis on Technical Security • Detailed knowledge of DOE Security programs and challenges. • Experience with project management and budget planning <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Working Security Programs within a D&D environment • Classification policy and/or DC experience • Contract implementation/oversight and monitoring experience

<p>Senior Security Specialist</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree from an accredited college or university with a minimum of five years of DOE related Security Programs experience or fifteen years direct working experience in DOE Safeguards and Security programs with emphasis in the Technical Security program. • Demonstrated proficiency to perform DOE Safeguards and Security tasks and/or responsibilities related to Program Planning and Management, e.g., Planning and Procedures; Physical Protection, Information Security, Personnel Security; Foreign Visits and Assignments and Nuclear Materials Control and Accountability. • Experience with contractor program oversight and contract execution and related tasks • Experience with performing DOE Assessments, Survey’s, Corrective Action Plans and Survey & Comprehensive Self-Assessment Report development. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Experience in S&S issues in a D&D environment • Classification experience/awareness
<p>Senior Security Survey Lead</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree from an accredited college or university with a minimum of five years of DOE related Security Programs experience or fifteen years related experience. • Detailed knowledge of performing DOE Safeguards and Security tasks and/or responsibilities related to Program Planning and Management, e.g., Planning and Procedures; Physical Protection, Information Security, Personnel Security; Foreign Visits and Assignments and Nuclear Materials Control and Accountability. • Detailed knowledge of performing and leading DOE Assessments, Survey’s, Corrective Action Plans and Survey & Comprehensive Self-Assessment Report development. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Experience with multiple program Security offices and Officially Designated Security Authorities

<p>Security Survey Specialist</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor's Degree or higher from an accredited college or university or fifteen years' experience • A minimum of ten years of experience in DOE Safeguards and Security programs with emphasis on Technical Security or experience in Protective Force will be considered with the applicable Technical Security training in place • Experience in conducting assessments and Security Surveys, to include the associated report writing • Knowledge of the Security Program area in which they are providing support <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Previous S&S Survey experience • Classification and Declassification awareness
<p>Security Analyst</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor's Degree or higher from an accredited college or university or ten years related S&S experience • A minimum of five years of experience in DOE Safeguards and Security programs with emphasis on Technical Security or experience in Protective Force will be considered with the applicable Technical Security training in place

<p>Senior Nuclear Material Inventory & Accountability Specialist</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor's Degree or higher from an accredited college or university in a relevant engineering curriculum or physical science • Ten years' experience in uranium fuel cycle operations including uranium inventory management and uranium processing technologies. • Five years' experience in DOE NMC&A • Ability to provide detailed review of submittals, program assessments, and coordination of activities • Knowledge of DOE material control and accountability directives • Subject matter expertise for evaluation of contractor nuclear material management deliverables, development of draft response communications to DOE contractors and stakeholders, and conducting Safeguards and Security assessments <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Experience in interfacing with EM HQ, NMMSS and Office of Nuclear Material Integration • Experience in termination of safeguards for material • Experience with NRC nuclear material policies, procedures and requirements
<p>SSIMS Operator</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Experience in operating classified computer systems • Completion of SSIMS certification by an instructor led DOE course • May be an additional duty for an Administrative Assistant III or Program Analyst I

GENERAL ADMINISTRATIVE SUPPORT AND RECORDS MANAGEMENT	
Labor Category	Minimum Qualification(s)
Program Analyst II	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor's Degree from an accredited college or university and five years' experience or ten years' of relevant experience • DOE Experience in supporting D&D, D&R, S&M, Infrastructure and operations activities • Knowledgeable of Microsoft Office Suite • Experience with database management • Experience in office administration (e.g., planning meetings, handling security and travel arrangements, and invoicing, etc.) • Must have strong organizational and communication skills <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of Livelink • Experience with Microsoft SharePoint • DOE Records Management experience

<p>Program Analyst I</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor's Degree from an accredited college or university and five years' experience or five years' of relevant experience • Knowledgeable of Microsoft Office Suite • Experience in database management • Experience in office administration such as planning meetings, handling security and travel arrangements, and invoicing • Must have strong organizational and communication skills <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of Livelink • Experience with Microsoft SharePoint • DOE Records Management experience
<p>Sr. Technical Writer/Editor</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor's Degree in English or a related field from an accredited college or university or five years' of relevant experience • Ten years of technical writing and editing experience • Detailed Knowledge of Microsoft Office Suite • Must have strong organizational and communication skills <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of Livelink • Experience with Microsoft SharePoint • DOE Records Management experience

<p>IT/Cyber/S&S Technical Writer/Editor</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree in English or a related field from an accredited school or five years of relevant experience • Five years of technical writing and editing experience • Two years of IT, Cyber, or S&S technical writing experience • Detailed Knowledge of Microsoft Office Suite • Must have strong organizational and communication skills • Knowledge of IT, Cyber, and S&S policies and procedures <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of Livelink • Experience with Microsoft SharePoint • DOE Records Management experience
<p>Technical Writer/Editor</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree in English or a related field from an accredited school or five years of relevant experience • Possess at least five years of technical writing experience • Detailed knowledge of Microsoft Office Suite • Must have strong organizational and communication skills <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of Livelink • Experience with Microsoft SharePoint • DOE Records Management experience

<p>Paralegal</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Ten years related paralegal experience in performing legal research • Experience document handling to include preparation, maintenance, and assisting attorneys in documentation production for trial • Experience in operating in a highly organized capacity and have excellent communication skills to act as a liaison between departments to enhance the success of any legal or litigation activities they are supporting <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Department of Energy systems experience • Organizing/maintaining internal case databases and running searches on internal/external document databases
<p>Graphics Designer</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor’s Degree in graphic design or a related field from an accredited school or five years of relevant experience • Five years of graphic design experience • Strong conceptual and creative abilities • Detailed Knowledge of Microsoft Office Suite • Must have strong organizational and communication skills • Detailed knowledge of advanced graphic concepts • Detailed knowledge in graphic designing software such as PageMaker, CorelDraw, PowerPoint and Photoshop <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of web design and social media applications • Experience with Microsoft SharePoint

<p>Records Management and Document Control Manager</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor’s degree in Archives, Records Management Administration, Library or Information Science from an accredited college or university and five years’ experience or ten years’ experience with federal records management• Experience in developing and implementing a Records Management Program• Experience in lifecycle records management related to scheduling, maintenance, and disposition of Federal records, in particular, environmental, project and regulatory records.• Experience/knowledge in designing, support and lifecycle records management within an Electronic Records Management Systems (ERMS) to meet National Archives and Records Administration (NARA) and DOE requirements, like DoD 5015.2 Standard• Detailed Knowledge of Microsoft Office Suite• Must have strong organizational and communication skills <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Knowledge of Livelink• Hands on experience with Microsoft SharePoint• Familiarity with Gimmal software• DOE Records Management experience• Experience with database systems
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<p>Records Management Technician</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor’s degree in Archives, Records Management Administration, Library or Information Science from an accredited college or university or five years’ experience with federal records management• Knowledge of Federal laws and DOE regulations for the management of federal records• Experience in lifecycle records management (i.e., records scheduling, maintenance and disposition) for all media• Experience in records inventories and developing of file plans• Detailed knowledge of Microsoft Office Suite• Must have strong organizational and communication skills <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Knowledge of Livelink• Hands on experience with Microsoft SharePoint• Familiarity with Gimmal software• DOE Records Management experience• Experience with database systems
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<p>Document Control Specialist</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Associate's Degree from an accredited college or university or five years' experience in records management• Knowledge of DOE requirements for management of environmental and project records, preparation of compliance documents as required for regulatory permits and in support of DOE operations• Detailed Knowledge of Microsoft Office Suite• Must have strong organizational and communication skills• Experience in tracking, retrieving, revision control and distribution of controlled documents <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Knowledge of Livelink• Hands on experience with Microsoft SharePoint• Familiarity with Gimmal software• DOE Records Management experience• Experience with database systems
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<p>Administrative Assistant III</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Associate's Degree from an accredited college or university or twelve years of related experience• Ten years of administrative support experience• Must be a qualified typist (40 words or more per minute)• Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers• Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Acrobat• Have an ability to work professionally with individuals, diverse groups, and the public• Have well-developed time management and schedule coordination skills• Experience in providing clerical and secretarial support to a large Federal origination with a formalized structure• Experience in preparing and developing correspondence, reports, memorandums, presentations, and other forms of communication for distribution across various organizations• Experience in reviewing correspondence for proper format, conformance with procedural instructions, grammar, typographical errors, accuracy and necessary attachments• Experience with database systems and applications used for action tracking and deliverable schedules• Experience in planning, coordinating and organizing events (both on site and off site)• Experience in scheduling, coordinating, and setup/connect for Video Teleconferences <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Knowledge of Livelink• Experience with Microsoft SharePoint• DOE Records Management experience
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<p style="text-align: center;">Administrative Assistant II</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Associate's Degree from an accredited college or university or seven years of related experience • Five years of administrative support experience • Must be a qualified typist (40 words or more per minute) • Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers • Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Acrobat • Must be an effective communicator (oral and written) • Have an ability to work professionally with individuals, diverse groups, and the public • Have well-developed time management and schedule coordination skills <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of Livelink • Experience with Microsoft SharePoint • DOE Records Management experience
<p style="text-align: center;">Administrative Assistant I</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Must be a qualified typist (40 words or more per minute) Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers • Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Acrobat • Experience in managing incoming calls and visitors • Have well-developed time management and schedule coordination skills

PROJECT PLANNING, INTEGRATION AND CONTRACT MANAGEMENT OVERSIGHT	
Labor Category	Minimum Qualification(s)
Sr. Project Controls Engineer	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor's Degree from an accredited college or university in Construction Management, Engineering or related discipline or twenty years of relevant experience • Fifteen years of experience with P6 Scheduling Software, Cobra and EVM working for Federal, Military, and commercial building construction and renovation projects • Knowledge of DOE Orders, Cost Guides and DOE Order 413.3B • Experience in Baseline development and management • Experience in development and implementation of project controls program including system selection and reporting • Experience developing and implementing corporate WBS and supporting systems • Experience directing a large project controls organization working multiple site baselines and integrating into corporate dashboards <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Experience with PPPO baseline and WBS management • PMP certification

<p>Project Controls Engineer</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree from an accredited college or university in Construction Management, Engineering or related discipline or ten years of relevant experience• Ten years of experience with P6 Scheduling Software, Cobra and EVM working for Federal, Military, and commercial building construction and renovation projects• Knowledge of DOE Orders, Cost Guides and DOE Order 413.3B• Experience in Baseline development and management• Experience in development and implementation of project controls program including system selection and reporting• Experience developing and implementing corporate WBS and supporting systems <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Experience with PPPO baseline and WBS management• PMP certification
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<p>Project Planning Specialist</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree from an accredited college or university in business, engineering or related discipline from an accredited college or university or five years of relevant experience• Knowledge of project planning, scheduling and budgeting tools and task definitions• Ability to interface with engineering for development of work control packages and job sequencing• Ability to understand and interpret various electrical and mechanical documents, blueprints, drawings and schematics• Ability to utilize and manipulate a computerized work management system in maintaining and tracking work planning activities• Knowledge of DOE, Federal and state regulations as well as existing engineering and quality assurance standards and procedures <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Project management experience• PMP certification
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<p>Lead Scheduler</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree from an accredited college or university in Construction Management, Engineering or related discipline or five years of relevant experience• Five or more years of experience with Experience in developing, managing, and maintaining large and complex project schedules, using Oracle Primavera P6 and/or Microsoft Project (Project Server Enterprise products)• Knowledge of DOE Orders, Cost Guides and DOE Order 413.3B• Experience updating and maintaining program and project schedules• Experience in supporting schedule baselining processes, earned value calculation, analysis, and reporting• Experience in maintaining project schedules to reflect actual and projected performance, perform schedule analysis to identify risks and performance issues <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Project management experience• PMP certification
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<p>Cost Estimator</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree from an accredited college or university in Construction Management, Engineering or related discipline or five years of relevant experience• Five years of experience in conceptual estimating and design/build delivery working for Federal, Military, and commercial building construction and renovation projects• Experience with Project Controls EVMS processes and project management software such as Timberline, Primavera P6, Cobra, MII and Deltak Costpoint• Detailed knowledge of cost estimating, including developing detailed cost estimates and BOEs using Code of Accounts to develop a cost history database that is company specific, and performing cost modeling for large projects• Knowledge of current industry pricing and construction practices• Detailed knowledge of Microsoft Office Suite <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• DOE experience• D&D, D&R or S&M project experience
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<p>Financial Analyst III</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree in Business from an accredited college or university or fifteen years of relevant experience• Ten years' experience in financial management or federal budgetary environment or equivalent• Ability to conduct comprehensive program/financial analysis of business systems/submission and project baselines as related to DOE project and contract management• Knowledge of Congressional budget process• Experience in developing "what if" scenarios• Detailed knowledge of Microsoft Office Suite• Experience with database management <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Knowledge of financial accounting systems (for example, STARS, IPABS or other Oracle based like systems)• Executive level experience in managing large and diverse financial and budgetary programs with multi-appropriations in a multi-contract environment• Experience in interpreting and implementing budgetary policies and procedures• Experience of providing expert advice to senior management• DOE experience
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<p>Financial Analyst II</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree in Business from an accredited college or university or ten years of relevant experience• Five years' experience in federal programs and projects or equivalent• Ability to conduct comprehensive resource management and program scheduling and execution• Knowledge of project management/project controls to include lifecycle and baseline analysis• Experience in coordinating multiple high level project documentation requirements• Experience in developing "what if" scenarios• Detailed Knowledge of Microsoft Office Suite• Experience with database management <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Knowledge of financial accounting systems (for example, STARS, IPABS, or other Oracle based like systems)• Experience in project issue and audit resolution• DOE experience
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<p>Financial Analyst I</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor’s Degree in Business from an accredited college or university or five years of relevant experience• Three years’ experience of funding for programs and projects or equivalent• Experience of supporting funds management (for example, tracking funding levels, funding obligations, costs, etc.)• Experience of analyzing and reporting budget execution process and funds management (for example, cost variances, forecasts, etc.)• Experience of developing “what if” scenarios• Experience of reviewing contractor invoices• Knowledgeable of MS Office Suite• Experience with database management <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Knowledge of financial accounting systems (for example, STARS, STRIPES, or other Oracle based like systems)• Experience in audit resolution• DOE experience
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<p>Accountant/Auditor</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree in Business from an accredited college or university or twenty years of relevant experience• Fifteen years' experience of accounting and financial analysis for programs and projects• Experience of supporting funds management (for example, tracking funding levels, funding obligations, costs, etc.)• Experience of analyzing and reporting budget execution process and funds management (for example, cost variances, forecasts, etc.)• Knowledge of Statutory Accounting Principles (SAP), Generally Accepted Accounting Principles (GAAP), and Cost Accounting Standards (CAS)• Excellent organizational skills and attention to detail. Ability to communicate clearly and concisely• Knowledgeable of MS Office Suite <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Knowledge of financial accounting systems• Experience in audit resolution• DOE experience• CPA, CMA or other applicable designation
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<p>Contract Specialist</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor’s Degree in Business from an accredited college or university or ten years of relevant experience• Five years’ experience in federal contracting or equivalent• Knowledge of applicable laws, rules, regulations and procedures (e.g, FAR, DEAR) governing contracting• Experience in supporting D&D, D&R, S&M, Infrastructure and operations activities• Detailed knowledge of Microsoft Office Suite• Must have strong organizational and communication skills <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Knowledge of contracting systems (e.g., STRIPES)• Government acquisitions coursework and certifications also preferred• Experience in audit resolution• DOE experience
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PUBLIC AFFAIRS/COMMUNITY RELATIONS OVERSIGHT	
Labor Category	Minimum Qualification(s)
Public Affairs Specialist	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor's Degree or higher from an accredited college or university in a related field or ten years of relevant experience • Five years of relevant DOE public affairs experience and or representing government interests • Experience in establishing and maintaining relationships with the general public, the news and information media, key officials, agency stakeholders, industry representatives, and/or community groups in order to communicate and disseminate program information which results in an understanding of the agency's mission and activities • Knowledge of risk communication strategies • Strong conceptual and creative abilities • Detailed knowledge of Microsoft Office Suite • Must have strong organizational and communication skills <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of web design and social media applications • Experience with Microsoft SharePoint

SUBJECT MATTER EXPERTS *As ordered on ID/IQ FFP	
Labor Category	Minimum Qualification(s)
Subject Matter Expert IV	<p>Must have at a minimum:</p> <ul style="list-style-type: none"> • Bachelor's Degree or higher from an accredited college or university in a related field • Twenty-five years of relevant, practical experience in a subject field that demonstrates expert level in D&D, D&R, S&M, Infrastructure and operations oversight • Subject Matter expertise can include, but is not limited to fire protection engineering, nuclear criticality, specialized regulatory/environmental/waste management, chemical processing, etc. • Expert is a highly skilled individual who has an acknowledged, and/or technological expertise in the specific functional tasks required for performance in an individual task order. • Such an individual should possess unique capability or experience not available under the basic labor categories set forth in herein. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Advanced degree (Master or Doctorate) in a related field (e.g., technical, engineering, project management, waste management, fire protection, nuclear material management, safety, Information technology, project controls, finance, operations, etc.) from an accredited college or university. • DOE experience • D&D, D&R or S&M project experience • Nuclear facility experience

<p>Subject Matter Expert III</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree or higher from an accredited college or university in a related field• Twenty years of relevant, practical experience in a subject field that demonstrates expert level in D&D, D&R, S&M, Infrastructure and operations oversight• Subject Matter expertise can include, but is not limited to fire protection engineering, nuclear criticality, specialized regulatory/environmental/waste management, chemical processing, etc.• Expert is a highly skilled individual who has an acknowledged, and/or technological expertise in the specific functional tasks required for performance in an individual task order.• Such an individual should possess unique capability or experience not available under the basic labor categories set forth in herein. <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Advanced degree (Master or Doctorate) in a related field (e.g., technical, engineering, project management, waste management, fire protection, nuclear material management, safety, information technology, project controls, finance, operations, etc.) from an accredited college or university.• DOE experience• D&D, D&R or S&M project experience• Nuclear facility experience
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<p>Subject Matter Expert II</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree or higher from an accredited college or university in a related field• Fifteen years of relevant, practical experience in a subject field that demonstrates expert level in D&D, D&R, S&M, Infrastructure and operations oversight• Subject Matter expertise can include, but is not limited to fire protection engineering, nuclear criticality, specialized regulatory/environmental/waste management, chemical processing, etc.• Expert is a highly skilled individual who has an acknowledged, and/or technological expertise in the specific functional tasks required for performance in an individual task order.• Such an individual should possess unique capability or experience not available under the basic labor categories set forth in herein. <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Advanced degree (Master or Doctorate) in a related field (e.g., technical, engineering, project management, waste management, fire protection, nuclear material management, safety, Information technology, project controls, finance, operations, etc.) from an accredited college or university.• DOE experience• D&D, D&R or S&M project experience• Nuclear facility experience
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<p>Subject Matter Expert I</p>	<p>Must have at a minimum:</p> <ul style="list-style-type: none">• Bachelor's Degree or higher from an accredited college or university in a related field• Ten years of relevant, practical experience in a subject field that demonstrates expert level in D&D, D&R, S&M, Infrastructure and operations oversight• Subject Matter expertise can include, but is not limited to fire protection engineering, nuclear criticality, specialized regulatory/environmental/waste management, chemical processing, etc.• Expert is a highly skilled individual who has an acknowledged, and/or technological expertise in the specific functional tasks required for performance in an individual task order.• Such an individual should possess unique capability or experience not available under the basic labor categories set forth in herein. <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Advanced degree (Master or Doctorate) in a related field (e.g., technical, engineering, project management, waste management, fire protection, nuclear material management, safety, Information technology, project controls, finance, operations, etc.) from an accredited college or university.• DOE experience• D&D, D&R or S&M project experience• Nuclear facility experience
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Attachment J-4: Security Clearance Requirements

Without exception or otherwise approved by the CO, the Contractor shall ensure security clearance designations by Direct Labor category as defined in the table below. All Contractor and subcontractor employees must be able to obtain and maintain an uncleared HSPD-12 credential through the US Access Program operated by the General Services Administration to be able to perform work under this contract as required in DOE O 206.2.

Labor Classification	Security Clearance Post Award
Key Personnel	
Program Director	Q
Portsmouth Project Manager	Q
Paducah Project Manager	Q
DUF6 Project Manager	L
Information Technology Manager	Q
Portsmouth, Paducah and Depleted Uranium Hexafluoride (DUF6) Site Operations Oversight	
Senior Project Manager	L or Q if required for assignment
Regulatory Specialist IV	L or Q if required for assignment
Regulatory Specialist III	L or Q if required for assignment
Engineer IV	L or Q if required for assignment
Engineer III	L or Q if required for assignment
Engineer II	L or Q if required for assignment
Engineer I	L or Q if required for assignment
Process Engineer/ Facility Specialist IV	L or Q if required for assignment
Process Engineer/ Facility Specialist III	L or Q if required for assignment
Waste Engineer IV	L or Q if required for assignment
Waste Engineer III	L or Q if required for assignment
Fire Protection Specialist	L or Q if required for assignment
Senior Project Manager	L or Q if required for assignment
Regulatory Specialist IV	L or Q if required for assignment
Regulatory Specialist III	L or Q if required for assignment
Environmental Safety and Health (ES&H) and Field Services Oversight	
Certified Health Physicist	L or Q if required for assignment
Senior Certified Industrial Hygienist	L or Q if required for assignment

Emergency Management Specialist	L or Q if required for assignment
Quality Assurance Oversight	
Senior Quality Assurance (QA) Specialist	Q
Quality Assurance (QA) Specialist	Q
Senior Safety Specialist	Q
Nuclear Safety Basis Oversight & Nuclear Material Management Oversight	
Nuclear Criticality Engineer IV	Q
Nuclear Criticality Engineer III	Q
Nuclear Safety Engineer	Q
Senior Nondestructive Assay Engineer	Q
Environmental Risk Assessments	
Environmental Risk Assessor	N/A
Information Technology (IT)	
Database Administrator	Q
Application Developer	Q
Senior System Administrator	Q
System Administrator	Q
End User Support Specialist	Q
IT Project Manager	Q
Senior Network Administrator	Q
Cyber Security	
Senior Cyber Security Specialist	Q
Cyber Security Specialist	Q
Senior Cyber Security Analyst	Q
Cyber Security Analyst	Q
Senior Penetration Tester	Q
Penetration Tester	Q
Incident Responder (Generalist)	Q
Incident Responder (Malware Analyst)	Q
Safeguards and Security	
Senior Security Specialist (Team Lead)	Q
Senior Security Specialist	Q
Senior Security Survey Lead	Q
Security Survey Specialist	Q

Security Analyst	Q
Senior Nuclear Material Inventory & Accountability	Q
SSIMS Operator	Q
General Administrative Support and Records Management	
Program Analyst II	L or Q if required for assignment
Program Analyst I	L or Q if required for assignment
Senior Technical Writer/Editor	L or Q if required for assignment
Paralegal	N/A
IT/Cyber/S&S Technical Writer/Editor	Q
Technical Writer/Editor	L
Graphics Designer	N/A
Records Manager/Document Control Specialist	L or Q if required for assignment
Records Management Technician	L or Q if required for assignment
Document Control Specialist	L or Q if required for assignment
Administrative Assistant III	L or Q if required for assignment
Administrative Assistant II	L or Q if required for assignment
Administrative Assistant I	N/A
Project Planning, Integration and Contract Management Oversight	
Sr. Project Controls Engineer	L or Q if required for assignment
Project Controls Engineer	L or Q if required for assignment
Project Planning Specialist	L or Q if required for assignment
Lead Scheduler	L or Q if required for assignment
Cost Estimator	L or Q if required for assignment
Financial Analyst III	N/A
Financial Analyst II	N/A
Financial Analyst I	N/A
Accountant/Auditor	N/A
Contract Specialist	L or Q if required for assignment
Public Affairs/Community Relations Oversight	
Public Affairs Specialist	L or Q if required for assignment
Subject Matter Experts <i>*As ordered on ID/IQ FFP</i>	
Subject Matter Expert IV	L or Q if required for assignment

Subject Matter Expert III	L or Q if required for assignment
Subject Matter Expert II	L or Q if required for assignment
Subject Matter Expert I	L or Q if required for assignment

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-5:

CONTRACT SECURITY CLASSIFICATION SPECIFICATION FORM

(Contractor to sign at award)

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-6:

Quality Assurance Surveillance Plan (QASP)

Portsmouth/Paducah Project Office (PPPO)

Technical Support Services (TSS)

**QUALITY ASSURANCE SURVEILLANCE PLAN
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**QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)
FOR THE PORTSMOUTH PADUCAH PROJECT OFFICE (PPPO) TECHNICAL SUPPORT
SERVICES (TSS) CONTRACT**

1.0 INTRODUCTION:

This Quality Assurance Surveillance Plan (QASP) is pursuant to the requirements listed in the Performance Work Statement (PWS) entitled Portsmouth Paducah Project Office (PPPO) Technical Support Services (TSS). This plan sets forth the procedures and guidelines for the U.S. Department of Energy (DOE), PPPO to ensure that the required PWS service levels are achieved by the Contractor.

This QASP is designed to provide an effective surveillance method for monitoring and evaluating the Contractor's performance. The Contractor, and not the Government, is responsible for management and quality control actions to meet the terms and conditions of the contract. The role of the Government is Quality Assurance (QA) to ensure contract standards are being achieved. In this contract, the quality control program is the driver for product quality. The Contractor is required to develop a comprehensive program of inspections and monitoring actions. The first major step to ensuring a "self-correcting" contract is to ensure that the quality control program approved at the beginning of the contract provides the measures needed to lead the Contractor to success. Once the quality control program is approved, careful application of the process and standards presented in the remainder of this document will ensure an adequate QA program.

1.1 Purpose:

The purpose of the QASP is to describe the systematic methods used to monitor the Contractor's performance and to identify the required documentation and the resources to be employed. The QASP provides a means for evaluating whether the Contractor is meeting the performance standards/quality levels identified in: *Attachment 1*, "Performance Requirements Summary," the Quality Assurance Program Plan (QAPP), the Contractor's Performance Assurance Surveillance Plan (PASAP), and the Annual Work Plan (AWP). This QASP will ensure that the Government properly documents when the level of services expected are not received. Further, this document will also afford the Contracting Officer's Representative (COR) and Contracting Officer (CO) a productive mechanism to preclude major deficiencies in performance, provide input for annual Contractor past performance evaluations, and make the determination of exercising the contract option.

This document defines the roles and responsibilities of all members of the Contract Management Team (CMT), identifies the performance objectives, defines the methodologies used to monitor and evaluate the Contractor's performance, describes QA documentation requirements, describes the analysis of QA monitoring results and the method for reporting deficiencies observed in the program.

1.2 Performance Management Approach:

The PWS structures the acquisition around "what" services are required, as opposed to "how" the Contractor should perform the work (i.e., results, not compliance). This QASP will define the performance management approach taken by the PPPO to monitor and manage the Contractor's performance to ensure the expected outcomes or performance objectives communicated to the Contractor are achieved. Performance management rests on developing a capability to review and analyze information generated through performance assessment. The ability to make decisions based on the analysis of performance data is the cornerstone of performance management; this analysis yields information that indicates whether expected outcomes under the contract are being achieved by the Contractor.

Performance management represents a significant shift from the more traditional QA concepts in several ways. Performance management focuses on assessing whether outcomes are being achieved and to what extent. This approach migrates away from scrutiny of compliance with the processes and practices used to achieve the outcome. A performance-based approach enables the Contractor to play a large role in how the work is performed, as long as the proposed processes are within the stated constraints. The only exceptions to process reviews are those required by law (federal, state, and local) and compelling business situations, such as safety and health. A “results” focus provides the Contractor flexibility to continuously improve and innovate over the course of the contract as long as the critical outcomes expected are being achieved and/or the desired performance levels are being met.

1.3 Performance Management Strategy:

The Contractor is responsible for the quality of all work performed. The Contractor measures that quality through the Contractor’s own Quality Control (QC) program, which includes compliance with the DOE PPPO QAPP (including policies, plans, and implementing procedures) (PWS Section C.5), PASP (PWS Section C.2.3) and AWP (PWS Section C.1.2). The Contractor shall ensure that all its work products comply with the DOE PPPO QAPP. QC is work output, not employees, and therefore includes all work performed under this contract regardless of whether the work is performed by Contractor employees or by subcontractors. The Contractor’s PASP will set forth the staffing and procedures for self-inspecting the quality, timeliness, responsiveness, customer satisfaction, and other performance requirements delineated in *Attachment 1*. The Contractor will develop and implement a performance management system with processes to assess and report its performance to the designated Government representative. The QAPP, PASP and AWP will set forth the staffing, procedures, performance objectives, etc., for self-inspecting the quality, timeliness, responsiveness, customer satisfaction, and other performance requirements. This QASP enables the Government to monitor and oversee the Contractor’s QC program.

The Government representatives will monitor performance and review performance reports furnished by the Contractor to determine how the Contractor is performing against agreed upon performance objectives. The Government will make performance decisions based on performance measurement metric data and notify the Contractor of those decisions. The Contractor will be responsible for making required changes in processes and practices to ensure performance is managed effectively.

2.0 ROLES AND RESPONSIBILITIES:

The CMT is comprised of the Administrative Contracting Officer (ACO), COR, Alternate Contracting Officer's Representative (ACOR) and the Technical Monitors (TMs).

2.1 The Administrative Contracting Officer:

The ACO hereafter CO is responsible for monitoring contract compliance, contract administration, and cost control (managing the hours and dollars in accordance with the price schedule) and for resolving any differences between the observations documented by the COR, ACOR and the TMs assigned to this contract as well as the Contractor. The CO will appoint one COR and one ACOR and approximately 10 to 15 TMs as the Government authority to act as the “eyes and ears” on the CO’s behalf throughout contract performance. The actual number of TMs serving as technical inspectors will depend on the level of the services being measured, as well as the Contractor’s performance, and will be identified and appointed by the COR, if authorized by the Contracting Officer.

2.2 The Contracting Officer’s Representative:

The COR is designated in writing by the CO to act as his or her authorized representative to assist in administering this contract. COR limitations are contained in the written Appointment Memorandum/Letter. The COR is responsible for technical administration of the project and ensures proper Government surveillance of the Contractor's overall performance. The COR is not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf. Any changes that the Contractor deems may affect contract price, schedule or other terms and conditions shall be referred to the CO for action. The COR, with the assistance of the ACOR and TMs, will have the responsibility for completing QA monitoring forms used to document the inspection and evaluation of the Contractor's work performance. Government surveillance may occur under the inspection of services clause for any service relating to the contract. See the CO Appointment Memorandum for the specific tasks and responsibilities assigned to the COR.

2.3 The Alternate Contracting Officer's Representative:

The ACOR has the same responsibilities as the COR as defined above, but can only act in this capacity under the contract when the COR is otherwise unavailable, (emphasis added) such as when the COR is on leave, travel, training, etc. See the CO Appointment Memorandum for the specific tasks and responsibilities assigned to the ACOR.

2.4 The Technical Monitor:

The TM works for the COR or ACOR on behalf of the CO, but can only perform oversight tasks and responsibilities within their specific area of expertise, e.g., Information Technology, DUF6, Safeguards and Security, Cybersecurity, Budget, etc., however, the TM has no technical direction authority. Any technical direction identified by the TMs that are necessary under the contract shall be referred directly to the COR and/or ACOR with copy to the CO. See the CO Appointment Memorandum for the specific tasks and responsibilities assigned to the TMs.

3.0 IDENTIFICATION OF REQUIRED PERFORMANCE STANDARDS/QUALITY LEVELS:

The required performance focus, standards and/or quality levels are defined in the QAPP, PASP and AWP by the Contractor and monitored by the CMT and delineated in *Attachment 1*. If the Contractor does not meet the required service and performance levels defined, such deficiencies will be identified and documented based on program impacts and technical severity with either a Corrective Action Plan (CAP), Negative Event Report and/or in the Contractor Performance Assessment Reporting System (CPARS) in accordance with contract terms and conditions. Similarly, if the Contractor exceeds the service or performance levels defined, such performance will also be documented in CPARS as well.

The Contract Requirements listed in the table in Attachment 1, Performance Requirements Summary (PRS), summarize specific work scope to be performed under this contract. The Performance Requirements associated with each Contract Requirement are as shown in the PRS and include:

3.1 Required Service:

The required services to be evaluated are identified in column 1 of the PRS.

3.2 Performance Standard:

The performance standard for each required service is identified in column 2 of the PRS. This identifies a narrative summary of the expected service level for each required service.

3.3 Acceptable Quality Levels:

The Acceptable Quality Levels (AQLs) included in *Attachment 1* for Contractor performance are structured to allow the Contractor to manage how the work is performed while providing a negative consequence or required consideration for shortfalls. For certain critical activities such as those involving safety, security, cyber-security or the protection of Government property (especially sensitive property), or nuclear criticality, the desired performance level is established at 100 percent. Other levels of performance are keyed to the relative importance of the task to the overall mission at the PPPO.

3.4 Consideration/Consequence:

The consequence/consideration for each required service, as evaluated, is identified in column 5 of the PRS. The considerations represent the consequence for not meeting the AQL.

In addition, in accordance with FAR 52.246-6, Inspection – Time-and-Material and Labor-Hour, the Government may require the Contractor to replace or correct services or materials that at time of delivery failed to meet contract requirements. The cost of replacement or correction shall be determined under FAR 52.232-7, Payments Under Time-and-Materials and Labor-Hour Contracts, but the “hourly rate” for labor hours incurred in the replacement or correction may be reduced to exclude that portion of the rate attributable to profit. The cost of correction shall be determined under the Payments Under Time-and-Materials and Labor-Hour Contracts clause, FAR 52.232-7, but the “hourly rate” for labor hours incurred in the replacement or correction may be reduced to exclude that portion of the rate attributable to profit. If the Contractor fails to proceed with reasonable promptness to perform the required correction, the Government may (i) by contract or otherwise, perform the correction, charge to the Contractor any increased cost, or deduct such increased cost from any amounts paid or due under the contract; or (ii) terminate the contract for default. The CO will determine the penalty for nonconformance based upon his or her judgment and the severity of the nonconformance.

Profit reduction for work that is accomplished for the replacement or correction of work is established at the Contractor’s profit rate.

4.0 METHODOLOGIES TO MONITOR PERFORMANCE:

4.1 Effort to be surveyed:

Consistent with CPARS evaluations, the areas to be surveyed/evaluated include: quality of service/technical, cost control, schedule, management/management by key personnel and other, including Utilization of Small Business, Regulatory Compliance and Documents/Reporting. These same evaluation areas will be used with any task orders issued under the contract. Overall performance under the contract will be reviewed monthly by the CMT as defined in the roles and responsibilities above.

4.2 Surveillance Techniques/Inspection:

In an effort to minimize the performance management burden, simplified surveillance methods shall be used by the Government to evaluate Contractor performance when appropriate. The primary methods of surveillance are:

- Random monitoring – Monitoring shall be performed by the COR/ACOR/TM as the designated inspectors.
- 100% Inspection – Each month, the COR/ACOR/TM shall review the Contractor’s monthly progress report and voucher/invoice and enter summary results into the attached *Quality Assurance Monitoring Form*.

- Periodic Inspection – COR/ACOR/TM shall typically perform periodic inspections on a monthly basis, but may be at varied intervals, as deemed necessary.
- Customer feedback/complaints – If customer feedback/complaints are received or indicated, the COR/ACOR/TM shall inspect performance of services to resolve and/or document the feedback or incident.

The following paragraphs describe the inspection process for each of the general evaluation areas: quality of service/technical, cost control, schedule, management/management by key personnel and other, including Utilization of Small Business, Regulatory Compliance and Documents/Reporting.

4.2.1 Quality of Service/Technical:

Technical performance will be evaluated on a real time basis and reviewed monthly either via email, telephone, meetings, or other medium by the COR/ACOR and TMs with copy to the CO.

The Monthly Progress (Status) Report from the Contractor will serve as the trigger for discussions. The ACOR with the assistance from the TMs with copy to the CO will provide comments to the COR by the last day of each month for discussion between the COR and the Contractor Program Director.

The technical elements monitored under the contract may vary, including under any task orders, but the areas of focus will be as follows:

- Anticipation of Issues;
- Adaptability to Change;
- Response Time;
- Technical Complexity of Response; and
- Support & Product Quality.

Task Orders that may be issued will be individually assessed on the effectiveness of the Contractor's overall quality of service.

4.2.2 Cost Control:

Successful completion of the PWS under the Not to Exceed (NTE) ceiling will be a direct result of the comprehensive working relationship established between the DOE and the Contractor's key personnel. Providing the "best value" to the taxpayer shall be the goal of this contract and business relationship. As mentioned above, the CMT will conduct periodic meetings to ensure task expenditures coincide with the actual work performed. This proactive approach to cost control will ensure all performance objectives are met or exceeded within established budgets.

The ACOR, with the assistance of the TMs, will provide the COR with copy to the CO a monthly assessment of cost control under the contract. The COR will provide the Contractor Program Director with any concerns or comments. Task Orders will be individually assessed on the Contractor's overall effectiveness of cost control.

4.2.3 Schedule:

The Contractors' schedule performance will be reviewed and evaluated by the CMT on a task-by-task basis. Each month the ACOR with the assistance from the TMs will provide input to the COR with copy to the CO by means of comments utilizing the Monthly Progress (Status) Report or other pertinent documents at

the time. These inputs will be collected, analyzed and reviewed by the COR and the Contractor Program Director in the aforementioned meeting.

Various reporting/documents will be required as defined in the Deliverable Schedule, but there will be many documents, data, etc., that will be required pursuant to the PWS, as DOE's oversight Contractor of the onsite contractors. Any document or data required under this contract will undergo random review and inspection. Contract deliverables will be inspected including those listed in *Attachment 1*. Additionally, the CMT will monitor performance using the four surveillance techniques in conjunction with the QAPP, PASP and AWP. The COR or ACOR will be responsible for ensuring that any feedback/complaints by customers are resolved in an efficient and expeditious manner. Task Orders will be individually assessed on the effectiveness of the Contractor's overall schedule.

4.2.4 Management/Management by Key Personnel:

Coordination between the CMT and the Contractor Program Director as well as with other key personnel will ensure mutual understanding of PWS requirements. It is anticipated that Contractor staffing will be judiciously and responsively implemented throughout performance to maximize resource utilization and control costs to satisfy contract requirements. This includes management coverage of employees during vacation or holiday periods, proper use of overtime hours, answering of the telephone, email, etc.

The ACOR, with the assistance from the TMs, will provide the COR with copy to the CO, on a monthly basis, an assessment of the Contractors' ability to plan and implement staffing changes and to provide the correct quantity and quality of resources and the appropriate skill mix, as deemed necessary. The COR and ACOR with the Contractor Program Director shall review management topics at the monthly meetings. The management topics to be discussed will vary from one meeting to the next, but the same areas of focus as defined in 4.2.1 above will apply. Additional areas of concern will be staffing assignments, responsiveness to staffing requirements, availability and quality of personnel. Task Orders will be individually assessed on the effectiveness of the Contractor's overall management performance.

4.2.5 Other - Utilization of Small Business, Regulatory Compliance and Documents/Reporting:

This "other" area focuses on the utilization of small businesses, regulatory compliance and documents/reporting. Inspections as well as the Monthly Progress (Status) Report, which will be provided to the COR and CO will trigger discussions in this area. Issues and concerns that cannot be resolved at the working level or have an impact on contractual requirements will be referred to the CO for resolution and contractual action.

4.3 Customer Feedback/Complaints:

The Contractor is expected to establish and maintain professional communication between its employees, DOE, other onsite contractors, local, state or federal government agencies, or other onsite stakeholders including the general public. The customer is any person or organization that the Contractor comes in contact with in the normal course of business, under performance of the contract, including face to face, email, text, telephone, social media or any other medium. The primary objective of this communication is customer satisfaction. Customer satisfaction is the most significant external indicator of the success and effectiveness of all services provided and can be measured through customer feedback/complaints no matter the medium.

Performance management drives the Contractor to be customer focused by internally addressing customer feedback/complaints and investigating the issues and/or problems, but the customer always has the option to communicate feedback/complaints directly to the CO/COR/ACOR/TMs, as opposed to the Contractor.

Customer feedback/complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the feedback/complaint, must be signed, and must be forwarded to the COR/ACOR/TMs. The COR/ACOR/TMs will accept those customer complaints and investigate using the Quality Assurance Monitoring Form – Customer Feedback/Complaint Investigation, identified in *Attachment 2*.

Customer feedback/complaints may also be obtained either from the results of formal customer satisfaction surveys or from random customer feedback/complaints or comments.

5.0 QUALITY ASSURANCE DOCUMENTATION:

5.1 The Performance Management Feedback Loop:

The performance management feedback loop begins with the communication of expected outcomes. Performance standards are assessed using the performance monitoring techniques shown in *Attachment 1*.

5.2 Monitoring Forms:

The Government's QA surveillance, accomplished by the ACOR or TMs through the COR, will be reported using the monitoring form, *Attachment 2*. This form, when completed, will document the Government's assessment of the Contractor's performance under the contract to ensure that the required results meet quality levels and being achieved.

The ACOR and TMs through the COR will retain for their records and provide a copy of final drafts to the CO of all completed QA surveillance forms.

6.0 ANALYSIS OF QUALITY ASSURANCE ASSESSMENT:

6.1 Determining Performance:

The Government shall use the monitoring methods cited in *Attachment 1* to determine whether the performance standards/service levels/AQLs have been met. If the Contractor has not met the minimum requirements, it may be asked to develop a CAP to show how and by what date it intends to bring performance up to the required levels. Failure to meet the AQL will result in negative comments in CPARS or the issuance of a Negative Event Report or a request for CAP. Likewise, if the Contractor exceeds the performance standards, such performance will be added to CPARS as well.

6.2 Reporting:

At the end of each quarter, the ACOR, with the assistance from the TMs, will prepare a written report for the COR with copy to the CO summarizing the overall results of the QA surveillance of the Contractor's performance. This written report, which includes the Contractor's submitted Monthly Progress (Status) Report and supplemented by invoices, if necessary, with the completed *Attachment 2* will become part of the performance documentation. It will enable the Government to demonstrate whether the Contractor is meeting the stated objectives and/or performance standards, including cost, technical, deliverable schedules, etc.

6.3 Reviews and Resolution:

When the inspections have been completed, the COR will perform an analysis of the Contractor's performance. The analysis may also be performed by independent/oversight groups with subject matter

knowledge in the respective field. The purpose of the analysis is to ensure that DOE is receiving high-quality products and services from the Contractor. The COR will review the results of the Contractor rating, and characterize the Contractor's overall performance. Analysis of all types of contract monitoring will result in one of the following outcomes: satisfactory performance or unsatisfactory performance.

Surveillance frequency may be increased or decreased at the discretion of the Government with, or without, notice to the Contractor.

Satisfactory Performance:

When the Contractor's performance is satisfactory, the performance meets acceptable quality levels and deficiencies are correctable without adverse impact to mission accomplishment or activities. Strengths and weaknesses in performance are on balance where any deficiencies are identified and corrected immediately by the Contractor.

Unsatisfactory Performance:

When the performance for any service does not meet the AQL, the Contractor's performance is unsatisfactory, and is therefore unacceptable. The following responses are available to the COR regarding that task/subtask:

- The CO and/or COR meet with the Contractor to discuss discrepancies, trends, feedback/complaints, and intended corrective measures;
- The level of surveillance is increased until the Contractor demonstrates acceptable performance over a period of time;
- The COR issues a contract discrepancy report for each service that does not meet its AQL;
- Should deficiencies be significant and affect multiple requirements, CO action such as a 'Cure' notice may be appropriate.
- CO will deduct from the Contractor's invoice all amounts associated with such unsatisfactory work as provided by provisions of the contract; unless the CO afforded the Contractor an opportunity to re-perform, and the Contractor satisfactorily completes the work; or
- CO may perform the services by Government personnel or other means.

The COR with the CO will coordinate and communicate with the Contractor to resolve issues and concerns regarding marginal or unacceptable performance.

The DOE may require the Contractor's Program Director, or a designated alternate, to meet with the CO, COR, PPPO managers and/or other Government personnel as deemed necessary to discuss negative performance, CAPs, etc. The CO will define the frequency of in-depth reviews with the Contractor, including appropriate self-assessments by the Contractor. However, if the need arises, the Contractor will meet with the COR/ACOR/TMs and/or the CO as often as required or per the Contractor's request. The agenda of the reviews may include:

- Monthly performance assessment data and trend analysis;
- Issues and concerns of both parties;
- Projected outlook for upcoming months and progress against expected trends, including a CAP analysis;
- Recommendations for improved efficiency and/or effectiveness; and/or
- Other performance issues important to DOE, which arise from the performance monitoring processes.

The COR with the CO and the Contractor should jointly formulate tactical and long-term goals and performance objectives under the QAPP, PASP and AWP and any corrective action taken under the contract. Decisions regarding changes to metrics, thresholds, or service levels shall be clearly documented. Changes to service levels, procedures, and metrics will be incorporated into this QASP/ *Attachment 1* via modification at the earliest convenience by the CO.

ATTACHMENT 1
PERFORMANCE REQUIREMENTS SUMMARY

Required Services (Tasks)	Performance Standards	Acceptable Quality Levels	Methods of Surveillance	Consideration/Consequence (Positive and/or Negative)
The Contractor shall manage the Direct-Productive-Labor-Hours (DPLH), as required in contract Section B – B.2	The Contractor shall manage the DPLH and provide advance notification to the CO, as required in contract Section B, DOE-B-2008 Time-and-Materials Contract (Oct 2014).	Prior notification of 100% of all changes to DPLH in excess of the estimated DPLH for any given labor category shall be provided to the CO, as required. 100% adherence to the total not-to-exceed ceiling value.	Invoice reviews, observations and customer feedback/complaints	There is no positive or negative performance incentive, but CPARS will be documented if standard is not met.
The Contractor shall provide quality deliverables timely PWS – C.1.2	The Contractor shall demonstrate commitment to quality and timeliness in preparation of all deliverables by ensuring that each is submitted on-time with no grammatical errors or in conflict with any terms and conditions of the contract.	100% of all deliverables shall be submitted on-time in accordance with the Deliverable Schedule	File reviews, periodic inspections, random, observations and customer feedback/complaints	There is no positive or negative performance incentive, but CPARS will be documented if standard is not met. If a specific deliverable cannot be met, the Contractor shall offer appropriate consideration.
The Contractor shall adhere to and follow all applicable local, state and federal statutes, regulations and DOE Orders	The Contractor shall demonstrate commitment to adhering to all rules and regulations by ensuring that none are violated.	100% adherence to local, state and federal statutes, regulations and DOE Orders	File reviews, periodic inspections, random, observations and customer feedback/complaints	There is no positive or negative performance incentive, but CPARS will be documented if standard is not met.

Required Services (Tasks)	Performance Standards	Acceptable Quality Levels	Methods of Surveillance	Consideration/Consequence (Positive and/or Negative)
PWS – C.1.2				
Contractor personnel shall conduct themselves with the utmost professionalism expected in a Government office environment in accordance with all applicable local, state and federal statutes, regulations and DOE Orders PWS – C.1.2	The Contractor shall demonstrate commitment to professionalism in the workplace by ensuring such with all of DOE customers and stakeholders. This includes ensuring that personnel have met direct labor qualifications, are appropriately trained, identify themselves as a DOE contractor in meetings and when answering the telephone, email or using other media, being readily accessible and ensuring an appropriate dress code, etc.	100% adherence to all local, state and federal statutes, regulations and DOE Orders	File reviews, periodic inspections, random, observations and customer feedback/ complaints	There is no positive or negative performance incentive, but CPARS will be documented if standard is not met.
Submission of an Annual Work Plan (AWP) C.1.2	Submitted on-time with no grammatical errors, or in conflict with local, state or federal statutes, regulations or terms and conditions of the contract, and requiring only a reasonable level of DOE input	100% adherence to all local, state and federal statutes, regulations and DOE Orders	File reviews, periodic inspections, random, observations and customer feedback/ complaints	There is no positive or negative performance incentive, but CPARS will be documented if standard is not met.
Roles and Responsibilities Matrix – Identify Specific Roles, Responsibilities, Interfaces, and Points of Contact PWS – C.1.2	Submitted on-time with no grammatical errors, or in conflict with local, state or federal statutes, regulations or terms and conditions of the contract, and requiring minimal DOE input	100% adherence to all local, state and federal statutes, regulations and DOE Orders	File reviews, periodic inspections, random, observations and customer feedback/ complaints	There is no positive or negative performance incentive, but CPARS will be documented if standard is not met.

Required Services (Tasks)	Performance Standards	Acceptable Quality Levels	Methods of Surveillance	Consideration/Consequence (Positive and/or Negative)
Submission of a Contract Transition Plan PWS – C.2.1	Submitted on-time with no grammatical errors, or in conflict with local, state or federal statutes, regulations or terms and conditions of the contract, and requiring minimal DOE input.	100% adherence to all local, state and federal statutes, regulations and DOE Orders	File reviews, periodic inspections, random, observations and customer feedback/complaints	There is no positive or negative performance incentive, but CPARS will be documented if standard is not met.
Monthly Status Report PWS – C.1.2	Submitted on-time with no grammatical errors, or in conflict with local, state or federal statutes, regulations or terms and conditions of the contract, and requiring minimal DOE input	100% adherence to all local, state and federal statutes, regulations and DOE Orders	File reviews, periodic inspections, random, observations and customer feedback/complaints	There is no positive or negative performance incentive, but CPARS will be documented if standard is not met.
Submission of a Contractor Performance Assurance Plan (PASP) PWS – C.2.3	Submitted on-time with no grammatical errors, or in conflict with local, state or federal statutes, regulations or terms and conditions of the contract, and requiring minimal DOE input	100% adherence to all local, state and federal statutes, regulations and DOE Orders	File reviews, periodic inspections, random, observations and customer feedback/complaints	There is no positive or negative performance incentive, but CPARS will be documented if standard is not met.
Security Assessment Plan PWS – C.9.2	Submitted on-time with no grammatical errors, or in conflict with local, state or federal statutes, regulations or terms and conditions of the contract, and requiring minimal DOE input	100% adherence to all local, state and federal statutes, regulations and DOE Orders	File reviews, periodic inspections, random, observations and customer feedback/complaints	There is no positive or negative performance incentive, but CPARS will be documented if standard is not met.
Records Management Plan PWS – C.11.3	Submitted on-time with no grammatical errors, or in conflict with local, state or federal statutes, regulations or terms and conditions	100% adherence to all local, state and federal statutes,	File reviews, periodic inspections, random, observations and customer feedback/complaints	There is no positive or negative performance incentive, but CPARS will be documented if standard is not met.

Required Services (Tasks)	Performance Standards	Acceptable Quality Levels	Methods of Surveillance	Consideration/Consequence (Positive and/or Negative)
	of the contract, and requiring minimal DOE input	regulations and DOE Orders		
Within one year of NTP, the Contractor shall develop and maintain a centralized Project Controls System with drill down and query functionality PWS – C.12.2	This system shall be up and running NLT one year from NTP	The system shall have 95% accuracy/integrity of data within one year and 99% within two years	File reviews, periodic inspections, random, observations and customer feedback/complaints	There is no positive or negative performance incentive, but CPARS will be documented if standard is not met.
Monthly Accruals PWS – C.12.5	Submitted on-time (third business day of every month) with no financial errors, or requiring input from DOE	100% accurate and adherence to the deliverable schedule	File reviews, periodic inspections, random, observations and customer feedback/complaints	There is no positive or negative performance incentive, but CPARS will be documented if standard is not met.
Monthly Invoice Contract Section G	Submitted on-time with no financial or grammatical errors, or requiring input from DOE	100% accurate and adherence to the deliverable schedule and	File reviews, periodic inspections, random, observations and customer feedback/complaints	There is no positive or negative performance incentive, but CPARS will be documented if standard is not met.

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-7:

PERFORMANCE GUARANTEE AGREEMENT

PPPO Technical Support Services
Solicitation No. DE-SOL-0010125

Section L

**ATTACHMENT L-1
Performance Guarantee Agreement**

For value received, and in consideration of, and to induce the United States (the Government) to enter into Contract DE-_____TBD_____ for the Portsmouth Paducah Project Office Technical Support Services contract dated _____TBD_____, by and between the Government and Enterprise Technical Assistance Services, Inc. (E-TAS) (contractor), the undersigned, Professional Project Services, Inc. (Pro2Serve) (Guarantor), a corporation incorporated in the State of Tennessee with its principal place of business at 1100 Bethel Valley Rd, Oak Ridge TN 37830 hereby unconditionally guarantees to the Government (a) the full and prompt payment and performance of all obligations, accrued and executory, which contractor presently or hereafter may have to the Government under the contract; and (b) the full and prompt payment and performance by contractor of all obligations and liabilities of contractor to the Government, fixed or contingent, due or to become due, direct or indirect, now existing or hereafter and howsoever arising or incurred under the contract, and (c) Guarantor further agrees to indemnify the Government against any losses the Government may sustain and expenses it may incur as a result of the enforcement or attempted enforcement by the Government of any of its rights and remedies under the contract, in the event of a default by contractor hereunder, and/or as a result of the enforcement or attempted enforcement by the Government of any of its rights against Guarantor hereunder.

Guarantor has read and consents to the signing of the contract. Guarantor further agrees that contractor shall have the full right, without any notice to or consent from Guarantor, to make any and all modifications or amendments to the contract without affecting, impairing, or discharging, in whole or in part, the liability of Guarantor hereunder.

Guarantor hereby expressly waives all defenses which might constitute a legal or equitable discharge of a surety or guarantor, and agrees that this Performance Guarantee Agreement shall be valid and unconditionally binding upon Guarantor regardless of: (i) the reorganization, merger, or consolidation of contractor into or with another entity, corporate or otherwise, or the liquidation or dissolution of contractor, or the sale or other disposition of all or substantially all of the capital stock, business or assets of contractor to any other person or party; or (ii) the institution of any bankruptcy, reorganization, insolvency, debt agreement, or receivership proceedings by or against contractor, or adjudication of contractor as a bankrupt; or (iii) the assertion by the Government against the contractor of any of the Government's rights and remedies provided for under the contract, including any modifications or amendments thereto, or under any other document(s) or instrument(s) executed by contractor, or existing in the Government's favor in law, equity, or bankruptcy.

Guarantor further agrees that its liability under this Performance Guarantee Agreement shall be continuing, absolute, primary, and direct, and that the Government shall not be required to pursue any right or remedy it may have against contractor or other Guarantors under the contract, or any modifications or amendments thereto, or any other document(s) or instrument(s) executed by contractor, or otherwise. Guarantor affirms that the Government shall not be required to first commence any action or obtain any judgment against contractor before enforcing this Performance Guarantee Agreement against Guarantor, and that Guarantor will, upon demand, pay the Government any amount, the payment of which is guaranteed hereunder and the payment

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PPPO Technical Support Services
Solicitation No. DE-SOL-0010125

Section L

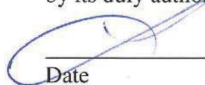
of which by contractor is in default under the contract or under any other document(s) or instrument(s) executed by contractor as aforesaid, and that Guarantor will, upon demand, perform all other obligations of contractor, the performance of which by contractor is guaranteed hereunder.

Guarantor agrees to ensure that it shall cause this Performance Guarantee Agreement to be unconditionally binding upon any successor(s) to its interests regardless of: (i) the reorganization, merger, or consolidation of Guarantor into or with another entity, corporate or otherwise, or the liquidation or dissolution of Guarantor, or the sale or other disposition of all or substantially all of the capital stock, business, or assets of Guarantor to any other person or party; or (ii) the institution of any bankruptcy, reorganization, insolvency, debt agreement, or receivership proceedings by or against Guarantor, or adjudication of Guarantor as a bankrupt.

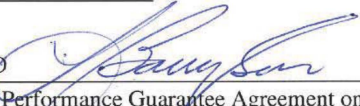
Guarantor further warrants and represents to the Government that the execution and delivery of this Performance Guarantee Agreement is not in contravention of Guarantor's Articles of Organization, Charter, bylaws, and applicable law; that the execution and delivery of this Performance Guarantee Agreement, and the performance thereof, has been duly authorized by the Guarantor's Board of Directors, Trustees, or any other management board which is required to participate in such decisions; and that the execution, delivery, and performance of this Performance Guarantee Agreement will not result in a breach of, or constitute a default under, any loan agreement, indenture, or contract to which Guarantor is a party or by or under which it is bound.

No express or implied provision, warranty, representation or term of this Performance Guarantee Agreement is intended, or is to be construed, to confer upon any third person(s) any rights or remedies whatsoever, except as expressly provided in this Performance Guarantee Agreement.

In witness thereof, Guarantor has caused this Performance Guarantee Agreement to be executed by its duly authorized officer, and its corporate seal to be affixed hereto on

 8/29/17
Date

Professional Project Services, Inc. (Pro2Serve)
Name of Corporation

L. Barry Goss, Ph.D., Chairman and CEO 
Name and Position of Official Executing Performance Guarantee Agreement on Behalf of Guarantor

Mark Haub, CFO 
Attestation Including Application of Seal by an Official of Guarantor Authorized to Affix Corporate Seal

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**ATTACHMENT J-8:****ACRONYM LIST**

<u>Acronym</u>	<u>Definition</u>
AACS	Automated Access Control System
ALARA	As-Low-As-Reasonably Achievable
ANSI	American National Standards Institute
AO	Authorizing Official
AODR	Authorizing Official Designated Representative
AP	Additional Protocol
ASME	American Society of Mechanical Engineers
ASRB	Annual Security Refresher Briefing
AR	Administrative Record
ARAR	Applicable or Relevant and Appropriate Requirements
AWP	Annual Work Plan
BCP	Baseline Change Proposal
BEARS	Budget Execution and Reporting System
BI	Business Intelligence
BOP	Balance of Power
CAAS	Criticality Accident Alarm System
CAB	Citizen Advisory Board
CAD	Computer-Aided Design
CAP	Corrective Action Plan
CAT	Consolidated Annual Training
CCB	Contract Change Board
CDR	Contract Data Reports
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CFO	Chief Finance Officer
CFR	Code of Federal Regulations
CMPC	Classified Matter Protection & Control
CO	Contracting Officer
COMSEC	Communications Security
COR	Contracting Officer's Representative
COT	Commercially Off the Shelf
CPARS	Contractor Performance Assessment Reporting System
CRAD	Criteria Review Approach Documents
CSA	Community Supported Agriculture
CSO	Site Security Office

DART	Days Away, Restrictions and Transfers
D&D	Deactivation and Decommissioning
D&R	Decommissioning and Remediation
DCAA	Defense Contract Audit Agency
DEAR	Department of Energy Regulation
DFF&O	D&D Director's Final Findings and Orders for Removal Action and Remedial Investigation and Feasibility Study and Remedial Design and Remedial Action
DOE	U.S. Department of Energy
DOL	Department of Labor
DSA	Documented Safety Analysis
DUF6	Depleted Uranium Hexafluoride
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EEOICPA	Energy Employees Occupational Illness Compensation Program Act
EIS	Electronic Information System
EM	Environmental Management
EMCBC	Environmental Management Consolidated Business Center
EPA	Environmental Protection Agency
EPAct	Energy Policy Act
ERMS	Electronic Records Management System
ES&H	Environment, Safety, and Health
EVMS	Earned Value Management System
FA	Financial Assistance
FERC	Federal Energy Regulatory Commission
FEOSH	Federal Employee Occupational Safety and Health
FPD	Federal Project Director
FRC	Federal Record Center
FFA	Federal Facility Agreement
FOIA	Freedom of Information Act
FONSI	Findings of No Significant Impact
FM	Functional Manager
FPDS-NG	Federal Procurement Data System Next Generation
FSO	Facility Security Officer
GDP	Gaseous Diffusion Plant
GET	General Employee Training
GPRA	Government Performance Results Act
GSA	General Services Administration
He3	Helium-3
HF	Hydrofluoric Acid
HQ	Headquarters
HR	Human Resource

HSPD-12	Homeland Security Presidential Directive 12
HSS	Health, Safety and Security
IAEA	International Atomic Energy Agency
ICE	Independent Cost Estimate
IDIQ	Indefinite Delivery/Indefinite Quantity
IDW	I-managed Data Warehouse
IEWO	Inter-Entity Work Orders
IGCE	Independent Government Cost Estimate
IOSC	Incident of Security Concern
IPL	Integrated Priority Listing
IPT	Integrated Project Team
IPABS	Integrated Planning, Accounting, and Budget System
IR	Investment Recovery
ISACA	Information Systems Audit and Controls Association
ISM	Integrated Safety Management
ISWLCB	Integrated Site-Wide Life Cycle Baseline
IT	Information Technology
ITIL	Information Technology Infrastructure Library
KPDES	Kentucky Pollutant Discharge Elimination System
KOH	Potassium Hydroxide
KPDES	Kentucky Pollutant Discharge Elimination System
KRCEE	Kentucky Research Consortium for Energy and the Environment
LCA	Life Cycle Analysis
LLW	Low Level Waste
LOI	Lines of Inquiry
LTOT	Lock Out Tag Out
LSSO	Local Site Specific Only
MARSAME	Multi-Agency Radiation Survey and Assessment of Materials and Equipment
MFCS	Monthly Funds Control Sheets
NDA	Nuclear Decommissioning Authority
NCS	Nuclear Criticality Safety
NCSE	Nuclear Criticality Safety Evaluation
NIST	National Institute of Standards and Technology
NEPA	National Environmental Policy Act
NERC	North American Electricity Reliability Council
NFPA	National Fire Protection Association
NHPA	National Historic Preservation Act
NMC&A	Nuclear Material Control and Accountability
NMIA	Nuclear Material Inventory Assessment
NQA	Nuclear Quality Assurance
NS	Nuclear Safety

NSC	Nuclear Criticality Safety
NSCR	Nuclear Criticality Safety Reports
NTP	Notice to Proceed
OCIO	Office of the Chief Information Officer
ODFSA	Officially Designated Federal Security Authority
ODSA	Officially Designated Security Authorities
OIG	Office of Inspector General
OMB	Office of Management and Budget
ONMI	Office of Nuclear Material Integration
OPSEC	Operations Security
ORFO	Oak Ridge Field Office
OSDC	On-Site Disposal Cell
PA	Privacy Act
PACRO	Paducah Area Community Reuse Organization
PADS	Procurement Assistance Data System
PAP	Performance Assurance Program
PARS II	Project Assessment and Reporting System
PBI	Performance Based Incentive
PD	Program Director
PEMP	Performance Evaluation Management Plan
PEP	Performance Evaluation Plan
PGDP	Paducah Gaseous Diffusion Plant
PKI	Public Key Infrastructure
PMB	Performance Measurement Baseline
PMs	Project Managers
PMA	President's Management Agenda
POC	Point of Contact
PPM	Program Performance and Management
PPPO	Portsmouth/Paducah Project Office
PRB	Post-Retirement Benefits
PTP	Point to Point
PWS	Performance Work Statement
QA/QC	Quality Assessment/Quality Control
QAP	Quality Assurance Plan
RADCON	Radiological Worker
RDP	Records Disposition Plan
REA	Request for Equitable Adjustment
RESRAD	Residual Radioactivity
RFP	Request for Proposal
RMO	Records Management Officer
S&M	Surveillance and Maintenance

SAP	Site-wide Assessment Pool
S/CIs	Suspect/Counterfeit Items
SECON	Security Conditions
SER	Safety Evaluation Report
SLA	Service Level Agreement
SME	Subject Matter Expert
SNR	Start-up Notification Reports
SOO	Statement of Objectives
SOPP	Standing Operating Policies and Procedures
SPO	Security Police Officer
SSAB	Site Specific Advisory Board
SSP	Site Security Plan
SSIMS	Safeguards and Security Information Management System
STRIPES	Strategic Integrated Procurement Enterprise System
TER	Technical Evaluation Review
TRC	Total Recordable Cases
TSCM	Technical Surveillance Countermeasures
TSR	Technical Safety Requirements
TSS	Technical Support Services
USEPA	United States Environmental Protection Agency
USQ	Un-reviewed Safety Questions
VTC	Video Teleconference
WA	Work Authorization
WAC	Weapons Arming Credential
WBS	Work Breakdown Structure
WMC	Waste Management Criteria
WSHP	Worker Safety and Health Program

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-9:

FY15/FY16 EM PERFORMANCE AGREEMENT

FY15/FY16 Performance Agreement

Office of Environmental Management



U.S. Department of Energy

Office of Environmental Management

7/17/2015

Office of Environmental Management FY15/16 Performance Agreement

The mission of the Office of Environmental Management (EM) is to complete the safe cleanup of the environmental legacy brought about by five decades of nuclear weapons development and government-sponsored nuclear energy research. In FY15/FY16, EM will focus efforts on becoming a more efficient and effective organization as detailed by the following goals and commitments of this FY15/FY16 Performance Agreement.

This Performance Agreement is the commitment by the EM leadership team to organizational improvements that will help us advance our mission in the most safe, efficient and effective manner possible.

Goals/Measuring Progress

EM's primary responsibility is the safe cleanup of the environmental legacy of research and materials production by the Department of Energy (DOE) and its predecessor agencies for which Congress established the EM Program. Programmatic success will be measured by *what* is accomplished (i.e., the number of sites restored, quantities of waste treated and disposed of, number of waste storage tanks closed, amounts of soil and groundwater remediated, etc.). However, overall success will also be measured by *how* the program is managed (i.e., through critical management goals such as improvement of the safety and organizational culture, increasing overall efficiency with improved performance, achieving results from programs and projects and a focus on organizational excellence). The former is primarily captured in individual performance plans of the EM Field Managers and Deputy Assistant Secretaries and should cascade through employee performance plans throughout the organization. The latter is primarily the subject of this Performance Agreement, where broad programmatic goals are outlined as well as their supporting objectives. A review of the status of these objectives will be conducted throughout the fiscal year to ensure the organization is on-track to meet these higher level goals. Further, all EM personnel are challenged to develop and maintain a "product/outcome-oriented" mindset rather than function in a predominantly "process-oriented" environment.

EM's primary near-term priorities are: resumption of operations at the Waste Isolation Pilot Plant (WIPP); the tank waste clean-up missions at the Hanford site primarily the Secretary's initiative of beginning some treatment as soon as practical; liquid tank waste processing completion at the Idaho site; and the Savannah River tank waste mission primarily in support of the Salt Waste Processing Facility which will enable significant ramp-up of tank waste treatment.

Goal 1: Improve Organizational Culture

The safety of EM workers is a core value that is incorporated into every aspect of the EM program. To best protect our workers, EM has a goal of zero accidents or incidents in the work place and to date, has maintained a strong safety record. EM has established a strong quality culture and continues to utilize the Integrated Safety Management System to ensure that all work activities are appropriately scoped, analyzed for hazards, comprehensively planned to eliminate or mitigate those hazards, and effectively performed by trained employees. In addition, EM

follows DOE Order 226.1B; *Implementation of Department of Energy Oversight Policy* that establishes the philosophy that line management is responsible for ensuring safety when work is performed. EM seeks to continue safety improvements through first performing work safely and correctly; however, when necessary, EM will institute corrective actions, promote lessons learned, and develop new or improved processes to address safety concerns/incidents.

Objectives

- Complete the development of an EM Safety Culture Sustainment Plan based on input from the field, and implementation activities to address Defense Nuclear Facilities Safety Board (DNFSB) Recommendation 2011-1
- Complete the remaining DNFSB recommendation 2011-1 actions
- Reinvigorate and execute a robust EM Lessons Learned Program, to include findings of the Waste Isolation Pilot Plant (WIPP) Accident Investigation Board (AIB) reports, EM safety culture assessments and other relevant EM program reviews
- Finalize review of deferred maintenance reports and develop a corporate approach to ensuring deferred maintenance of safety-related systems and equipment as part of a larger Departmental effort
- Further the implementation of Safety Conscious Work Environment (SCWE) training to all EM staff; develop and implement ongoing safety culture sustainment actions based on the information from the safety culture extent of condition review and benchmarking data in accordance with DOE's Safety Culture Improvement Implementation Plan
- Develop a transparent relationship with the DNFSB that facilitates expeditious resolution of DNFSB concerns and issues maintaining a level of zero to 20 percent overdue action items resulting from DNFSB letters or recommendations, as identified in the DOE Safety Issues Management System

Goal 2: Increase Efficiency/Improve Performance

EM will seek opportunities to increase efficiency and improve performance to ensure the maximum cleanup value for every dollar appropriated and invested in the program. EM will also continue to identify opportunities to make strategic investments, including investments in technology development, that reduce the life-cycle cost of the cleanup program while shortening project and program schedules.

Objectives

- Complete in-depth analysis of work being performed by EM across the complex for other programs/organizations to ensure full cost recovery
- Complete development of a 5-year planning case to better plan for and utilize appropriated funds to more efficiently execute cleanup
- Work with stakeholders and regulators to identify risk-based priorities and achievable cleanup milestones tied to subsequent budget documents (e.g., Environmental Protection Agency dialogue/summit with regulators)

- Develop common understanding/definition of Operational Costs in the EM Program by July 31, 2015, and develop a plan by September 30, 2015, with a target for reducing overall FY16 EM Program Operational costs by 5%
- Conduct system analyses to implement efficient and integrated liquid waste operations, and to establish long-term strategic plans for tank waste construction, treatment and closure activities
- Develop an integrated optimization plan for different base operations scenarios (facility turnover, surveillance and maintenance, deactivation and demolition) to minimize overall cost and schedule
- Develop a plan to characterize the infrastructure needs, facilities and human capital required to maintain the capabilities of EM's Savannah River National Laboratory. The plan will include strategies to enable the laboratory mission to continue technical support for the EM program and the Nation
- Work with other program offices to document a strategy by July 31, 2015, for establishing a sustainable capability to accomplish the administration's nuclear mission objectives, including capabilities at Idaho and the Savannah River Site to safely store and prepare repatriated nuclear materials for disposition

Goal 3: Achieve Program/Project Results

To ensure that EM delivers the best value for the American taxpayers, the FY16 budget request reflects continued commitment to improve acquisition, contract, and project management. EM will further improve acquisition processes by obtaining early involvement and approvals on various acquisition approaches from DOE senior management, including the Office of Acquisition and Project Management, the Office of the General Counsel, and the Office of Small and Disadvantaged Business Utilization.

Objectives

- Building on the Deferred Maintenance initiative, develop capital asset upgrades/replacement priority investment program to enhance operational efficiency and reliability for critical site infrastructure systems:
 - Identify critical site infrastructure systems at field sites to include components, age, design life, and replacement costs
 - Develop prioritization evaluation criteria and funding goals
 - Develop a funding approach for incorporation in the FY18 budget guidance
- Successfully complete at least 90% of capital asset projects at the baseline Total Project Costs and Critical Decision 4 dates, that established their original performance baseline (CD-2) or a first-time revised performance baseline after FY10
- Draft a separate appendix to DOE Order 413.3B; *Program and Project Management for the Acquisition of Capital Assets*, that applies to the management of all EM program scope, except construction line-item projects and takes into consideration the equivalency of the current Resource Conservation and Recovery Act, Comprehensive Environmental Response, Compensation, and Liability Act, and the National Environmental Policy Act requirements

Goal 4: Organizational Excellence

EM's success will require a sustained commitment to management excellence from Headquarters and every site office. Management principles will be translated into action by focusing on operational and technical excellence. That excellence requires developing the most highly qualified, capable, and flexible federal workforce. Additionally, our management principles require implementation of a performance-based culture that clearly links work to agency goals, holds employees accountable for meeting our mission, and appropriately recognizes employees for their efforts.

Objectives

- Implement the plan to improve headquarters/field alignment on program and policy issues and clarify roles and responsibilities
- Establish an Organizational Culture Integrated Project Team to develop and implement strategies to strengthen the EM organization
- Develop a strategy to enhance operational efficiency for headquarters and the field by regularly assessing the number of Headquarters assessments and other activities, and determining if those activities should continue or can be executed more efficiently and effectively
- Identify opportunities to enhance relationships with EM customers and stakeholders and implement improvements through more direct communication and transparent actions

EM Assistant Secretary Support

In order to accomplish the goals herein described, EM leadership will *provide visible, high profile support to:*

- Advocate for the resources necessary to achieve these objectives
- Communicate goal achievement and progress periodically through EM Updates, Reports and other media
- Formally recognize superior efforts in achieving goals through incentive awards
- Coordinate with senior Department and private sector officials and advocate for the EM program

Terms of Agreement

This Agreement is intended to improve the management and performance of the U.S. Department of Energy's Office of Environmental Management. It represents EM's commitment to operate efficiently, effectively, with a primary focus on safety, and fulfills our duties to the American people.

Maude White 7/7/2015
Acting Assistant Secretary Date

Candice Hummel 06/30/2015
Chief of Staff Date

Cathryn Spencer 7/7/15
Office of External Affairs Date

Mike Gutter 7/7/15
Deputy Assistant Secretary
Site Restoration Date

205 Penick 7/1/15
Deputy Assistant Secretary,
Tank Waste & Nuclear Material Date

Paul Arnold 6/30/15
Deputy Assistant Secretary,
Waste Management Date

Matte 7/6/15
Deputy Assistant Secretary,
Safety, Security & Quality Programs Date

DeKruader 7/6/2015
Deputy Assistant Secretary,
Acquisition & Project Management Date

Sam Bumbart 7/1/15
Deputy Assistant Secretary,
Program Planning & Budget Date

Melinda Sel 6/30/15
Deputy Assistant Secretary,
Human Capital & Corporate Services Date

Monica Ray 7/6/15
Associate Principal Deputy Assistant Secretary Date

DC Bryson 7/1/15
Manager,
Carlsbad Field Office Date

[Signature] 6/29/15
Manager,
Consolidated Business Center Date

John Jones 6/29/15
Deputy Manager,
Idaho Operations Office Date

AM Amuge
Manager,
Oak Ridge Office of Environmental Management Date

K.W. Smith 6/30/15
Manager,
Office of River Protection Date

WE May 7/13/15
Manager,
Portsmouth/Paducah Project Office Date

Stacy Charbonneau 7/1/15
Manager,
Richland Operations Office Date

Julie 7/17/15
Manager,
Savannah River Site Date

[Signature] 29 June 2015
Manager,
EM Los Alamos Field Office Date

Section J-10: IT License Renewals and Services Agreements:

Table 1: Contractor Managed Software Licenses and Hardware Maintenance Agreement Renewals (no cost)	
Software License	Term of the License
VPN	Annual
CBT Nuggets	Annual
RSA DLP	Annual
Cisco ISE	Annual
Deltek Cobra	Annual
Help Desk	Annual
Sophos	Annual
ThreatAnalyzer 1 Year Subscription	Annual
Redhat (Unix)	Annual
GeoIP databases	Annual
Symantec Enterprise Vault	Annual
Polycom	Annual
Veeam Backup Management Suite	Annual
Cisco Feature Licensing (IronPort)	Annual
ShoreCare Enterprise Support	Annual
VMWare Workstation 11	Annual
Tenable Nessus Manager (new purchase, will need to renew)	Annual
KEMP VLM	Annual
TrendMicro	Annual
Symmetra PX UPS	Annual
SecureCRT 1 Year Update	Annual
Cisco SMARTnet Service	Annual
Discovery Attender for Exchange	Annual
Blackberry Enterprise Service	Annual
DameWare	Annual

Table 2: Contractor Procured / Current Service Agreements			
Vendor	Service	Estimated Term Cost	Term
Bluegrass Office Systems	Copier Service and Maintenance	\$10,000.00	Annual
Time Warner	Internet services	\$57,000.00	Annual
Windstream	Phone Services (PRI)	\$22,000.00	Annual
Fayette Electrical	Velocity System Services	\$10,000.00	Annual

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**ATTACHMENT J-11:****SHARED SITE SERVICES AND INTERFACE REQUIREMENTS MATRICES**

Services and activities listed in the Shared Site Services and Interface Requirements Matrices consist of the following current (incumbent) contract PPPO matrices:

1. Government Furnished Services and Interface Requirements - Paducah
2. Government Furnished Services and Interface Requirements - Paducah Gaseous Diffusion Plant Deactivation
3. Government Furnished Services and Interface Requirements - Portsmouth
4. Information Technology Service Matrix - Paducah
5. Information Technology Service Matrix - Portsmouth

The attachment identifies the key specific tasks and services that require interface and coordination with other site entities, and requires updates after contract award to identify this contract (in place of the incumbent technical service contracts), and shall be performed in accordance with the Performance Work Statement. The current list of Shared Site Services and Interface Requirements may not represent all of the necessary interactions; therefore, the Contractor is responsible to reach agreement with other site entities on any other necessary interfaces and/or the required services for the performance of the Contractor's work.

MATRIX 1 – GOVERNMENT FURNISHED SERVICES AND INTERFACE REQUIREMENTS MATRIX – PADUCAH

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Services and activities listed in the Paducah Government Furnished Services and Interface Requirements Matrix shall be performed in accordance with the Performance Work Statement. The Paducah Government Furnished Services and Interface Requirements Matrix, identifies the key specific tasks and services that require interface and coordination with other site entities. The Paducah Government Furnished Services and Interface Requirements Matrix may not represent all of the necessary interactions; therefore, the Contractor is responsible to reach agreement with other site entities on any other necessary interfaces and/or the clause of services for the performance of the Contractor’s work.

Section 1: Services Provided by the Infrastructure Support Services Contractor	
<i>Item</i>	<i>Activity/Service Provided</i>
1	<p>Safeguards & Security Program. Develops, conducts, coordinates and maintains the site security program for Personnel Security, Information Security, Physical Security, Program Management, Cyber Security, Classification, site security posture, site protective strategies, all Government Furnished Services and Items (GFS&I), self-assessments and drafts the Annual Comprehensive Self-Assessment Report of all Security Programs to include the review/concurrence and utilization of Nuclear Materials Control and Accountability (NMC&A) and Protective Force assessments provided by the Deactivation Contractor. Additionally, the Infrastructure Contractor trains and appoints derivative classifiers. Security badging encompasses issuance and control of security badges, credentials and shields. Other responsibilities include the administration of the Plant Access Enrollment System, Foreign National Visits and Assignments, Unclassified Visits, Area and Facility access, Contraband Pass issuance and Vehicle Access Placard program. The DOE site contractor is responsible for access control, badging, visitor control, subcontractor badging and management of the Point of Entry process.</p> <p>Perform testing, intrusion detection, entry/access control, locksmith services (lock and key program) for on-site DOE facilities, and engineering and maintenance of installed physical security and access control systems. (C.3.3)</p>
	<p style="text-align: right;">Other Contractor Interface Requirement</p> <p>DUF₆ <input checked="" type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input checked="" type="checkbox"/></p> <p>Other site contractors will interface and coordinate with service provider to:</p> <ul style="list-style-type: none"> ▪ ensure implementation and compliance with current DOE directives, SSP, approved plans; ▪ ensure annual security refresher training is completed; ▪ request approval for foreign national visits and assignments; ▪ coordinate with other site contractors and request support for, as appropriate, regarding S&S programs such as information security, Incidents of Security Concern, visitor control information, physical security, personnel security, classification, cyber security, and program management; ▪ coordinate personnel security service requests with the Officially Designated Security Authority (ODSA) including pre-employee backgrounds, drug testing, and submission of justifications for all clearance activity via Form 238 submission; ▪ ensure a DOE compliant protection strategy exists for the protection of government property and information; and ▪ ensure that personnel maintain access control for their assigned facilities (locking doors and protecting property) consistent with Federal laws, Regulations, Paducah Site Security Plan and the protection strategy developed by the Infrastructure Contractor.

Section 1: Services Provided by the Infrastructure Support Services Contractor	
Item	Activity/Service Provided
	Other Contractor Interface Requirement
	DUF ₆ <input type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input type="checkbox"/>
2	<p>Network Administration. Maintain and operate the Paducah Local Area Network (LAN), including maintenance and repair of the site IT infrastructure, network administration, customer service and helpdesk support, cyber security and basic security. Implements DOE and site cyber security requirements, including those specified by the Infrastructure Contractor within its own organization. (C.3.4)</p>
	Utilize services and interface on needs and service levels provided.
3	<p>Radio Service. Maintain the Federal Communications Commission (FCC) radio frequency license, tower, transmission, and radio repair/replacement services to include two-way, fire dispatch, safety and emergency preparedness, security systems and infrastructure radio spectrum licensing and design, engineering integration, operations and maintenance, installation, upgrade and required system calibration services. (C.3.4.2.4)</p>
	DUF ₆ <input checked="" type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input type="checkbox"/>
	Interface and provide feedback on system capabilities/availability. Utilize the system in accordance with provider's instructions/procedures. Provide own equipment to access the system. Programming of radios will be at each user's own expense
4	<p>Emergency Notification Service. Provide reliable electronic notification service to individual personnel associated with the Paducah Gaseous Diffusion Plant (PGDP) emergency response organizations. (C.3.4.2.5)</p>
	DUF ₆ <input checked="" type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input type="checkbox"/>
	Utilize services and interface on needs and service levels provided.
5	<p>Site Telephone System. Operate and maintain the Paducah Site telephone switching system(s), transmission equipment, and ancillary equipment. (C.3.4.2.6)</p>
	DUF ₆ <input type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input type="checkbox"/>
	Interface and provide feedback on system capabilities/availability. Utilize the system in accordance with provider's instructions/procedures. Provide all end user devices and equipment to connect to the site system at own expense.
6	<p>User Services. Perform maintenance and repair of all installed data/communication lines up to and including the end user receptacle (jack or port) and reallocating/reassigning office phone numbers. (C.3.4.2.7)</p>
	DUF ₆ <input type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input type="checkbox"/>
	Responsible for providing the peripheral equipment related to the telephone system for its own personnel (e.g., telephones, headsets, add-on data/communication lines and ports necessary to support its own activities if a sufficient number of ports are not available in the work location.

Section 1: Services Provided by the Infrastructure Support Services Contractor	
Item	Activity/Service Provided
7	<p>System Changes. Interface with end users on system changes provided by others. (C.3.4.2.11 & 12)</p>
<p>Other Contractor Interface Requirement</p> <p>DUF₆ <input checked="" type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input type="checkbox"/></p> <p>Interface and coordinate with Infrastructure Support Services (ISS) and others on proposed changes.</p> <p>Provide new installation of telecommunications wiring and additional system requirements to support its operations.</p> <p>DUF₆ interface requirement is for any action that will impact the sitewide system and excludes those systems that are independent of PDGPP common system.</p>	
8	<p>Voice Mail. Provide voice mail operations for use by others. (C.3.4.2.13)</p>
<p>DUF₆ <input type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input checked="" type="checkbox"/></p> <p>Utilize services and interface on needs and service levels provided.</p>	
9	<p>Hardware. Perform maintenance and repair of all installed data/communication lines, including switches or routers, up to and including the end users receptacle (jack). (C.3.4.3.2.4)</p>
<p>DUF₆ <input checked="" type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input type="checkbox"/></p> <p>Responsible for procurement of computers and associated hardware and specialty software; along with the installation of any additional data/communication lines and ports necessary to support its own activities in existing and new facilities, if needed.</p>	
10	<p>Work Packages. Interface with other site contractors to maintain compatibility with all Paducah Site services and systems to include review and approval of work packages and design/configuration plans for system changes/alterations developed by the other site contractors and perform needed risk assessments involved in changes/alterations. (C.3.4.3.2.5)</p>
<p>DUF₆ <input checked="" type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input type="checkbox"/></p> <p>Interface, coordinate and attain approval of work packages and design/configuration plans for system changes/alterations and perform needed risk assessments involved in changes/alterations.</p> <p>DUF₆ interface requirement is for any action that might impact the site wide system and excludes those systems that are independent of PDGPP common system.</p>	
11	<p>Network File Storage. Provide and manage network file storage to ensure sufficient capacities are allocated to user organizations. (C.3.4.3.2.6)</p>
<p>DUF₆ <input type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input type="checkbox"/></p> <p>Utilize services and interface on needs and service levels provided.</p>	
12	<p>Maintenance and Upgrades. Provide and maintain the LANs and Wireless Local Area Networks (WLANs) as stand-alone systems and provide basic operating software for usage of the LANs and WLANs. (C.3.4.3.2.7)</p>
<p>DUF₆ <input type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input type="checkbox"/></p> <p>Utilize services in accordance with provided procedures and interface on needs and service levels provided. Provide end user devices and applications that contractors will operate on system.</p>	

Section 1: Services Provided by the Infrastructure Support Services Contractor	
Item	Activity/Service Provided
	Other Contractor Interface Requirement
	<p>DUF₆ <input type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input type="checkbox"/> DOE Technical Support <input type="checkbox"/></p> <p>Utilize services and interface on needs and service levels provided. Network users will be responsible for purchase of local computer hardware and all applications not specifically listed.</p>
13	<p>Application Deployment Services. Provide users listed in Attachment J-8.C.3.4.2, “<i>Information Technology System, Application Inventory, & Workload History</i>” with enterprise Information Technology (IT) application deployment services to ensure applications can be effectively utilized.</p>
14	<p>Portfolio Management Services. The Contractor shall provide application portfolio management services to ensure efficient and appropriate utilization of applications and their licenses. The Contractor shall provide core software to all users consistent with to Attachment J-8.C.3.4.2, “<i>Information Technology System, Application Inventory, & Workload History.</i>” (C.3.4.3.2.1.1)</p>
15	<p>Relocation Services. Provide intra-site/inter-site office relocation of Paducah Site personnel for DOE and other site contractors (office furnishings and equipment to include but not limited to coordination with site services, e.g., office set-ups, phone, computer, office key, janitorial services, etc.) (C.3.5.1.1.2)</p>
16	<p>Radiological Instrumentation. Calibrate, maintain and perform repairs for personnel and environmental monitoring and surveying equipment assigned to other site contractors per the requirements of 10 CFR § 835, “Occupational Radiation Protection” and DOE O 458.1, “Radiation Protection of the Public and the Environment.” (C.3.2.2)</p>
17	<p>Dosimetry Program. Provide an internal and external bioassay program that meets the requirements of the National Voluntary Laboratory Accreditation Program (NVLAP) and DOE Laboratory Accreditation Program (DOELAP), and provide services to other contractors. (C.3.2.3)</p>
	<p>DUF₆ <input checked="" type="checkbox"/> Remediation <input type="checkbox"/> Deactivation <input type="checkbox"/> DOE Technical Support <input checked="" type="checkbox"/></p> <p>Utilize services and interface on needs and service levels provided.</p>

Section 1: Services Provided by the Infrastructure Support Services Contractor	
<i>Item</i>	<i>Activity/Service Provided</i>
18	<p>Real Property and FIMS. Coordinate with other DOE contractors at the Paducah Site to maintain and input data to the Facilities Information Management System (FIMS) database along with overall integration and submission of the Ten Year Site Plan (TYSP) for all site contractors, to include the Site Sustainability Plan.</p>
19	<p>Personal Property. Coordinate and provide disposition support for Government owned personal property determined to be excess for all PGDP site contractors and DOE operations. (C.3.5.1.2)</p>
20	<p>Fleet Management. Coordinate with the other site contractors to provide site-wide, statistical usage tracking, and reporting on General Services Administration (GSA) leased vehicles and DOE-owned vehicles/equipment. (C.3.5.1.3)</p>
21	<p>Maintenance Of Buildings, Structures, Installed Equipment, And Furnishings. Coordinate maintenance, repair, replacement, and minor construction of buildings and structures, related systems, equipment and furnishings with other site contractors that could be impacted as to others operations, or for access to facilities and structures. (C.3.5.3)</p>
22	<p>Custodial Maintenance And Sanitary Waste Disposition. Provide custodian services for active facilities including trash collection, general cleaning, vacuuming, sweeping/ mopping, sanitary waste pick-up and disposal offsite, etc.</p>

Other Contractor Interface Requirement

DUF ₆	Remediation	Deactivation	DOE Technical Support
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utilize services and interface on needs and service levels provided.			
Maintain FIMS database to contract standard for assigned facilities.			
Coordinate/interface with ISS on FIMS data input, participate in pre validation review.			
Develop comprehensive input to plans for areas of responsibility. Provide input to ISS for integration into site wide ten year plan.			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utilize services and interface on needs and service levels provided.			
Ensure property meets requirements for disposition and dispose of property in accordance with path/method provided by ISS.			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utilize services and interface on needs and service levels provided.			
Interface with ISS on methods and procedures for information transfer and reporting.			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Contractors will coordinate its maintenance, repair, replacement, and minor construction of buildings and structures, related systems, equipment and furnishings for which it is responsible with other site contractors that could be impacted as to others operations, or for access to facilities and structures.			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Utilize services and interface on needs and service levels provided.			
Allow access to facilities for janitorial services. Coordinate with ISS for the provision of janitorial services.			

Section 1: Services Provided by the Infrastructure Support Services Contractor	
Item	Activity/Service Provided
23	<p>Grounds Maintenance. Perform, interface and coordinate with others on providing grounds maintenance, including grass cutting, edging, grass trimming, fertilizing, policing grounds, removing leaves, inspecting, and performing minor repairs for areas throughout the PDGP. (C.3.5.5)</p>
24	<p>Paved, Gravel And Earth Roads, And Yards. Contractor inspects, schedules, maintains and repairs roadways, surfaced areas, and support facilities. Coordinate with others on activities at the site that impact others use of assets. (C.3.5.6)</p>
25	<p>Snow And Ice Prevention/Removal. Provide de-icing (removal of snow or ice) and anti-icing from facilities (e.g., entrances, steps, landings, sidewalks, driveways, roadways, parking areas, and handicapped accessibility areas) at the PGDP that includes areas/facilities that are assigned to others. (C.3.5.7)</p>
26	<p>Railroad System Maintenance And Repair. Manages the overall rail maintenance, planning, operation, and coordination of rail movements on site. Determines requirements for future use on the site and coordinates with contractors. Operates and maintains the rail system. Coordinates with appropriate shared-site contractors prior to and during any on-site rail movements, including ensuring placement of “flaggers” at necessary intersections, taking proper security actions, and making site notifications. Coordinate the operation, inspection and perform maintenance, repair and minor improvements of the railroad tracks at the PGDP. (C.3.5.8)</p>

Other Contractor Interface Requirement

DUF ₆	Remediation	Deactivation	DOE Technical Support
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Utilize services and interface on needs and service levels provided.			
Allow access to areas for grounds maintenance services.			
Coordinate/interface with ISS for on ongoing activities that impact the provision of those services..			
DUF ₆	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Utilize facilities and areas in accordance with procedures and policies with the ISS servicing as the asset manager.			
Coordinate with ISS and others on need for road closures, upgrades, maintenance requirements.			
DUF ₆	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Utilize services and interface on needs and service levels provided. Input to the annual snow removal plan.			
Allow access to areas for snow and ice prevention/removal.			
Coordinate/interface with ISS for on ongoing activities that impact the provision of those services.			
DUF ₆	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coordinate usage of rail system as needed with the Rails operations manager, ISS.			
Identify required maintenance.			
Coordinate with ISS and others on need for closures, upgrades, maintenance requirements.			
Each contractor responsible for upgrade of inactive track if use is required for its operation. Upgrade will be coordinate and concurred upon by ISS.			

Section 1: Services Provided by the Infrastructure Support Services Contractor	
<i>Item</i>	<i>Activity/Service Provided</i>
27	<p>Pest Control Services. Provide pest control services for active buildings, trailers, and other structures and facilities (OSF) including insect pest control spraying and rodent control services, etc. (C.3.5.9)</p>
	<p>Other Contractor Interface Requirement DUF₆ <input type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input checked="" type="checkbox"/> Utilize services and interface on needs and service levels provided. Coordinate for routine control and initiates requests for non-routine nuisance control Allow access to areas for pest control services. Coordinate/interface with ISS for on ongoing activities that impact the provision of those services.</p>
28	<p>Records Management and Document Control. Maintain the central repository, process and track classified mail. Scan all records, and maintain and administer searchable database. (C.3.6)</p>
	<p>DUF₆ <input type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input type="checkbox"/> Provide required copies of documents for filing/retention to the ISS.</p>
29	<p>Environmental Information Center Operations. Operate and maintain the Environmental Information Center (EIC). (C.3.8)</p>
	<p>DUF₆ <input checked="" type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input type="checkbox"/> Designate and provide documents for placement of documents in the Paducah EIC, as applicable.</p>
30	<p>Training Services. Providing training in the areas of Consolidated Annual Training, and Mandatory training including: General Employee Training, RAD Worker I and II, Annual Security Refresher, Workplace Violence, Diversity, Employee Conduct, Business Ethics/Standards of Conduct, Quality Assurance (QA) Overview, Environmental Management Systems Overview, Fire Extinguisher Training, DOE Orders/Work Smart Standards and Integrated Safety Management System (ISMS). (C.3.9)</p>
	<p>DUF₆ <input checked="" type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input checked="" type="checkbox"/> Coordinate schedule and provision of training schedule for workforce. Track training status and notify employees of training needs. Provide project specific input for incorporation into training modules.</p>
31	<p>On-Site Fueling Service. Provide on-site refueling capability through on-site fueling stations for DOE and other site contractors. Invoice and collect for the cost of the fuel on first-in-first-out (FIFO) cost basis to each user, including other site contractors, GSA, DOE, etc. (C.3.10)</p>
	<p>DUF₆ <input checked="" type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input checked="" type="checkbox"/> Utilize systems in accordance with provider's procedures and reimburse for fuel usage on a FIFO cost basis within 5 business days of invoice from the ISS.</p>

Section 1: Services Provided by the Infrastructure Support Services Contractor	
<i>Item</i>	<i>Activity/Service Provided</i>
32	<p>Energy Employees Occupational Injury Compensation Program Act. Provide information to verify employment histories, provide medical records, radiation dose records and other records related for any individual as requested. (C.3.11)</p>
<p>Other Contractor Interface Requirement DUF₆ <input checked="" type="checkbox"/> Remediation <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input checked="" type="checkbox"/></p> <p>Each contractor shall comply with its contract requirements and coordinate with others as required.</p>	

Section 2: Services Provided by the Deactivation Contractor	
<i>Item</i>	<i>Activity/Service Provided</i>
1	<p>Nuclear Materials Control and Accountability. Integrate, develop, maintain and implement the Paducah Site Nuclear Materials Control and Accountability (NMC&A) program, including compliance with DOE Orders (e.g., NMC&A organizational independence from nuclear materials operations). The Contractor will develop and maintain the contractor NMC&A Plan and will assist other DOE/Paducah contractors, in the development of required NMC&A plans and procedures if requested. The Contractor conducts assessments of the NMC&A program, develops corrective action plans and provides to the ODSA for inclusion in the Annual Comprehensive Self-Assessment Report submitted to the ODFSA/CSA. In coordination with the ODSA, the Contractor will develop and provide the NMC&A program section of the SSP.</p> <p>The Contractor provides information to the DOE site contractor about security arrangements and/or changes prior to new or changing operations commencing or configurations that might alter the performance of existing security system.</p>
2	<p>Shared Site Process. Manage and host the Shared Site Process meetings</p>
3	<p>Lock & Tag. Manage and maintain the Master Lock & Tag Program. Manage and coordinate utility outages with other site contractors.</p>
5	<p>Emergency Operations. Emergency Operations consists of the site-wide Emergency Preparedness program, which includes operation of the Emergency Operations Center (EOC), hazard surveys and hazard assessments, training of EOC staff, site-wide emergency exercises, and facility specific plans and procedures for emergency preparedness development, training, drills and assessments. The EOC activity also includes Occurrence Notification Center to report environmental, safety, and health events and related information directly to DOE. After transition from USEC, manage the EOC and related emergency operations for the site. Adopt, develops, maintain, and execute an Emergency Management Program and Plan.</p>

Other Contractor Interface Requirement

DUF ₆ <input checked="" type="checkbox"/>	Remediation <input checked="" type="checkbox"/>	ISS <input type="checkbox"/>	DOE Technical Support <input type="checkbox"/>
<p>Maintain NMC&A information in accordance with the site program and provide data to the Deactivation Contractor.</p> <p>The ODSA (ISS) will develop protective measure approaches and strategies for physical protection related to safeguarding Paducah nuclear materials and NMC&A-related classified matter. Other site contractors will be signatories to all contractor NMC&A plans at Paducah.</p>			
DUF ₆ <input checked="" type="checkbox"/>	Remediation <input checked="" type="checkbox"/>	ISS <input checked="" type="checkbox"/>	DOE Technical Support <input checked="" type="checkbox"/>
<p>Participate in the Shared Site Process.</p>			
DUF ₆ <input checked="" type="checkbox"/>	Remediation <input checked="" type="checkbox"/>	ISS <input checked="" type="checkbox"/>	DOE Technical Support <input type="checkbox"/>
<p>Coordinate need for utility outages with other site contractors/users.</p>			
DUF ₆ <input checked="" type="checkbox"/>	Remediation <input checked="" type="checkbox"/>	ISS <input checked="" type="checkbox"/>	DOE Technical Support <input type="checkbox"/>
<p>Participate in the site's Emergency Operations Program.</p>			

Section 2: Services Provided by the Deactivation Contractor	
<i>Item</i>	<i>Activity/Service Provided</i>
6	<p>Water Systems. The management of the plant utility consisting of a system to distribute on-site fire suppression and potable water to the site facilities. After transition from USEC, operate and maintain the site-wide water systems on site in accordance with all the applicable State and federal codes and regulations: fire protection water system, domestic water systems.</p>
7	<p>Wastewater Systems. Wastewater Systems is defined as the management of the on-site plant utility consisting of a system to collect, treat, and dispose of sanitary wastewater from the site facilities. Operates the wastewater systems on site in accordance with all the applicable State and federal codes and regulations.</p>
8	<p>Electrical Transmission, Distribution, & Energy Management. Electrical Transmission, Distribution, & Energy Management is defined as the management of the high voltage electrical plant utility consisting of a system for providing power to the on-site facilities. Coordinates with contractors to obtain the following: Energy cost and consumption data for the Energy Management Annual Report and the quarterly energy cost and consumption data entry to EMS4 database. Protects the systems against disruption and damage during performance of work and supports utility operations, maintenance, and closure of a service where appropriate.</p>
9	<p>Natural Gas. Natural Gas is defined as the management of the natural gas utility consisting of a system to distribute natural gas to the on-site facilities. Coordinate with contractors to obtain the following: Energy cost and consumption data for the Energy Management Annual Report and the quarterly energy cost and consumption data entry to EMS database. Protects the systems against disruption and damage during performance of work and supports utility operations, maintenance, and closure of a service where appropriate.</p>

Other Contractor Interface Requirement

DUF ₆	<input checked="" type="checkbox"/> Remediation	<input checked="" type="checkbox"/> ISS	<input checked="" type="checkbox"/> DOE Technical Support
Utilize services and interface on needs and service levels provided. Utilize and train employees on fire suppression systems.			
DUF ₆	<input checked="" type="checkbox"/> Remediation	<input checked="" type="checkbox"/> ISS	<input checked="" type="checkbox"/> DOE Technical Support
Utilize services and interface on needs and service levels provided. Provide input for required operations and maintenance of systems			
DUF ₆	<input checked="" type="checkbox"/> Remediation	<input checked="" type="checkbox"/> ISS	<input checked="" type="checkbox"/> DOE Technical Support
Utilize services and interface on needs and service levels provided. Provide input for required operations and maintenance of systems			
DUF ₆	<input type="checkbox"/> Remediation	<input type="checkbox"/> ISS	<input checked="" type="checkbox"/> DOE Technical Support
Utilize services and interface on needs and service levels provided. Provide input for required operations and maintenance of systems			

Section 2: Services Provided by the Deactivation Contractor		Other Contractor Interface Requirement			
<i>Item</i>	<i>Activity/Service Provided</i>	DUF ₆	Remediation	ISS	DOE Technical Support
10	<p>Protective Force Program. Optimize and provide Protective Forces for facilities possessing critical Safeguards and Security interests. Manages, maintains, develops and supervises the Protective (PF) Force Program. This includes post orders, providing personnel and equipment required for support of the protective strategy developed by the ODSA. Ensures PF personnel are trained and equipped to DOE requirements for the task and providing operational procedures for the safe, efficient and effective implementation of the DOE-approved, ODSA Site Security Plan. The contractor will conduct self-assessments of the PF program and provide self-assessment reports and any resulting corrective action plans to the ODSA for inclusion in the Annual Comprehensive Site Assessment Report submitted to the DOE ODFSA/ODSA. In coordination with the ODSA the contractor will develop and provide the PF program section of the SSP.</p> <p>Optimize and provide Protective Forces for facilities possessing critical Safeguards and Security interests.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
					<p>ODSA (ISS) develops the protective strategy for the Protective Force to implement in their PF program and post orders. The ODSA will provide requirements for Classified Matter Protection and Control patrols/checks. Develop the Performance Assurance Plan, LSPT schedules, and development Force on Force exercises. Include the Deactivation contractors PF program assessments and Corrective action plans into the Annual Comprehensive report to the ODFSA/ODSA. The ODSA will provide the deactivation contractor the opportunity to develop the Protective Force Program section of the Site Security Plan.</p>

Section 3: Services Provided by the DUF6 Contractor	
<i>Item</i>	<i>Activity/Service Provided</i>
1	<p>Cylinder Management. Manage the DOE UF₆ cylinder inventory, including cylinder inspections, on-site transportation of cylinders, and maintenance of the existing UF₆ cylinder yards. Take receipt of newly generated DUF₆ cylinders.</p>
<p>Other Contractor Interface Requirement</p> <p>ISS <input type="checkbox"/> Remediation <input type="checkbox"/> Deactivation <input checked="" type="checkbox"/> DOE Technical Support <input type="checkbox"/></p> <p>Identifies cylinder yard storage needs or necessary on-site transportation of cylinders.</p>	

Section 4: Services Provided by the Remediation Contractor	
<i>Item</i>	<i>Activity/Service Provided</i>
1	<p>Environmental Monitoring. Perform environmental monitoring services both on-site and off-site of air, soils, and water. Develop and maintain the ASER, NESHAPs, and other site-wide environmental reports</p>
2	<p>Mail Services. Provide central locations and receptacles for collection and delivery of site mail.</p>
3	<p>Environmental Permits. Maintain and input project activities into applicable environmental permits and licenses (e.g., KPDES, CAA, etc.).</p>
4	<p>Environmental Regulatory Management (site-wide permits, permit applications, and reports; site-wide NEPA documents; site-wide environmental reports).</p> <p>Administers the site program for this activity. Provides required environmental information to support regulatory compliance and is responsible for compliance in areas under its cognizance, including NEPA. Provides required air and liquid effluents and near facility environmental monitoring; collects, compiles, and/or integrates air and liquid effluent monitoring data from operations and activities under its control. Provides environmental data to support the Annual Paducah Environmental Reports. Integrates its environmental permitting and regulatory compliance activities with the Paducah-wide permitting and compliance framework.</p>

Other Contractor Interface Requirement

ISS	<input checked="" type="checkbox"/> DUF6	<input checked="" type="checkbox"/> Deactivation	<input checked="" type="checkbox"/> DOE Technical Support
Support activities required for environmental monitoring and reporting. Provide input to the ASER, NESHAPs, and other site-wide reports as applicable			
ISS	<input checked="" type="checkbox"/> DUF6	<input type="checkbox"/> Deactivation	<input checked="" type="checkbox"/> DOE Technical Support
Daily pick-up and drop-off of external mail at the mailroom.			
ISS	<input type="checkbox"/> DUF6	<input checked="" type="checkbox"/> Deactivation	<input checked="" type="checkbox"/> DOE Technical Support
Coordinate with Remediation Contractor to incorporate activities into applicable site environmental permits and licenses.			
ISS	<input checked="" type="checkbox"/> DUF6	<input checked="" type="checkbox"/> Deactivation	<input checked="" type="checkbox"/> DOE Technical Support
Provide input to the document development and reporting process.			
Provide assistance to other site with transfer of existing permits or development of new permits that may be necessary as a result of changing project activities or new regulations.			
Support site Pollution Prevention/Waste Minimization Programs, including providing input into site programmatic environmental documents.			

Section 5: Services Provided by the Environmental Technical Services Contractor (or Other Site Contractor)	
<i>Item</i>	<i>Activity</i>
1	<p>Project Management. Maintain the site-wide, integrated life-cycle baseline.</p> <p>ISS <input checked="" type="checkbox"/> DUF6 <input checked="" type="checkbox"/> Deactivation <input checked="" type="checkbox"/> Remediation <input checked="" type="checkbox"/></p> <p>Provide input to the site-wide, integrated life-cycle baseline as applicable.</p>

MATRIX 2 – GOVERNMENT FURNISHED SERVICES AND INTERFACE REQUIREMENTS MATRIX – PADUCAH GASEOUS DIFFUSION PLANT (PGDP) DEACTIVATION

Services and activities listed in the Paducah Interface Requirements Matrix and Government Furnished Services shall be performed in accordance with the Performance Work Statement. The Paducah Interface Requirements Matrix and Government Furnished Services, identifies the key specific tasks and services that require interface and coordination with other site entities. The Paducah Interface Requirements Matrix and Government Furnished Services may not represent all of the necessary interactions; therefore, the contractor is responsible to reach agreement with other site entities on any other necessary interfaces and/or the clause of services for the performance of the contractor’s work.

Section 1: Services Provided by Infrastructure Contractor (or Other Site Contractor)

Item	Activity	Deactivation Contractor Interface Requirement
1	Human Resource Services. Provide information to verify employment histories, provide medical records, radiation dose records and other records related to any individual who applies for compensation under the Energy Employees Occupational Illness Compensation Program Act (EEOICPA).	Utilize information
2	Pest Control Services. Provide pest control services for active buildings, trailers, and OSF including insect pest control spraying and rodent control services, etc.	Coordinate for routine control and initiates requests for non-routine nuisance control
3	Janitorial Services. Provide janitorial service for active facilities including trash collection, general cleaning, vacuuming, sweeping/ mopping, sanitary waste pick-up, etc.	Allow access to facilities for janitorial services. Coordinate with Infrastructure Contractor for the provision of janitorial services.
4	Roads & Grounds. Roads and Grounds consist of road maintenance, snow/ice removal, traffic management, and common grounds maintenance service for the site. Maintains primary and secondary site roadways, to include patching/paving, striping, and other services; perform maintenance of common grounds; and make recommendations to restrict access and make the appropriate notifications of restricted access or closure in the event that roads are unsafe for travel. Removes snow/ice at primary and secondary roads and at designated facilities, parking lots, and walkways and maintains all gravel/dirt roads.	Ensure accessibility for routine maintenance, including snow/ice removal
5	Fleet Management Services. Provides and coordinates site-wide, statistical usage tracking, and reporting on GSA leased vehicles and DOE-owned vehicles/equipment. Provide excess/disposal of fleet vehicles and parts (not waste).	Manages a fleet of motorized vehicles including sedans, buses, ambulances, tractors, flatbeds, dump trucks, tool vans, utility maintenance vans, cab and chassis, trailers, wreckers, and fuel tankers. Performs vehicle repair and modification services as required; and performs record-

		keeping, vehicle assignment, ensuring vehicle utilization. The Contractor requests services and provides reporting input to the Infrastructure Contractor as required. The Contractor provides any specialized, non-GSA equipment or vehicles, such as cylinder handlers.
6	Real and personal Property Management. Maintain and administer site-wide Personal Property Management System. Manage record of DOE leases/transfers & property furnished to contractors. Provide disposition guidance, perform personal property disposition of classified equipment and material, identify, control and disposition high-risk property. Input data and maintain Facilities Information Management System (FIMS) and the Property Information Database System (PIDS).	Provide data for input into FIMS and PIDS and support annual data verification.
7	Records Management and Document Control. Maintain the central repository, process and track classified mail. Scan all records, and maintain and administer searchable database.	Provide required copies of documents for file in the DMC.
9	Intra-Site Mail Services. Operate the Mailroom, sort and organize intra-site mail.	Daily pick-up and drop-off of intra-site mail at the mailroom.
10	Environmental Information Center Operations. Operate and maintain the Environmental Information Center (EIC).	Designate and provide documents for placement of documents in the Paducah EIC.
11	Freedom of Information Act (FOIA) Services. Coordinate information and requests and document production in response to FOIA and discovery requests.	Support FOIA requests as appropriate.
12	Network Administration. Maintain and operate the Paducah LAN, including maintenance and repair of the site IT infrastructure, network administration, customer service and helpdesk support, cyber security and basic security.	Only performs work coordinated and approved by the Infrastructure Contractor. Implements DOE and site cyber security requirements, including those specified by the Infrastructure Contractor within its own organization.
13	Radio & Telephone. After transition from USEC, maintain the Federal Communications Commission (FCC) radio frequency license, tower, transmission and radio repairs. Radio services include engineering, maintenance and operations of radio communication services, including two-way, fire dispatch, safety and emergency preparedness, security systems and infrastructure. Manage radio services, including radio spectrum licensing and design, engineering integration, operations and maintenance, installation, upgrade and required system calibration services. Maintain registration of radio frequencies with the National Telecommunications and Information Administration. After transition from USEC, maintain the telephone lines and hardware. No sitewide telephone system. Telephone Services function consists of the Telephone Exchange activities that encompass voice, data, special circuits, 911 support, and	Coordinate use of radio frequencies and phone service needs

	<p>attendant/operator services to programs, projects, and support organizations. The Contractor provides all required telephone services including maintaining telecommunications capability and capacity, data and network circuits, off premise stations, telephone service to offsite offices occupied by end-users, alerting and crash alarm systems, and other miscellaneous voice and data circuits.</p>	
14	<p>Training. Providing training in the areas of Consolidated Annual Training, and Mandatory training including: GET, RAD Worker I and II, Annual Security Refresher, Workplace Violence, Diversity, Employee Conduct, Business Ethics/Standards of Conduct, QA Overview, Environmental Management Systems Overview, Fire Extinguisher Training, DOE Orders/Work Smart Standards and ISMS.</p>	<p>Track training status and notify employees of training needs. Provide project specific input for incorporation into training modules.</p>
15	<p>Utilities. Ensure utilities are provided from independent utility providers at remote facilities (i.e., facilities outside of the Paducah site security fence). Track and identify power needs of the site contractors for DOE's purchase of power.</p>	<p>Coordinate utility optimization and support transfer of utilities to Infrastructure Contractor upon completion of optimization</p>
16	<p>Radiological Health & Safety. Coordinate with contractors to prepare DOE Site Hazard Survey. Provide dosimetry and bioassay sampling. Calibrate & maintain all radiation monitoring and surveying equipment.</p>	<p>Provide data for the DOE Site Hazard Survey. Utilize calibrated equipment and provide feedback on operational needs.</p>
17	<p>Safeguards & Security Program. Develops, conducts, coordinates and maintains the site security program for Personnel Security, Information Security, Physical Security, Program Management, Cyber Security, Classification, site security posture, site protective strategies, all Government Furnished Services and Items (GFS&I), self-assessments and drafts the Annual Comprehensive Self-Assessment Report of all Security Programs to include the review/concurrence and utilization of Nuclear Materials Control and Accountability (NMC&A) and Protective Force assessments provided by the Deactivation Contractor. Additionally, the Infrastructure Contractor trains and appoints derivative classifiers.</p> <p>Security badging encompasses issuance and control of security badges, credentials and shields. Other responsibilities include the administration of the Plant Access Enrollment System, Foreign National Visits and Assignments, Unclassified Visits, Area and Facility access, Contraband Pass issuance and Vehicle Access Placard program. The DOE site contractor is responsible for access control, badging, visitor control, subcontractor badging and management of the Point of Entry process.</p> <p>Perform testing, intrusion detection, entry/access control, locksmith services (lock and key program) for on-site DOE facilities, including declassified USEC facilities, and engineering and maintenance of installed physical security and access control systems.</p>	<p>Interfaces and coordinate with other site contractors to implement, and ensure compliance with current DOE directives, SSP, approved plans. Ensure annual security refresher training is completed. Request approval for foreign national visits and assignments. Coordinate with other site contractors and request support for, as appropriate, regarding S&S programs such as information security, Incidents of Security Concern, visitor control information, physical security, personnel security, classification, cyber security, and program management. The Contractor will coordinate personnel security service requests with the CCSA. This includes pre-employee backgrounds, drug testing, and submission of justifications for all clearance activity via Form 238 submission. Additionally, coordinate with the Infrastructure Contractor to ensure a DOE compliant protection strategy exists for the protection of government property</p>

		<p>and information. The Deactivation Contractor will ensure that personnel maintain access control for their assigned facilities (locking doors and protecting property) consistent with Federal laws, Regulations, Paducah Site Security Plan and the protection strategy developed by the Infrastructure Contractor.</p> <p>Manages, maintains and supervises the Protective (PF) Force Program. This includes providing personnel and equipment required for support of the protective strategy developed by the CCSA. Ensures PF personnel are trained and equipped to DOE requirements for the task and providing operational procedures for the safe, efficient and effective implementation of the DOE-approved, CCSA Site Security Plan. The Contractor will conduct self-assessments of the PF program and provide self-assessment reports and any resulting corrective action plans to the CCSA for inclusion in the Annual Comprehensive Site Assessment Report submitted to the DOE ODFSA/CSA. The Contractor recommends derivative classifier candidates for appointment.</p> <p>The Contractor is responsible for control of badges issued to its workforce.</p> <p>Coordinate requests for security services. Provide input to the Site Security Plan, the consolidated security report on security infractions, and provide an information security program.</p>
19	<p>Railroad Services. Manages the overall rail maintenance, planning, operation, and coordination of rail movements on site. Determines requirements for future use on the site and coordinates with Contractors. Operates and maintains portions of the rail system within its facility boundary. Coordinates with appropriate shared-site contractors prior to and during any on-site rail movements, including placement of</p>	<p>Utilize rail services as needed. Identify required maintenance.</p>

	"flaggers" at necessary intersections, taking proper security actions, and making site notifications.	
Section 2: Services Provided by the Deactivation Contractor		
Item	Activity	Other Contractor Interface Requirement
1	<p>Nuclear Materials Control and Accountability (NMC&A). Integrate, develop, maintain and implement the Paducah site Nuclear Materials Control and Accountability (NMC&A) program, including compliance with DOE Orders (e.g., NMC&A organizational independence from nuclear materials operations). The Contractor will develop and maintain the contractor NMC&A Plan and will assist other DOE/Paducah contractors, in the development of required NMC&A plans and procedures if requested. The Contractor conducts assessments of the NMC&A program, develops corrective action plans and provides to the CCSA for inclusion in the Annual Comprehensive Self-Assessment Report submitted to the ODFSA/CSA. In coordination with the CCSA the contractor will develop and provide the NMC&A program section of the SSP.</p> <p>The Contractor provides information to the DOE site contractor about security arrangements and/or changes prior to new or changing operations commencing or configurations that might alter the performance of existing security system.</p>	<p>Maintain NMC&A information in accordance with the site program and provide data to the Contractor.</p> <p>The CCSA will develop protective measure approaches and strategies for physical protection related to safeguarding Paducah nuclear materials and NMC&A-related classified matter. Other site contractors will be signatories to all contractor NMC&A plans at Paducah.</p>
2	<p>Shared Site Process. Upon transition from USEC, manage and host the Shared Site Process meetings</p>	Participate in the Shared Site Process
3	<p>Lock & Tag. Upon transition from USEC, manage and maintain the Master Lock & Tag Program. Manage and coordinate utility outages with other site contractors.</p>	Coordinate utility outages with DC.
4	<p>Emergency Management, Fire & Rescue. After transition from USEC, manage the Paducah Site Emergency Management Program including emergency response, communications and reporting. Provide response to fire, HAZMAT, rescue, medical, security emergencies in the form of incident commander, safety officer, operations officer, entry teams, decontamination, safety, and rehab.</p>	Participate in the site's EM program including planning, preparedness, response, recovery and readiness. The Infrastructure Contractor will conduct portable fire extinguisher testing and maintenance.
5	<p>Emergency Operations. Emergency Operations consists of the sitewide Emergency Preparedness program, which includes operation of the Emergency Operations Center (EOC), hazard surveys and hazard assessments, training of EOC staff, sitewide emergency exercises, and facility specific plans and procedures for emergency preparedness development, training, drills and assessments. The EOC activity also includes Occurrence Notification Center to report environmental, safety, and health events and related information directly to DOE. After transition from USEC, manage the EOC and related emergency</p>	Participate in the site's Emergency Operations Program.

	operations for the site. Adopt, develops, maintain, and execute an Emergency Management Program and Plan.	
6	Water Systems. The management of the plant utility consisting of a system to distribute on-site fire suppression and potable water to the site facilities. After transition from USEC, operate and maintain the following site-wide water systems on site in accordance with all the applicable State and federal codes and regulations: fire protection water system, domestic water systems.	Utilize and train employees on fire suppression systems.
7	Wastewater Systems. Wastewater Systems is defined as the management of the on-site plant utility consisting of a system to collect, treat, and dispose of sanitary wastewater from the site facilities. After transition from USEC, operates the wastewater systems on site in accordance with all the applicable State and federal codes and regulations.	Provide input for required operations and maintenance of systems
8	Electrical Transmission, Distribution, & Energy Management. Electrical Transmission, Distribution, & Energy Management is defined as the management of the high voltage electrical plant utility consisting of a system for providing power to the on-site facilities. After transition from USEC, coordinates with contractors to obtain the following: Energy cost and consumption data for the Energy Management Annual Report and the quarterly energy cost and consumption data entry to EMS4 database. Protects the systems against disruption and damage during performance of work and supports utility operations, maintenance, and closure of a service where appropriate.	Provide input for required operations and maintenance of systems
9	Natural Gas. Natural Gas is defined as the management of the natural gas utility consisting of a system to distribute natural gas to the on-site facilities. After transition from USEC, coordinate with contractors to obtain the following: Energy cost and consumption data for the Energy Management Annual Report and the quarterly energy cost and consumption data entry to EMS4 database. Protects the systems against disruption and damage during performance of work and supports utility operations, maintenance, and closure of a service where appropriate.	Provide input for required operations and maintenance of systems
10	Protective Force Program. Optimize and provide Protective Forces for facilities possessing critical Safeguards and Security interests. Manages, maintains, develops and supervises the Protective (PF) Force Program. This includes post orders, providing personnel and equipment required for support of the protective strategy developed by the CCSA. Ensures PF personnel are trained and equipped to DOE requirements for the task and providing operational procedures for the safe, efficient and effective implementation of the DOE-approved, CCSA Site Security Plan. The contractor will conduct self-assessments of the PF program and provide self-assessment reports and any resulting corrective action plans to the CCSA for inclusion in the Annual Comprehensive Site Assessment Report submitted to the DOE ODFSA/CSA. In coordination with the CCSA the contractor will develop and provide the PF program section of the SSP.	CCSA develops the protective strategy for the Protective Force to implement in their PF program and post orders. The CCSA will provide requirements for Classified Matter Protection and Control patrols/checks. Develop the Performance Assurance Plan, LSPT schedules, and development Force on Force exercises. Include the Deactivation contractors PF program assessments and Corrective action plans into the Annual Comprehensive report to the ODFSA/CSA. The CCSA will provide the deactivation contractor the opportunity to

	Optimize and provide Protective Forces for facilities possessing critical Safeguards and Security interests.	develop the Protective Force Program section of the Site Security Plan.
Section 3: Services Provided by the DUF6 Contractor (or Other Site Contractor)		
Item	Activity	Deactivation Contractor Interface Requirement
1	Cylinder Management. Manage the DOE UF6 cylinder inventory, including cylinder inspections, on-site transportation of cylinders, and maintenance of the existing UF6 cylinder yards. Take receipt of newly generated DUF6 cylinders.	Identifies cylinder yard storage needs or necessary on-site transportation of cylinders.
Section 4: Services Provided by the Remediation Contractor (or Other Site Contractor)		
Item	Activity	Deactivation Contractor Interface Requirement
1	Environmental Monitoring. Perform environmental monitoring services both on-site and off-site of air, soils, and water. Develop and maintain the ASER, NESHAPs, and other site-wide environmental reports	Support activities required for environmental monitoring and reporting. Provide input to the ASER, NESHAPs, and other site-wide reports
2	Mail Services. Provide central locations and receptacles for collection and delivery of site mail.	Daily pick-up and drop-off of external mail at the mailroom.
3	Environmental Permits. Maintain and input project activities into applicable environmental permits and licenses (e.g., KPDES, CAA, etc.).	Coordinate with Remediation Contractor to incorporate activities into applicable site environmental permits and licenses.
4	Environmental Regulatory Management (site-wide permits, permit applications, and reports; site-wide NEPA documents; site-wide environmental reports). Administers the site program for this activity. Provides required environmental information to support regulatory compliance and is responsible for compliance in areas under its cognizance, including NEPA. Provides required air and liquid effluents and near facility environmental monitoring; collects, compiles, and/or integrates air and liquid effluent monitoring data from operations and activities under its control. Provides environmental data to support the Annual Paducah Environmental Reports. Integrates its environmental permitting and regulatory compliance activities with the Paducah-wide permitting and compliance framework.	Provide input to the document development and reporting process. Provide assistance to the Contractor with transfer of existing permits or development of new permits that may be necessary as a result of changing project activities or new regulations. Support site Pollution Prevention/Waste Minimization Programs, including providing input into site programmatic environmental documents.
Section 5: Services Provided by the Environmental Technical Services Contractor (or Other Site Contractor)		
Item	Activity	Interface Requirement
1	Project Management. Maintain the site-wide, integrated life-cycle baseline.	Provide input to the site-wide, integrated life-cycle baseline.

MATRIX 3 - GOVERNMENT FURNISHED SERVICES AND INTERFACE REQUIREMENTS MATRIX – PORTSMOUTH

**Portsmouth D&D Project
SITE SERVICES AND INTERFACE REQUIREMENTS MATRIX**

Services listed in the Portsmouth Site Services and Interface Requirements Matrix shall be performed in accordance with the Performance Work Statement.

Legend for Matrix – The Legend for the primary Matrix users/providers is as follows:

- ETS Environmental Technical Services Contract (or)
- D&D D&D /Remediation Contract (or)
- ISS Infrastructure Support Services Contract (or)
- USEC United States Enrichment Corporation Contract (or)
- Other Site Users Examples: Ohio National Guard, DUF6 Conversion Project
- Cost Allocation The term “cost allocation” means the individual contractor will incur the cost for performing that activity

Types of Interfaces – Applies to D&D contractor

1. Information (I): knowledge (data, facts, etc) gathered or supplied
2. Physical (P): systems in tangible contact (i.e., ‘pipe-to-pipe’), or a physical exchange of product or materials
3. Service (S): provision of work for another contractor

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Project Support Requirements								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations

I	<p>Master Plan - The ETS contractor develops the initial strategy, then the D&D contractor reviews and updates. Ownership of the overall cleanup strategy document is transferred from the ETS contractor and maintained by the D&D contractor.</p>	Provides input	Update and maintain	Provides input	Provides input	Provides input	C.2.7.1	D&D contractor bears the cost burden for work necessary to maintain and update; other contractors/users bear internal and implementation costs
I	<p>Regulatory Compliance and Permits – Comply, develop, renew existing permits and/or obtain new permits as necessary. The majority of the permits will be the responsibility of the D&D contractor. Other contractors will also have limited number of permit responsibilities for its respective work.</p>	Provide information to D&D contractor, if needed.	<p>Renews existing permits and obtain new permits for D&D Project. Responsible for maintaining the comprehensive list of permits.</p>	<p>Renews existing permits and obtain new permits for Facility Support activities. Provide information to D&D contractor, if needed.</p>	<p>Renews existing permits and obtain new permits for Lease Areas. Provide information to D&D contractor, if needed.</p>	Provide information to D&D contractor, if needed.	C.2.7.4	Each site contractor bears the cost burden of administration and implementation.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES

Project Support Requirements

Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
I	Regulatory Documents and Involvement – the D&D contractor has the primary responsibility for interaction with DOE and regulators. The other site contractors will provide information and support to D&D contractor as related to the regulatory involvement process.	Provide support and information to D&D contractor.	Primary responsibility for regulatory involvement.	Provide support and information to D&D contractor.	Provide support and information to D&D contractor.	Provide support and information to D&D contractor.	C.2	D&D contractor bears the cost burden for development of documents and regulatory involvement. Other contractors/users bear internal and implementation costs.
I	Develop and Submit the Annual Site Environmental Report (ASER) - D&D contractor is responsible for developing the ASER for the D&D Project.	Provide input and support to D&D contractor.	Develop and submit. Coordinate sitewide environmental reports.	Provide input and support.	Provide input and support.	Provide input and support.	C.2.7.6	D&D contractor bears the cost burden for development of documents and regulatory involvement. Other contractors/users bear internal and implementation costs
P	Facilities D&D Activities - For example: Utilities Isolation/re-routing/optimization, Deactivation, and Demolition. D&D contractor will be performing D&D activities: plan and implementation.	Provide oversight and support.	Coordinate with other site tenants/contractors on plans for work activities, site safety, and logistics issues.	Provide support, if necessary.	Concur if necessary.	Provide support, if necessary.	C.2.2 and C.2.3	D&D contractor bears the cost burden for field work. Other contractors/users bear internal and implementation costs

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Facilities D&D								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
P/I	Facilities Transfer and Turnover activities - USEC is responsible for completing the turnover requirements per the Lease. Provides support and verification process for DOE acceptance of the facilities to ensure the turnover requirements are met.	Support DOE with the turnover requirements.	Receive facilities/services as approved by DOE.	Receive facilities/services as approved by DOE.	Completes the turnover requirements and transfers to DOE.	Provide support, if applicable.	C.2.7.1	Each contractor shall be responsible for the cost burden and verification process for facilities assigned to them by the CO.
P/I	Soils Remediation Activities - D&D contractor will be performing soils remediation activities: removal underground utilities, piping/components, slabs, footers, and other below grade structures.	Provide oversight and support.	Perform soils remediation: Coordinate and notify affected tenants/contractors.	Provide support, if necessary.	Provide support, if necessary.	Provide support, if necessary.	C.2.4.2	D&D contractor bears the cost burden for remediation work. Other contractors/users bear internal and support costs.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Environmental Restoration								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
P/I	Groundwater Monitoring and Inspection - the D&D contractor is responsible for conducting groundwater monitoring and inspection per the IGWMP. The ETS contractor may perform independent monitoring or inspection.	Perform independent oversight and independent monitoring and inspection activities. Coordinate with D&D contractor.	Perform groundwater monitoring and inspection. Coordinate with all other site tenants/contractors: notify USEC, if required. Provide support to ETS for independent monitoring and inspection.	Provide support, if necessary.	Provide support, if necessary.	Provide support, if necessary.	C.2.4.3	D&D contractor bears the cost burden for remediation work. ETS contractor bears the cost burden if/when it performs independent activities. Other contractors/users bear internal and support costs.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Waste Management								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
P/I	Management of Waste - Waste generated during Surveillance and Maintenance and D&D activities is managed by the D&D contractor.	Perform independent oversight and independent monitoring and inspection activities. Coordinate with D&D contractor.	Receives, stores, and dispositions waste generated from D&D Project (D&D, ISS, ETS, and DOE) activities. Responsible for site wide waste disposal and recycling programs (e.g. aluminum cans, paper, including document shredding, if applicable)	Notify and coordinate with D&D contractor related to anticipated waste generation. Disposal of sanitary waste provided by the D&D contractor at facility dumpsters.	N/A	N/A	C.2.5	D&D contractor bears the cost burden for waste management and recycling program, administration, and implementation activities. Other contractors/users bear internal and support costs.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
OSWDF								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
P/I	OSWDF Construction Activities – If the construction of OSWDF is not self performed, the D&D contractor is responsible for the construction oversight while a subcontractor performs construction.	Provide oversight and support.	Responsible for Construction Oversight.	Provide support, if necessary.	N/A	N/A	C.2.5.4.2	D&D contractor bears the cost burden if Self Performed; D&D contractor bears the cost burden for construction oversight. D&D contractor bears the construction subcontract cost burden if it is subcontracted.
I	OSWDF Design Activities - the D&D contractor will complete the design and Certified for Construction package, if the OSWDF is approved. During the design process, location of the OSWDF will be determined.	Provide oversight and support to D&D contractor, if necessary.	Coordinate OSWDF location to ensure no shared site agreements are impacted.	Provide support to D&D contractor, if necessary.	N/A	Provide support to D&D contractor, if necessary.	C.2.5.4.1	D&D contractor bears the cost burden for design and CFC package. Other contractors bear the cost of internal support activities.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
OSWDF								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
P/I	S&M Activities – S&M or facility maintenance activities are performed to prevent and correct maintenance for systems and facilities.	Provide oversight and support. Responsible for participating in the “Shared Site” committee and identifying site activities that may impact multiple site users.	Responsible for S&M activities in assigned facilities identified in Section J, Attachment 5. Activities include facility and systems/equipment preventive and corrective maintenance. Serves as the “design authority” for all activities associated with the D&D Project. Responsible for leading the “Shared Site” committee and coordinating site activities involving multiple site users.	Responsible for facility maintenance activities (non-nuclear activities) in assigned facilities identified in Section J, Attachment 5. All maintenance activities requiring “design authority” approval shall be approved by the D&D contractor. Responsible for participating in the “Shared Site” committee and identifying site activities that may impact multiple site users.	Coordinate with appropriate contractor. Responsible for participating in the “Shared Site” committee and identifying site activities that may impact multiple site users.	Coordinate with appropriate contractor. Responsible for participating in the “Shared Site” committee and identifying site activities that may impact multiple site users.	C.2.2	Each contractor bears the cost burden for performing the S&M activities for their assigned facilities.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Environmental, Safety, Health, and Quality								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
I/S	Health Physics and Radiological Site Services - D&D contractor is responsible for providing health physics and radiological site services (e.g. Dosimetry program, radiological surveys, monitoring, and PPE).	Receives services from D&D contractor. Provide annual baseline requirements input to support the D&D contractor's planning and budgeting requirement. Provide oversight and support.	Provides health physics and radiological site services and appropriate PPE (including but not limited to industrial safety equipment protective gear associated with contractor's safety program and policies) to ETS and ISS contractors and DOE.	Receives services from D&D contractor. Provide annual baseline requirements input to support the D&D contractor's planning and budgeting requirement.	Please refer to the <i>Summary of Services and Providers at the end of this section.</i>	Dosimetry services will be provided to DUF6 by D&D on a full cost recovery basis. Please refer to the <i>Summary of Services and Providers at the end of this section.</i>	C.2.7.3	D&D contractor bears the cost burden of program administration and implementation. Other site contractors bear internal implementation costs. Please refer to the <i>Summary of Services and Providers of those Services</i> at the end of this section for Cost Allocations for non-D&D activities.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Environmental, Safety, Health, and Quality								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
P	Industrial Hygiene Health and Safety Services and Equipment – Personal protective Equipment (including but not limited to industrial safety equipment, protective gear associated with contractor’s safety program and policies), thermal equipment, Monitoring Equipment, respirators, and Other Services and Equipment Related to Health and Safety	Receives health and safety services and equipment including (PPE) from the D&D contractor. Provide annual baseline requirements input to support the D&D contractor’s planning and budgeting requirement.	Provides health and safety services and equipment (including PPE to all D&D project contractors and DOE. Specialty equipment and services (e.g. fall protection harnesses, combustible gas monitoring, oxygen monitoring, noise level monitoring, etc.) will be provided by the D&D contractor.)	Receives health and safety services and equipment including (PPE) from the D&D contractor. Provide annual baseline requirements input to support the D&D contractor’s planning and budgeting requirement.	Please refer to the <i>Summary of Services and Providers at the end of this section.</i>	N/A	C.2.7.3	D&D contractor will bear cost burden for this task; however, each site contractor is responsible for developing health and safety plans and procedures for its own employees. Please refer to the <i>Summary of Services and Providers of those Services</i> at the end of this section for Cost Allocations for non-D&D activities.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES

Safeguards and Security

Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
I	Security Management (physical and personnel security) – ISS contractor is responsible for security management which includes plans and procedures; lock and key program; facility registration; information security; computer security and classification; badging (HSPD-12 credentials); and access authorization.	Provides necessary information to the ISS contractor to support security management program. Receives lock and key support from ISS contractor. Support includes Security Level 1, 2, and 3; administrative, and lockout/tagout locks and keys.	Provides necessary information to the ISS contractor to support security management program. Receives lock and key support from ISS contractor. Support includes Security Level 1, 2, and 3; administrative, and lockout/tagout locks and keys.	Provides security management services to DOE and DOE contractors. Provides lock and key support to ETS and D&D contractors and DOE. Support includes Security Level 1, 2, and 3; administrative, and lockout/tagout locks and keys.	Provides necessary information to the ISS contractor to support security management program. Please refer to the Summary of Services and Providers at the end of this section.	Provides necessary information to the ISS contractor to support security management program.	C.2.7.7	ISS contractor bears the cost burden. Other site contractors bear internal and implementation cost. Please refer to the Summary of Services and Providers of those Services at the end of this section for Cost Allocations for non-D&D activities.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Safeguards and Security								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
S/I	Protective Force Services - Protective Forces services supporting DOE sponsored D&D activities will be provided to all site entities by the D&D contractor. The contractors have the responsibilities to provide necessary information to support the Protective Force services.	Provide necessary information and support, if required.	Provide Sitewide Protective Force services to all site entities. This includes implementation of the site security plans developed by the ISS contractor. Responsible for monitoring the security alarm monitoring station.	Provide necessary information (see Security Management (physical and personnel security)) above and additional; support, if required.	Provide necessary information and support, if required. Please refer to the <i>Summary of Services and Providers at the end of this section.</i>	Provide necessary information and support, if required.	C.2.7.7	The D&D contractor will bear the cost burden for the services. The other site contractors/users will bear internal and implementation cost.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Site Services								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
S/I	Emergency Management and Response - Emergency management and response, supporting DOE sponsored D&D activities, is provided to all site entities by the D&D contractor. The contractors have the responsibility to provide support in implementation of the emergency management program, response, and recovery. Pagers for EOC Cadre members and radios for emergency communications will be provided by the D&D contractor as GFS/I.	Provides information and support.	Provides Emergency Management and response services.	Provides information and support.	Provides information and support. Please refer to the <i>Summary of Services and Providers at the end of this section.</i>	Provides information and support.	C.3.0	The D&D contractor will bear the cost burden for the services. The other site contractors/users will bear internal and implementation cost. Please refer to the <i>Summary of Services and Providers of those Services</i> at the end of this section for Cost Allocations for non-D&D activities.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Site Services								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
S/I	Fire Protection Services - Fire Protection supporting DOE sponsored D&D activities will be provided to all site entities by the D&D contractor. The contractors have the responsibility to support the Fire Protection services.	Provides necessary information and support, if required.	Provides sitewide Fire Protection services to DOE and site entities.	Provides necessary information and support, if required.	Provides necessary information and support, if required. Please refer to the <i>Summary of Services and Providers at the end of this section.</i>	Provides necessary information and support, if required.	C.3.0	The D&D contractor will bear the cost burden for the services. The other site contractors/users will bear internal and implementation cost. Please refer to the <i>Summary of Services and Providers of those Services</i> at the end of this section for Cost Allocations for non-D&D activities.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Site Services								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
S/I	Site Utility Services - Utility services (sanitary water, sanitary sewage, recirculating cooling water, landline telephones, plant dry air, electrical power distribution, power administration, nitrogen system, street lights, steam, and utilities inspection) for site operations supporting DOE sponsored D&D activities are provided to all site entities by the D&D contractor. The D&D contractor is also required to provide this service to DOE approved off site entities. The contractors have the responsibility to provide support in implementation of utilities services.	Provides information and support.	Provides utilities.	Provides information and support.	Provides information and support. Please refer to the <i>Summary of Services and Providers at the end of this section.</i>	Provide information and support. Please refer to the <i>Summary of Services and Providers at the end of this section.</i>	C.3.0	The D&D contractor will bear the cost burden for the services. The other site contractors/users will bear internal and implementation cost. Please refer to the <i>Summary of Services and Providers of those Services</i> at the end of this section for Cost Allocations for non-D&D activities.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Project Support								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
S/I	Shipping and Receiving Services – Receipt of materials at the loading dock,	Receives shipping and receiving services from ISS. Responsible for quality inspection of	Receives shipping and receiving services from ISS.	Responsible to provide shipping and receiving services to DOE and DOE contractors	N/A	N/A	N/A	The ISS contractor will bear the cost burden for shipping and receiving services for DOE

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Project Support								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
	entering the information in a shared database, and delivery of the material to the designated field location. Shipping services via commercial carriers is also included.	ETS material. Responsible for appropriate packaging and delivery to the loading dock area of ETS items to be shipped off-site.	Responsible for quality inspection of D&D material. Responsible for appropriate packaging and delivery to the loading dock area of D&D items to be shipped off-site. Responsible for shipping D&D generated wastes and materials. Transportation Control Center for monitoring security sensitive & other shipments for DOE.	and subcontractors. Services include: notification to the purchasing contractor that material is received and ready for inspection, maintaining a shared database to view and track shipment status. Responsible for providing security escorts from the limited area portals to the X-720 loading dock area.				and DOE contractors and subcontractors. The D&D contractor will bear the cost of shipping D&D and remediation wastes and materials.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Project Support								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
I	Baseline Development Activities – D&D contractor will be developing and maintaining the D&D life-cycle project baseline and supporting the Critical Decisions process. The ETS contractor will be developing and maintaining the Sitewide Integrated Lifecycle Baseline.	Receives baseline information/data package from site contractors/tenant. Owner of the Sitewide Integrated Lifecycle Baseline.	Owner of the D&D life cycle project baseline. Support ETS contractor for the Sitewide Integrated Lifecycle Baseline.	Provides baseline to the ETS contractor to support the Sitewide Integrated Lifecycle Baseline.	Provides baseline to the ETS contractor to support the Sitewide Integrated Lifecycle Baseline.	Provides baseline to the ETS contractor to support the Sitewide Integrated Lifecycle Baseline.	C.2.7.2	D&D contractor will bear the cost burden for the D&D project baseline. The ETS contractor will bear the cost burden for the integrated lifecycle baseline. The other site contractors/users will bear internal and implementation cost.
I	Public Relations Activities – the D&D contractor is primarily responsible for supporting the public relations activities. Other site contractors will be providing support related to its own areas.	Provide support to DOE. Provide support/information to D&D contractor.	Primary responsibility for public relations activities.	Provide support/information to D&D contractor.	Provide support/information to D&D contractor.	Provide support/information to D&D contractor.	C.2.7.10	D&D contractor will bear the cost burden for programs and plans and implementation. The other site contractors/users will bear internal and implementation cost.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES

Project Support

Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
I/S	Records Management and Document Control – Records (archives, newly generated, and received) will be kept by the ISS contractor. Every contractor is responsible for maintaining its records management program; however, records generated by the other site contractors will be sent to the ISS contractor. ISS contractor will provide document reproduction services to DOE, ETS, and D&D contractor.	Maintain own records management and document control system for its oversight and DOE generated documents.	Process (schedule, box, index and turn over to ISS any records located in buildings that are being prepared for D&D in accordance with NARA, DOE, and ISS site requirements. Maintains own document control system for internal documents.	Provides for Records Management services (including disposition) and document reproduction. Receives all records from other DOE contractors in support of the D&D. ISS contractor will provide document reproduction services to DOE, ETS, and D&D contractor.	Sends all project records to ISS contractor. Please refer to the <i>Summary of Services and Providers at the end of this section.</i>	Sends all project records to ISS contractor. Please refer to the <i>Summary of Services and Providers at the end of this section.</i>	C.2.7.9	ISS contractor bears the cost burden for records management program and implementation. The other site contractors/users will bear internal and implementation cost. Please refer to the <i>Summary of Services and Providers of those Services</i> at the end of this section for Cost Allocations for non-D&D activities.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES

Project Support

Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
I/S	Cyber Security – Compliance of cyber security program, plans, and implementation.	Covered by the PPPO	Receives service from ISS contractor.	Provides cyber security service to D&D contractor.	N/A	N/A	N/A	ISS contractor bears the cost burden for cyber security.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES

Property Management

Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
I/S	Property Management – the D&D contractor has the responsibility for site wide DOE personal and real property management reporting. The D&D contractor is responsible for maintaining the FIMS and PIDS database by coordinating with other site contractors.	Provide information to D&D contractor.	Manage assigned real and personal property and responsible for reporting of real and personal property information for the D&D Project. Responsible for excess property disposition.	Manage assigned real and personal property and provide information to the D&D contractor.	Manage assigned real and personal property and provide information to D&D contractor.	Manage assigned real and personal property and provide information to D&D contractor.	C.2.7.11	Contractors will bear the cost burden for cradle-to-grave management of assigned real and personal properties. However, the D&D contractor will bear the cost burden for reporting of property management information.
I	Fleet Management and Equipment Repairs – The D&D contractor is responsible for fleet management including the GSA vehicles and reporting for the D&D project. 1. GSA interface 2. Fuel and maintenance reporting 3. Fleet maintenance scheduling 4. GSA lease payment (including routine maintenance)	Coordinate vehicle use with DOE.	Responsible for fleet management of assigned vehicles and equipment. Additionally, responsible for reporting for the D&D Project.	Responsible for fleet management of assigned vehicles and equipment.	N/A	N/A	C.2.7.11	Contractors will bear the cost burden for fuel, tracking, and repair of assigned vehicles and equipment. The D&D contractor will bear the cost burden for management and reporting for Fleet Management.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Project Support								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
S	Janitorial Services – Janitorial services that includes sanitary trash pickup, restroom cleaning, and shower cleaning.	Receives the services from the D&D contractor.	Provides janitorial services as needed for assigned facilities per J-5 unless otherwise noted for ISS.	Provides janitorial services for facilities specified in J-5.	N/A	N/A	C.2.2	Each contractor bears the cost burden for performing janitorial activities.
S/I	Computer and Telecommunication Services – ISS is responsible for enterprise applications and installed hardware, providing telephones (landline and cellular), copiers, and computers and hardware maintenance. D&D Contractor is responsible for databases for D&D Project applications. D&D is responsible for providing radios (emergency as well as	Receives computer services from DOE – PPPO, telephones from ISS, and radios from D&D.	Receives hardware and hardware maintenance service from ISS. Provides configuration management for databases required to support the D&D Project. This includes procuring, maintaining, and operating databases for.	Provides hardware and hardware maintenance service to D&D contractor. Responsible for configuration management of the network. This includes hardware and software installation as well as routine hardware and software updates. Provides helpdesk support to D&D for enterprise.	Please refer to the <i>Summary of Services and Providers at the end of this section.</i>	Please refer to the <i>Summary of Services and Providers at the end of this section.</i>	N/A	Each contractor will bear the cost burden for its assigned scope. Please refer to the <i>Summary of Services and Providers of those Services at the end of this section for Cost Allocations for non-D&D activities.</i>
PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Project Support								

Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
	for routine day-to-day use).		D&D Project applications. This does not include network configuration or installation. Responsible for helpdesk support for D&D Project software. Provides emergency radios to site personnel as well as for routine day-to-day use for D&D, ISS, ETS, and DOE	applications and installed hardware				
PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Project Support								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
S	Laundry Services – D&D contractor will	Receives services from D&D contractor.	Responsible for the laundry services –	Receives services from D&D contractor.	N/A	DUF6 may receive this service by	C.2.7	D&D contractor will bear cost burden for this

	provide the services to ETS and ISS.		also provides laundry services for ETS, DOE, and ISS.			D&D on a full cost recovery basis.		service. The other site contractors/users will bear internal and implementation cost. Please refer to the <i>Summary of Services and Providers of those Services</i> at the end of this section for Cost Allocations for non-D&D activities.
S/I	Pest Control	Receives services from D&D contractor.	Responsible for spraying interior and exterior adjacent to building for pest control.	Responsible for rodent pest control outside of the buildings. ISS will receive pest control services from D&D in facilities assigned	N/A	N/A	C.2.2	D&D and ISS are responsible for the cost burden for the service they provide.

PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES

Project Support

Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
S	Mail Service – ISS contractor provides the central pick up and drop off service. Each contractor is responsible for its internal mail services.	Receives service from ISS. Responsible for dropping off ETS outgoing mail and retrieving ETS incoming mail from the designated	Receives service from ISS. Responsible for dropping off D&D outgoing mail and retrieving D&D incoming mail	Provides mail service to ETS, D&D, and DOE. ISS contractor shall also be responsible for outgoing U.S. Mail. Shall provide postage/stamps for DOE and ISS for	N/A	N/A	N/A	ISS contractor will bear cost burden for central pick up and drop off service. D&D, ISS, and ETS contractors shall be responsible

		central drop off point. Provides postage/ stamps for DOE related business for ETS. Provides postage/ stamps for DOE related business for ETS. Responsible for ETS Premium Mail Services (FedEx, UPS, etc.)	from the designated central drop off point. Provides postage/ stamps for DOE related business for D&D. Provides postage/ stamps for DOE related business for D&D. Responsible for D&D Premium Mail Services (FedEx, UPS, etc.)	DOE related business. ISS will deliver incoming mail to a central drop off point where it will be picked up by the D&D Project contractors. The D&D Project contractors will drop off mail to the central drop off point for outgoing mail. Responsible for ISS and DOE Premium Mail Services (FedEx, UPS, etc.)				for their own postage. ISS will be responsible for providing postage to DOE ISS will be responsible for ISS and DOE Premium Mail Services (FedEx, UPS, etc.). ETS and D&D will be responsible for their own Premium Mail Services (FedEx, UPS, etc.)
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PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES

Project Support

Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
S	Training Service – ISS contractor provides the general site training for ETS, DOE, and D&D Contractor. (i.e. GET, RW1, RW2, & Security) Also provides ES&H training for ISS employees and its subcontractors. See Section J Attachment 18, <i>Training Matrix</i> , for additional information.	Receives service from ISS and D&D contractors.	Receives service from ISS. Provides D&D specific training. Provides ES&H training to DOE and ETS.	Provides training service to ETS and D&D contractors, DOE, and other site users.	Please refer to the <i>Summary of Services and Providers at the end of this section.</i>	Receives service from ISS and D&D. Please refer to the <i>Summary of Services and Providers at the end of this section.</i>		ISS contractor will bear cost burden general site training and D&D contractor will bear cost burden for D&D specific training. Please refer to the <i>Summary of Services and Providers of those Services at the end of this</i>

								section for Cost Allocations for non-D&D activities.
I	Consolidated Financial Statement and D&D Fund Support.	Prepares Consolidated Financial Statement and provides D&D Fund Support for DOE	Provides information and support to ETS.	Provides information and support to ETS.	N/A	N/A		ETS contractor will bear cost burden for this task.
PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Project Support								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
I	Technical Support for Annual Report to Congress on Environment, Safety, and Health Conditions.	Prepares the Annual Report to Congress.	Provides technical support to DOE for Annual Report to Congress on Environment, Safety, and Health Conditions.	Provides information and support to D&D contractor.	Provides information and support to D&D contractor.	Provides information and support to D&D contractor.	C.2.7.3	ETS will bear cost burden for this task.
I	Fleet Reporting Administration – the D&D contractor is responsible for all fleet reporting into the FAST database for all GSA, GFE, and commercial leases.	Coordinate vehicle use with DOE.	Responsible for reporting data into the FAST database. Data will include vehicle class, fuel type, age by class, total lease costs per vehicle class, indirect (bulk	Responsible for reporting data to D&D for incorporation into the FAST database and coordinating vehicle information with the D&D contractor.	N/A	N/A	C.2.7.11	Contractors will bear the cost burden for fuel, tracking and lease costs of assigned GSA vehicles and equipment.

			material cost, personnel rates, etc.) per class, annual mileage totals per class and proposed future purchases per vehicle class.					The D&D contractor will bear the cost burden for reporting Fleet Management.
PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Project Support								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
S	In support of the DOE/GSA MOA for Vehicle Consideration at PORTS, the D&D contractor shall be responsible for providing all aspects of routine garage vehicle maintenance (preventive and corrective), and shall also facilitate any required off-site damage repairs caused by accidents or other causes for all Portsmouth Site GSA tagged vehicles.	Responsible for Coordinating vehicle maintenance with the D&D Contractor for all GSA assigned vehicles.	Provide routine and preventive maintenance of all GSA tagged vehicles for the Portsmouth Site.	Responsible for Coordinating vehicle maintenance with the D&D Contractor for all GSA assigned vehicles.	N/A	BWCS responsible for Coordinating vehicle maintenance with the D&D Contractor for all GSA assigned vehicles.	C.2.7.11	<p>D&D Contractor will bear the cost burden for routine, preventive, and corrective maintenance of GSA tagged vehicles.</p> <p>The ISS contractor will bear the cost burden for reporting Fleet Management.</p> <p>Each Site Contractor will be responsible and bear the cost burden for corrective repairs facilitated by the D&D contractor relating to vehicle damages for all</p>

								GSA vehicles assigned to their contract.
PORTSMOUTH D&D PROJECT SERVICES AND INTERFACE ACTIVITIES								
Project Support								
Type of Interface	Task (Service – Optional, Interface)	ETS	D&D	ISS	USEC	Other Site Users (on or off site)	D&D Contract Requirements	Cost Allocations
S	Environmental Management System (EMS)	Provides EMS Issues/requirement information to the D&D contractor.	Designated lead for coordinating sitewide EMS issues and requirements. Receives input from others.	Provides EMS Issues/requirement information to the D&D contractor.	Provides EMS Issues/requirement information to the D&D contractor.	Provides EMS Issues/requirement information to the D&D contractor.	DOE O 436.1	

Summary of Services and Providers of Those Services

Service Description	Work Authorization #	Work for Others #	Receiving Company	Providing Company	Invoicing Protocol
Environmental Engineering Support for the Lead Cascade	814228	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC-ACP for the service.
Technical Support for the Lead Cascade	813653	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC
Analytical Services Support	814084	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC
Analytical Services Support			BWCS	FBP	FBP invoices (by appropriate CLIN/PBS) DOE for the fully burdened cost of providing the service.
HP-IH Support	813925	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC
Dosimetry Support			BWCS	FBP	FBP invoices (by appropriate CLIN/PBS) DOE for the fully burdened cost of providing the service.

Service Description	Work Authorization #	Work for Others #	Receiving Company	Providing Company	Invoicing Protocol
Laundry			BWCS	FBP	FBP invoices (by appropriate CLIN/PBS) DOE for the fully burdened cost of providing the service.
Radiation Lab/I&C Support	814283	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC
Records Management/Document Control	813749	4900160 4900161	USEC - ACP	PMA FBP	FBP and PMA will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC-ACP for the service.
Fire Services/Emergency Management Support for ACP	813894	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC-ACP for the service.
Fire Services/Emergency Management Support for DUF6			BWCS	FBP	FBP invoices (by appropriate CLIN/PBS) DOE for the fully burdened cost of providing the service.
Fire Services/Emergency Management Support for Maintenance, Testing & Repair Activities	813873	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC
Training Support for ACP	813635	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC

Service Description	Work Authorization #	Work for Others #	Receiving Company	Providing Company	Invoicing Protocol
Telecommunications Support	813648	4900161	USEC - ACP	PMA	PMA will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC-ACP for the service.
Security Support	813668	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC
Process Services Mass Spectrometry Support	813958	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC
Scale Repair & Calibration	814152	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC
Non-Destructive Assay (NDA) Measurement Support	814043	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC
Quality Control/Code Inspection Support for LC	814056	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC

Service Description	Work Authorization #	Work for Others #	Receiving Company	Providing Company	Invoicing Protocol
Radiation Lab/Instrument Calibration (X-720 I&C M&TE) Support	813686	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC
Model 12B Cylinder Transport Support	814188	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC
NMC&A Support for the Lead Cascade	813989	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC
NMC&A Support for the Commercial Plant	814009	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC
NMC&A Support for DUF6			BWCS	FBP	FBP invoices (by appropriate CLIN/PBS) DOE for the fully burdened cost of providing the service. DOE invoices BWCS for the service.
Utilities (Distributed/Allocated Site Services)	813480	4900161	USEC - ACP	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC-ACP for the service.

Service Description	Work Authorization #	Work for Others #	Receiving Company	Providing Company	Invoicing Protocol
Utilities (Distributed/Allocated Site Services)			BWCS	FBP	FBP invoices (by appropriate CLIN/PBS) DOE for the fully burdened cost of providing the service.
Purchased Power for ACP	813480		USEC - ACP	DOE	A cost transfer will occur in accordance with Section 2.1.1 of Work Authorization 813480.
Purchased Power for DUF6			BWCS	DOE	DOE will obligate appropriate PO11X funding to the OVEC Power Contract.
Natural Gas Supply for ACP	814115	495731	USEC - ACP	FBP DOE	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC-ACP for the service.
Natural Gas Supply for BWCS			BWCS	FBP	DOE will obligate appropriate PO11X funding to the natural gas contract.
HSPD-12 Security Badging and Locksmith Support	815218	4900160	USEC - ACP	PMA	PMA will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP. DOE will then invoice USEC-ACP for the service.
ACP-Oak Ridge Mass Spectrometry	813646	4900161	USEC – ACP OR	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – ACP OR. DOE will then invoice USEC-ACP for the service.
PORTS Source Special Nuclear, and/or Byproduct Material Project	815763		USEC - GS	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to USEC – GS. DOE will then invoice USEC-GS for the service.

Service Description	Work Authorization #	Work for Others #	Receiving Company	Providing Company	Invoicing Protocol
Cylinder Yard Equipment Maintenance Services – Includes Instructions for Inspection & Testing and Periodic Maintenance of NCH-35 Cylinder Handling Equipment			BWCS	FBP	FBP invoices (by appropriate CLIN/PBS) DOE for the fully burdened cost of providing the service.
Miscellaneous services for cylinder maintenance and/or repair where services are deemed more suitably performed in FBP facilities and general technical support in association with cylinder maintenance/repair			BWCS	FBP	Any required support service will be reviewed between FBP and BWCS to address specific issues/requirements and budgetary estimate will be provided. The DUF6 contractor and D&D contractor will coordinate cylinder maintenance activities as to not interfere with D&D contractor operations. FBP will submit invoices (CLIN6, PBS PO-011X) to DOE for the fully burdened cost of providing the service.
Complete the activities required to receive, store, and maintain the additional 65 items (41 cylinders and 24 Hoke tubes) of uranium hexafluoride (UF6) gas (with assays up to 11%) from New Brunswick Laboratory (NBL). (Chicago PO # 16CHM2013)	N/A	4900231	New Brunswick Lab	FBP	FBP will include backup information and summary required by DOE to support full cost recovery of the services provided to New Brunswick Lab. DOE will then invoice New Brunswick Lab for the service.

MATRIX 4 - INFORMATION TECHNOLOGY SERVICE MATRIX – PADUCAH

Y - Represents the Equipment/Software/Service the Contractor shall provide to others.

Equipment/Software/Service	ISS	Deactivation	ETS	DOE
Cell/Blackberry/Smartphone equipment	Y			
Mobile Device Management service	Y	Y		
Copier equipment	Y		Y	Y
Copier maintenance	Y		Y	Y
Copier - toner	Y		Y	Y
Copier - paper & other media	Y		Y	Y
Printer equipment	Y		Y	Y
Printer consumables (toner, etc.)	Y		Y	Y
Printer paper	Y		Y	Y
Computer hardware	Y			
Computer core software (PC)	Y	Y		
FAX hardware and consumables	Y		Y	Y
Pager service	Y	Y	Y	Y
Telephone service	Y	Y	Y	Y
Internet service	Y	Y		Y
Local Area Net installation	Y	Y	Y	Y
Local Area Net administration	Y	Y		
Data line PGDP to PORTS (DS3)				Y
Video conferencing equipment	Y	Y	Y	Y
Video conferencing service	Y	Y	Y	Y
Help Desk service	Y	Y		
Computer User Support	Y	Y		
Computer System Administration	Y	Y		
Computer Application Administration	Y	Y		
Data Base Administration	Y	Y		
Computer equipment install & repair	Y	Y		
System Analysis & Programming	Y	Y		
Cyber Security oversight	Y	Y		

**MATRIX 5 – INFORMATION TECHNOLOGY SERVICE MATRIX –
PORTSMOUTH**

Y - Represents the Equipment/Software/Service the Contractor shall provide to others.

Equipment/Software/Service	ISS	D&D	ETS	DOE
Cell/Blackberry equipment	Y	Y		
Cell/Blackberry service	Y	Y		
Copier equipment	Y	Y	Y	Y
Copier maintenance	Y	Y	Y	Y
Copier - toner	Y	Y	Y	Y
Copier - paper & other media	Y	Y	Y	Y
Printer equipment	Y	Y	Y	Y
Printer consumables (toner, etc.)	Y	Y	Y	Y
Printer paper	Y	Y	Y	Y
Computer hardware	Y	Y		
Computer utility software (PC)	Y	Y		
FAX hardware and consumables	Y	Y	Y	Y
Pager service	Y	Y	Y	Y
Telephone service	Y	Y	Y	Y
Internet service	Y	Y		Y
Local Area Net installation	Y	Y	Y	Y
Local Area Net administration	Y	Y		
Data line PORTS to PGDP (DS3)				Y
Video conferencing equipment	Y	Y	Y	Y
Video conferencing service	Y	Y	Y	Y
Help Desk service	Y	Y		
Computer User Support	Y	Y		
Computer System Administration	Y	Y		
Computer Application Administration	Y	Y		
Data Base Administration	Y	Y		
Computer equipment install & repair	Y	Y		

System Analysis & Programming	Y	Y		
Cyber Security oversight	Y	Y		

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-12:

INVOICE SAMPLE

SECTION J – LIST OF DOCUMENTS EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-13:

NOTICE OF NONDISCLOSURE

I _____, am working on Contract No. [_____] for the US Department of Energy.

In performance on or in support of Contract [_____] , I certify that I shall not disclose any Government or DOE or contractor proprietary or confidential information related to or gathered during contract performance, or after contract completion concerning this contract to anyone who is not also authorized access to that information by law, regulation, agency head, or the Contracting Officer; any disclosure shall be limited to the information required in connection with a person's official responsibilities. I certify that I am aware of the restrictions on disclosure on information under the Procurement Integrity Act, 41 U.S.C. §423, and its implementing regulations, Federal Acquisition Regulation 3.104. I understand that unauthorized disclosure of such information may subject me to substantial administrative, civil and criminal penalties, including fines, imprisonment, and loss of employment under the Procurement Integrity Act, 41 U.S.C. §423 (2002), or other applicable laws and regulations. Furthermore, I will report any attempt to obtain such information concerning Contract [_____] prior to award.

I understand that making a false or fraudulent certification may subject me to prosecution under Title 18, United States Code, §1001 and the Procurement Integrity Act, 41 U.S.C.§423.

NAME _____ / _____
Print Signature

DATE _____ ORGANIZATION _____