

Contract Number	Contractor Name	Cum Obs	Cum Payments	SOW Description
DE-AC0906SR22540	V3 Technical Services	\$ 2,206,097.18	\$ 2,124,289.77	Provide support services to the Citizens Advisory Board (CAB). Specifically, secure facilities for 62 estimated annual committee meetings and 3 estimated annual special meetings and check setup prior to the meeting; secure facilities to host 6 annual full CAB meetings, check setup prior to the meeting and cater lunch, continental breakfast, 2 snack breaks, and a coffee break for up to 50 people at each Board meeting, 25 of which will be paid by CAB member per diem and the remainder prepaid by the other participating individuals; process and provide reimbursement for 240 estimated annual travel vouchers for each of 6 full annual Board meetings, 62 estimated annual committee meetings and 3 estimated annual special meetings with 2 days following the meeting; prepare name tags and other name signs for each of 6 annual full CAB meetings, as needed; prepare handouts (presentations, evaluations, sign-in sheet, travel forms, etc.) electronically or hand copy for each of 6 annual full CAB meetings, 62 annual estimated committee meetings, and 3 estimated annual special meetings, as appropriate; provide a general mailing (including agendas, draft recommendations, handouts) two weeks prior to each of 6 annual full CAB meetings, prepare and submit written notice to all CAB members at least two weeks prior to an election; maintain general CAB and SSAB files and records; FACA documentations, (including meeting handouts and minutes, correspondence, travel and recommendations) for full CAB meetings, 62 annual estimated committee meetings and 3 estimated annual special meetings; maintain central databases of membership applications, recommendations, travel, correspondence, and mail distributions; finalize an estimated 30 CAB correspondence per year; update CAB letterhead, documents, website, plaques, etc., as appropriate following elections and new member appointments; maintain CAB Web Page, including posting recommendations and other information, as requested; prepare CAB member, Facilitator, and Technical Advisor's travel arrangements for each of 6 annual full CAB meetings, 62 estimated annual committee meetings and 3 estimated annual special meetings, as appropriate; arrange for photographer, audio/visual equipment and equipment technicians for each of 6 annual full CAB committee meetings and 3 estimated annual special meetings; publish 6 annual full CAB meeting notifications in Federal Register 15 calendar days prior to meeting; prepare and submit advertisements for 6 annual full CAB meetings in media local to meeting locations in coordination with DOE Savannah River Operations Office - Office of External Affairs; prepare and submit advertisement for 6 annual full CAB meetings, 62 annual estimated committee meetings and 3 estimated annual special meetings with mail cards to the SRS Environmental Bulletin mailing list and the CAB Mailing Database list; prepare and submit advertisement for 6 annual full CAB and 62 annual estimated committee meetings in the Savannah River Site Employee Communications and other site media; prepare and submit news releases and public service announcements before CAB meeting in coordination with OEA; prepare an estimated 10 candidate application notebooks (typically four-inch thick) for the Administrative Committee, annually; provide CAB membership applications upon request; prepare 36 candidate breakdown notebooks (typically four-inch thick) for the CAB members to support the selection meeting annually; prepare up to 13 orientation manuals and resource materials annually based on number of new CAB members each year; coordinate CAB annual essay contest and obtain or prepare required recognition plaques and certificates; and prepare resource books for CAB bi-annual retreats.
DE-AC0907SR22577	Performance Based Solutions	\$ 1,891,076.09	\$ 1,771,426.43	Provide support for the administration of the Primary Organizational Web-Based Employee Records (POWER) system. The contractor will develop and maintain system components and modules for the POWER database as required. Technical support will include maintaining the POWER systems data integrity and security, and providing 24-hour a day, 7 days a week technical support for systems operations and hosting. The contractor will provide and maintain host hardware, software and necessary updates and patches to ensure efficient and cost effective management of the POWER system. The contractor will develop and/or maintain mission critical firewall penetration testing to ensure the system is not compromised and all data security is maintained. Specifically, the contractor shall purchase site licenses for software. The contractor will utilize the site-licensed software as necessary to complete the work and integrated the processes to achieve specific results. The software will be available through the Site network. Purchase and use of non-site licensed software will require approval by the DOE-SR personnel. The contractor will utilize the latest Internet technologies for networking the POWER database at DOE-SR. The contractor will provide training for DOE-SR employees in utilization of the POWER database as needed.
DE-AC0906SR22651	AWD	\$ 64,610.92	\$ 64,610.92	Provide installation and configuration of Microsoft Windows XP Professional Operating System (OS); Microsoft Windows Office XP, Adobe Acrobat and Adobe Acrobat Reader, Microsoft Internet Explorer, Lotus Notes (Email), and various security software; Installation of software may be accomplished through software loads located on DOE-SR servers; installation and configuration of FIPS 140-2 compliant disk encryption; sanitization of hard disk drives to insure removal of all DOE-SR data using purge software; assist end-user in the backup of data from their desktop computer to a network drive and restoring the data to their laptop computer; installation of various computer hardware components including but not limited to laptops, docking stations, monitors, printers and scanners; installation of drivers to supporting various peripheral devices including printers and scanners; configuration and testing of network and VPN connections; inventory of IT equipment including but not limited to desktops, laptops, printers, and secure id tokens; and other duties necessary to support this initiative but not described in the statement of work.

DE-DT0002208	Project Services Group	\$ 249,920.00	\$ 202,691.94	<p>The contractor shall be available to respond to requests for assistance on related CIRT issues. This includes responding to requests from SRS Budget, finance. Contracts Management, and 11.Q Legal for review of and comments on documents related to Pensions, Benefits, Compensation, Workers Compensation, Labor Relations and Workforce Restructuring. Provide any Department of Labor comments to DOE-SR for resolution. Review and recommend DOE actions on routine submissions of such documents as Salary Increase actions, Compensation Increase Plans (CIP), Pension programs, and updates to Service Contract Act (SCA) Davis-Bacon Act (DBA) Wage Determinations. Develop and submit program deliverables for CIRT (reports due etc.); provide briefing charts and notes in subject areas as requested by DOE; and final report to include identification of concerns, issues, observations, recommendations, and all corrective actions taken/recommended.</p> <p>The contractor shall provide assistance in ensuring adherence to Service Contract Act (SCA) Davis-Bacon Act (DBA) Wage Determinations and other regulatory requirements; conduct labor checks at SRS facilities (comparing time cards, wage rates, etc.) for accuracy and compliance to regulatory requirements; examine payroll submissions for accuracy and compliance to regulatory requirements; receive and process draft electronic Standard Form 98 (E98) requests, and update e98 request log as needed and develop CIRT file plan, and maintain CIRT file system.</p> <p>As subject matter experts, prepare responses for the Director. Acquisition Operations Division (or designee) to inquiries from IIQ, SRS and other DOE organizations on the parameters of, among other statutes, the Davis Bacon Act (DBA). McNamara O'Hara Service Contract Act. and the Public Contract Act.</p> <p>The contractor shall brief progress verbally on a weekly basis to the Director, Acquisition Operations Division; provide update briefings as requested; and provide updates to e-98 tracking system as needed.</p>
DE-AT0909SR22656	BEI	\$ 398,936.86	\$ 398,936.86	<p>The contractor shall review of all aspects of the DOE Contractor Human Resources Team in the Acquisition Operation Division, Office of Acquisition Management at the U.S. Department of Energy, Savannah River Operations Office. The effort will include: a review of compensation, pension and benefits, worker compensation, labor standards, and workforce restructuring under Section 3161 of the National Defense Authorization Act, assessment of the requirements under the applicable DOE Directives, federal laws and regulations, and assessment of DOE-SR site policies, procedures, and processes. Additionally, the contractor shall identify potential liabilities with the DOE, prime contractor and subcontractor activities under the purview of the Contractor Human Relations Team responsibilities and provide recommendations for corrective actions. The contractor may assess the human the human capital needs for the Contractor Human Resources Team and make recommendations accordingly. In addition, the contractor may provide and/or recommend specific training programs needed by both the Department and it prime contractors. The contractor shall be available to respond to request for assistance on related Contractor Human Resources issues in the forthcoming months. The contractor shall also provide coaching and mentoring to all Contractor Human Resources Team members, and others as appropriate, to ensure an understanding of their roles and responsibilities</p>
DE-AT0909SR22659	CNI	\$ 61,563.42	\$ 61,563.42	<p>Prepares contract modifications/new contracts/financial assistance instruments. Identifying clauses to be included and submitting to Contracting Officer (CO) for inclusion. Identifies special advertising required (Fed BizOpps, synopsis text, any other requirements) and entry of this data into the cited systems. Identifies, prepared and processes requirements to interact with the US Small Business Administration, as appropriate. Assists in developing contracts, grants, cooperative agreements, interagency 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) files and understands the maintenance of contracts once amended/awarded (c) Maintains automated systems updates accurately and timely - STRIPES, FPDS, and other required systems</p> <p>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 Contracting Officer 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.</p> <p>Assists in preparing termination notices and negotiates termination settlements. Collects and organizes termination information.</p>
DE-AT0909SR22678	CNI	\$ 74,371.20	\$ 74,371.20	<p>Provide human resources staffing services. Specifically, conduct job analysis, development assessment, generate vacancy announcements, post vacancy announcement on USA Jobs, accept applications via internet, phone or fax, analyze applicant competencies and qualifications, rate and rank job applicants, cover all available hiring flexibilities, produce and update certificates, issue and audit referral lists/certificates of eligibles, notify applicants and manage applicant records.</p>

DE-BP0000950	BEI	\$ 23,241.45	\$ 23,241.45	Records Management and Form Services - The Contractor shall develop and maintain an operational guide that supports the DOE-SRS Records Management Program. This document will, when implemented by DOE-SRS, support a comprehensive Records Management Program and established performance standards and milestones in accordance with the guidance found in the current applicable Federal. DOE, and DOF.-SRS publications. Work in the central records holding area, receiving, inventorying, tracking and retrieving records that are to be retained for all DOE-SR offices for temporary storage and/or permanent long-term disposition. Maintain the master Records Inventory and Disposition Schedule (RIDS) and perform filing and clerical duties associated with the retention maintenance, disposition, and control of records in accordance with the RIDS. As directed by the Task Manager, through the COR, take action to integrate technological advances in electronic records-keeping procedures. Provide initial, scheduled, and on-call assistance to designated DOE-SRS Records Management Coordinators (RMC) in the implementation of the DOE-SRS Records Management Program to include: assist in the preparation of and updates to the Records Inventory Disposition Schedules and assist in the preparation for transfer and receipt of records from designated temporary storage areas to interim storage and for subsequent transfer for other disposition as appropriate. Assist in the development and/or presentation of Records Management Training for designated DOE-SRS personnel. Such training will include appropriate training aids as require. Develop, implement, and maintain a computerized database(s) containing the holdings transferred to the Site M&O records administration for storage. Coordinate all DOE-SR requests for new or revised DOE-SRS forms with the Site M&O Forms Management Group and provide status to DOE customers upon request. Develop and maintain an automated database, for tracking purposes, of requests for new or revised DOE-SRS forms. This task involves responding to, and making inquiries as to the status of requests through interactions with both DOE and contractor personnel. Maintain records and files relating to this Task Assignment including records pertaining to DOF-SRS forms. Provide reports upon request. Mail Management Support Services - The Contractor shall provide Mail Management support services including, but not limited to, receiving, logging into an automated tracking system (Executive Commitment and Action Tracking (ECAT)) and forwarding to appropriate action office(s) all DOE-SR "Formal" correspondence and suspense tracking documents. "Formal" correspondence will include that which is addressed to or from the offices of the Manager, Deputy Manager, Assistant Manager, Division Directors, and equivalent level offices of DOE-SR and is to or from DOE-HQ, other DOE Field Offices, WSRC, WSI, other SR Contractors, Regulators, Congressional Staff, and other external agencies or activities. Maintain information needed to route, track and establish ownership of such correspondence; operating an automated mail control, suspense, and tracking system for DOE-SR for the above correspondence. Provide reports upon request.
DE-BP0001148	BEI	\$ 4,890.27	\$ 4,890.27	The vendor will collect, synthesize, organize, and manage corporate information in support of business units across the enterprise. This includes accumulating, understanding, and leveraging DOE-specific knowledge for the benefit of the organization, its clients, its employees, and its business partners. Specifically, the Data Integrator's role is to develop the matrix to align requirements to responsible organizations/ individuals and methods of local deployment (company level policy), then assist in the developer in the design and deployment the Integrated Business Management system, coordinate the maintenance of the system, and assist in the alignment of the systems evolution to accommodate DOE OCIO corporate enterprise architecture objectives; to manage and document changes that will facilitate the implementation and follow on maintenance of an Integrated Business Management solution through the analysis and redeployment of current DOE-SR systems in a concerted manner to best meet the business needs of the organization to reduce costs, increase return on investment and deliver superior content management; and to Manage and update enterprise records system, data processing tools to support changes, updates and configuration management.
DE-BP0001153	BEI	\$ 22,909.59	\$ 22,909.59	The vendor will collect, synthesize, organize, and manage corporate information in support of business units across the enterprise. This includes accumulating, understanding, and leveraging DOE-specific knowledge for the benefit of the organization, its clients, its employees, and its business partners. Specifically, the Data Integrator's role is to develop the matrix to align requirements to responsible organizations/ individuals and methods of local deployment (company level policy), then assist in the developer in the design and deployment the Integrated Business Management system, coordinate the maintenance of the system, and assist in the alignment of the systems evolution to accommodate DOE OCIO corporate enterprise architecture objectives; to manage and document changes that will facilitate the implementation and follow on maintenance of an Integrated Business Management solution through the analysis and redeployment of current DOE-SR systems in a concerted manner to best meet the business needs of the organization to reduce costs, increase return on investment and deliver superior content management; and to Manage and update enterprise records system, data processing tools to support changes, updates and configuration management.
DE-BP0001154	BEI	\$ 62,046.98	\$ 62,046.98	PROGRAM MANAGER - Under the direction of DOE-SR Records Management Officer, coordinate activities between members of the IBMS support team; SR- direct support contracted System Development Group, System Administration Group, Help Desk Group and other IT/ Project Management support contractors to develop the work scope and level of effort to develop and implement a DOE-SR Integrated Business Management System (IBMS). Manage the IBMS Direct Support team to develop the scope for a comprehensive Lifecycle Information Management program to include the following elements: Business Process Management, Document Control, Records Management, and Forms Management. DATA ANALYST- Under the direction of the Program Manager the Data Analyst will evaluate compliance and legal rules, corporate mandates, internal best practices to facilitate sharing, process efficiency and communication. Documents benefits and needs of all information stakeholders, including internal stakeholders and external stakeholders. Assist in the identification of operational business processes and documentation of the processes. The Data analyst will collect system essential documentation in the design, deployment and maintenance of the Integrated Business Management System.

DE-BP0001290	BEI	\$ 18,452.94	\$ 18,452.94	The vendor will collect, synthesize, organize, and manage corporate information in support of business units across the enterprise. This includes accumulating, understanding, and leveraging DOE-specific knowledge for the benefit of the organization, its clients, its employees, and its business partners. Specifically, the Data Integrator's role is to develop the matrix to align requirements to responsible organizations/ individuals and methods of local deployment (company level policy), then assist in the developer in the design and deployment the Integrated Business Management system, coordinate the maintenance of the system, and assist in the alignment of the systems evolution to accommodate DOE OCIO corporate enterprise architecture objectives; to manage and document changes that will facilitate the implementation and follow on maintenance of an Integrated Business Management solution through the analysis and redeployment of current DOE-SR systems in a concerted manner to best meet the business needs of the organization to reduce costs, increase return on investment and deliver superior content management; and to Manage and update enterprise records system, data processing tools to support changes, updates and configuration management.
DE-BP0001291	BEI	\$ 68,611.10	\$ 68,611.10	PROGRAM MANAGER - Under the direction of DOE-SR Records Management Officer, coordinate activities between members of the IBMS support team; SR- direct support contracted System Development Group, System Administration Group, Help Desk Group and other IT/ Project Management support contractors to develop the work scope and level of effort to develop and implement a DOE-SR Integrated Business Management System (IBMS). Manage the IBMS Direct Support team to develop the scope for a comprehensive Lifecycle Information Management program to include the following elements: Business Process Management, Document Control, Records Management, and Forms Management. DATA ANALYST- Under the direction of the Program Manager the Data Analyst will evaluate compliance and legal rules, corporate mandates, internal best practices to facilitate sharing, process efficiency and communication. Documents benefits and needs of all information stakeholders, including internal stakeholders and external stakeholders. Assist in the identification of operational business processes and documentation of the processes. The Data analyst will collect system essential documentation in the design, deployment and maintenance of the Integrated Business Management System.
DE-BP0001329	BEI	\$ 32,709.22	\$ 32,709.22	Records Management and Form Services - The Contractor shall develop and maintain an operational guide that supports the DOE-SRS Records Management Program. This document will, when implemented by DOE-SRS, support a comprehensive Records Management Program and established performance standards and milestones in accordance with the guidance found in the current applicable Federal. DOE, and DOF.-SRS publications. Work in the central records holding area, receiving, inventorying, tracking and retrieving records that are to be retained for all DOE-SR offices for temporary storage and/or permanent long-term disposition. Maintain the master Records Inventory and Disposition Schedule (RIDS) and perform filing and clerical duties associated with the retention maintenance, disposition, and control of records in accordance with the RIDS. As directed by the Task Manager, through the COR, take action to integrate technological advances in electronic records-keeping procedures. Provide initial, scheduled, and on-call assistance to designated DOE-SRS Records Management Coordinators (RMC) in the implementation of the DOE-SRS Records Management Program to include: assist in the preparation of and updates to the Records Inventory Disposition Schedules and assist in the preparation for transfer and receipt of records from designated temporary storage areas to interim storage and for subsequent transfer for other disposition as appropriate. Assist in the development and/or presentation of Records Management Training for designated DOE-SRS personnel. Such training will include appropriate training aids as require. Develop, implement, and maintain a computerized database(s) containing the holdings transferred to the Site M&O records administration for storage. Coordinate all DOE-SR requests for new or revised DOE-SRS forms with the Site M&O Forms Management Group and provide status to DOE customers upon request. Develop and maintain an automated database, for tracking purposes, of requests for new or revised DOE-SRS forms. This task involves responding to, and making inquiries as to the status of requests through interactions with both DOE and contractor personnel. Maintain records and files relating to this Task Assignment including records pertaining to DOF-SRS forms. Provide reports upon request. Mail Management Support Services - The Contractor shall provide Mail Management support services including, but not limited to, receiving, logging into an automated tracking system (Executive Commitment and Action Tracking (ECAT)) and forwarding to appropriate action office(s) all DOE-SR "Formal" correspondence and suspense tracking documents. "Formal" correspondence will include that which is addressed to or from the offices of the Manager, Deputy Manager, Assistant Manager, Division Directors, and equivalent level offices of DOE-SR and is to or from DOE-HQ, other DOE Field Offices, WSRC, WSI, other SR Contractors, Regulators, Congressional Staff, and other external agencies or activities. Maintain information needed to route, track and establish ownership of such correspondence; operating an automated mail control, suspense, and tracking system for DOE-SR for the above correspondence. Provide reports upon request.
DE-DT0001342	Energy Enterprise Solutions	\$ 3,283,302.55	\$ 2,882,816.77	Minimize the development of customized applications, where appropriate, with Commercial Off the Shelf (COTS) products. If COTS products are not available, the contract shall develop customized applications adhering to Software Engineering Methodology; develop and/or refine business, functional and performance requirements for all proposed and existing information systems; develop logical and physical database models targeted for a relational database management; performance acceptance testing on all new and/or modified information systems; create application and end-user documentation; provide training for all new and/or existing application to end-users; maintain all new and existing information systems; troubleshoot all software-related issues impacting information systems; perform basic database administrator functions when needed; incorporate appropriate security measures at the application level to protect sensitive corporate information; provide input and guidance to the Replenishing Plan, Strategic Plan and other in-house planning and operational documents based on future technological trends related to software development; provide general project oversight, coordination and management for each work task; prepare and submit various ad-hoc reports and other information as requested by the COR; document software development time in a time management system that meets the Federal Accounting Standards Advisory (FSASAB) Statement of Federal Financial Standards (SFFAS) Number 10, "Accounting for Internal Use Hardware."; and ensure all software development efforts follow DOE G 200.1-1, Software Engineering Methodology, Software Engineering Institute's Capability Maturity Model Level 2, or latest DOE software methodology directive.

			<p>Help Desk Support: The contractor will provide general project oversight, coordination and management for each task received; develop and maintain a Standard Operating Procedure (SOP) Manual. The SOP manual shall contain all relevant IT policies and procedures used by the COR's organization; maintain and update all computer equipment associated with the DOE Loaner Laptop Program; prepare and submit various reports and other information requested by the COR; perform technical assessment to enhance IT processes with end users; evaluate the application of new technology in relation to the current and planned IT environment; perform file archiving to CD-R media or external drive device; repair all computers, printers and peripheral with government furnished parts when deemed cost effective by the COR and not covered by other warranties or contracts; coordinate with the M&O contractor to create/reset network and email accounts for end users; perform acceptance testing of all M&O contractors to create/reset network and email accounts for end users; perform acceptance testing of all M&O software releases and updates; participate in diagnostic analysis and resolution of all site network related problems with M&O contractor; maintain and update the software license database on a continuous basis; maintain and update the spare parts inventory database on a continuous basis; coordinate with the telephone coordinator for the installation and/or removal of wiring from punch down blocks to enable Ethernet connections for networked computers and printers; install, configure and maintain software on all new and existing computers to ensure maximum performance; install, configure and maintain all new and existing peripherals; perform remote diagnostic services on hardware and software using remote utility; inspect all desktop/laptop computers to ensure only authorized "stand alone" and/or site "licensed" software is installed. Observation of unauthorized software shall be fully documented and referred to the COR and Cyber Security for corrective action; provide explanation, demonstration, training and orientation to end-users when necessary for problem resolution; perform remediation services related to computer viruses, malware and other contamination incidents. All occurrences shall be reported to the COR and Cyber Security as soon as they are identified and install configure, maintain and document all changes made to hardware and software located in computer lab.</p>
			<p>Data Center: Install, configure, maintain and optimize all Windows 2003 and Domino servers; install and configure served-based applications; document all changes to the configuration management log; perform incremental and full backup of data; perform full backup of web content on a quarterly basis; perform partial or full restoration of mockup server on a quarterly basis to ensure recover from an unexpected disaster; perform basic data administration and database administration functions; write scripts for scheduling jobs; transfer new applications and web pages from development to production environments; apply hot fixes or security patches when mandated or necessary; review server-based transaction logs on a daily basis and notify the COR and Cyber Security if questionable activities are observed; respond to alerts generated by server transaction logs or the intrusion detection system and other cyber security incidents; perform remediation services when computer viruses are discovered. All occurrences shall be reported to the COR and Cyber Security; update and maintain a Standard Operating Procedure (SOP) Manual. The SOP manual shall contain all relevant IT policies and procedures used by the COR's organization; prepare and submit various reports and other information as requested by the COR; respond to calls and/or pages within 30 minutes during after hours, weekends and holidays. Note: Based on historical trends, this may occur 1-2 times per year; formulate and document technical proposals for short term and long range planning of the Data Center; Assist DOE Computer Security and evaluate new technology to determine related risks and threats and provide the documented results; work directly with the Application Development team, to assist with design, implementation and modification of the DOE Information Systems, research and testing of new technologies and future releases of software and hardware; develop and update documents required for the PCSP and PSP; assist and facilitate the M&O contractor with testing and implementation of new and existing software and upgrades; and gather and perform trend analysis on server and drive utilization.</p>
			<p>Records Management Support: The must provide support for the current Documentum Records System utilized by SRS staff. The contractor will make enhancements that will streamline the records declaration process. These enhancements should enhance the efficiency at SRS and help to ensure compliance with DOE's records management mandates including managing ARRA records.</p> <p>Phase 2 – The contractor must provide access to the content stored in the Documentum repository and provide a unified intranet user interface for federal staff. The contractor will provide a redesigned intranet. The contractor will ensure the accuracy of the intranet content by providing a content management solution. The contractor will provide a solution to permit content owners the ability to edit and update their content. This task is for the design and development of a technical solution necessary to provide web page editing and version control for the Integrated Business Management System (IMBS). This solution should provide the ability to publish updated web content to the appropriate web server. The contractor will be performing jointly with other contractor technical team who are responsible for supporting the IBMS intranet site. Specifically, the contractor will perform the following tasks: install and configure the Documentum Web Publisher and Site Caching Services product in a development environment; install and configure the Documentum Advanced Document Transformation Services (ADTS) in a development environment; conduct a proof of concept of web page editors using both Web Publisher and Word (transformed to HTML via ADTS) to select the best editing solution for SRS; design overall intranet updating solution combining static content published from Documentum with dynamic content pulled from existing SRS data sources; develop intranet updating solution based on design created in Task 4; test overall web content editing and publishing solution; assisting in deploying tested web content editing and publishing solution to production environment; and provide training to web page editors.</p>

				<p>Phase 3 – The contractor will deploy additional functionality to the SRS users to enhance the productivity and provide tools to facilitate the search and retrieval of information from various SRS repositories (i.e. file systems, email, records system, etc.). The contractor will use the Documentum ECM product offers basic document management, team collaboration areas, and federated search features. The contractor will be performing jointly with other contractor technical team who are responsible for supporting the IBMS intranet site. Specifically, the contractor will perform the following tasks: define the business and functional requirements for the IBMS collaboration, search and action tracking phases including definition of a content taxonomy to manage work in process documents; design the following elements: revised intranet web pages incorporating ECM and Federated Search; enhance Documentum repository design including document taxonomy, additional metadata fields, and access controls; ECM configuration; and federated search adapters; configure Documentum Content Server in accordance with the design developed in Task 1; install and configure the Documentum ECM product in a development environment; assist in integrating ECM with the IBMS intranet web pages; configure the federated search adapters to access content stored in the designated SRS repositories; test overall design and deployment solution; assist in deploying tested design solutions to production environment and provide training to designated SRS staff in the Train the Trainer approach.</p> <p>Phase 4 – The contractor will provide integration functionality in the correspondence management and action tracking system provided by eCATS and SIMTAS applications respectively. The contractor will perform a functional and technical assessment of the current eCATS and SIMTAS applications to determine if they meet the current and future business requirements and ensure the consistency with the technical architecture for SRS. The functionality will integrate the IBMS such that the users will be presented with a single portal containing their action collaboration. The contractor will be performing jointly with other contractor technical team(s) who are responsible for supporting the IBMS intranet site, eCATS and SIMTAS. Specifically, EES will perform the following tasks: conduct a functional and technical analysis of ECATS jointly with SRS staff; conduct a functional and technical analysis of SIMTAS jointly with SRS staff, design an integration between ECATS and IBMS which will include the utilization of Documentum as a repository for correspondence; design an integration between SIMTAS and IBMS, develop ECATS and SIMTAS integration with IBMS, test eCATS and SIMTAS integration with IBMS and assist in deploying tested ECATS/SIMTAS integrations with IBMS to production environment.</p>
DE-DT0001506	Value Added Solutions	\$ 1,462,795.64	\$ 917,886.39	<p>The contractor shall provide technical support in the development, approval, and review of annual updates of plans which includes the various Site Safeguards and Security Plans (SSSPs); SSSP component plans, including Safeguards and Security Management Plans (SSMPs), Resource Plans (RPs) and Vulnerability Assessment Reports (VARs); Site Security Plans (SSPs) for those facilities not requiring SSSPs; and the Site Material Control and Accountability Plan. Review requests for deviations from DOE Order requirements submitted by the operating contractors. Provide technical support in reviewing security requirements for new or modified facilities (e.g. Security Requirements Identification Document). Assist the Director, OSSES, with draft and final materials used for briefings and presentations to management and/or other entities on the status of the safeguards and physical security programs. Draft S&S Final Survey reports in accordance with the format and content requirements of DOE M 470.4-1, Change 1, utilizing data collection sheets and other input from S&S Survey team members. Provide technical support for preparation of the OSSES inputs in the design of security systems including intrusion detection and assessment components. This will include review of project documentation. Provide technical support for the operational oversight of existing safeguards and security systems including the Electronic Safeguards and Security System and testing and maintenance of all security systems and components such as portal metal and SNM detectors, and various exterior and interior intrusion detection systems. Provide technical support for operational oversight of the implementation of new or modified security enhancements. Provide technical support for the performance assurance activities related to safeguards and security systems Provide technical support for oversight of timely integration and implementation of all security requirements established by the 2009 Graded Security Protection Policy. Provide technical review and analysis of documents, data collection, research, review and analysis of documents, program status reports, progress reports, cost and schedule reports, and miscellaneous documents associated with general requirements of the program. Provide assistance in draft presentation materials and documents with CMPC, UCIP and/or SIP relevance. Perform source document research and development of draft policies and procedures as requested by the Program Manager. Provide technical, analytical, management and general administrative support as directed by the Program Manager. Assist with preliminary inquiries for the SIP as requested by the Program Manager. Conduct assessments, reviews, surveillance, and validation as requested by the Program Manager. Assist with special projects as assigned by the Program Manager.</p>

			<p>The contractor shall serve as the SRS TSCM Officer (TSCMO) and PTS Officer (PTSO) Coordinator. Conducts daily interface and indirect management of over fifty (50) TSCMO and PTSO personnel around the Savannah River Site, the Environmental Management Centralized Business Center in Cincinnati, Ohio; and PDCF Design Activity in Denver, Colorado. Perform duties as an Alternate TEMPEST Coordinator for the SRS general site. These duties require: periodic assessment of the threats; the accountability and risk evaluation of portable and fixed transmitter devices in proximity to classified processing equipment; establishing and inspecting RED/BLACK separation requirements; and annual recommendations to the DOE HQ Certified TEMPEST Technical Authority concerning the implementation of scalable security measures. Assist the SR Technical Security Program Operations Manager (TSPOM) in planning, developing and conducting self-assessments and area assessments. Assist in preparation of the required TSCM and Telecommunications Security reports (and other correspondence). Assist in formulation of TSCM and Telecommunications Security local policy, the development of Technical Security forms, flow charts, presentations, and operating procedures. Conduct and or assist in the preparation for, and conduct of, TSCM and Telecommunications Security briefing and training activities. Participate in HQ TSCM and Telecommunications Security Quality Panel/Workshop meetings. Conduct Open Source research concerning threats, tools, and techniques and shares such information with the Technical Security Team, TSCMO & PTSO personnel, and the SRS Technical Security Program Manager. Review WSI daily blotters and data base accordingly: (1) All insecurity events of Limited Area buildings or repositories; (2) Incidents of unescorted visitors; (3) Lost ADP equipment; (4) Unauthorized possession of controlled electronics; (5) and Cellular telephone incidents. Review foreign national visit requests and develops Technical Security precaution recommendations. Conducts periodic liaison and collaborative security efforts with the SRS Office of Counterintelligence and other Intelligence Community Activities. Maintains the SRS file systems for TSCM and Telecommunications Security. Updates and maintain the TSCM and Telecommunications Security criteria schedule list. Also tracks completion of unscheduled requirements Prepares TSCM reports and data base results retrievable by FY, type of activity, and location of activity. Prepares weekly activity reports that would be integrated into quarterly and annual TSCM reports to DOE HQ. Updates SSIMS records pertaining to TSCM findings. Coordinates corrective action plans with the applicable TSCMO and tracks progress through final finding resolution. Tracks the progress of Initial Technical Inspections and periodic required visual inspection of approximately 20 SRS PTSs. Works with the applicable PTSO Coordinator to ensure associated PTS Security Plans are current and accurate. Assists with the team pack logistical and maintenance records for accountability, serviceability, and compliance with DOE HQ standards. Maintains, retrieves, and purges classified data bases of TSCM scheduled and unscheduled activities. Participates in the development of quick action plans to find and eliminate SRS vulnerabilities when notified of inherent risks associated with communications processing equipment. Assists the TSCM Team with Operations Security Support. Assists in the production and quality assurance of a variety of classified and unclassified Technical Security reports. Ensures the technical and safety training records of TSCMO, PTSO, and TSCM Team personnel are up to date and accurate. Validate the nomination of new TSCMO/PTSO candidates by ensuring they meet all prerequisites including DC/RO and CMPC training. Serves as a Derivative Classifying Official and keeps the SRS Technical Security Program personnel on the correct path when using three separate DOE Classification Guides.</p>
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			<p>The contractor shall receive information from DOE employees that require a STI or PIR review. Enter information into the STI/PIR database. Establish a file for each STI/PIR and maintain a copy of the document being reviewed and one SR-60 which is completed with each document reviewers approval/disapproval. Route (electronically) STI/PIR information to the appropriate DOE reviewers. Follow-up as necessary with reviewers to ensure that the necessary reviews are conducted in a timely manner. Annotate the outcome of each reviewer's review and in cases where changes need to be made, coordinates with the originator and the appropriate reviewer to ensure that the necessary changes are made and incorporated into the information being released. Provide the final approval/disapproval to document originators with regard to requests for STI/PIR.</p> <p>The contractor shall assist with MC&A special projects, technical reviews, and analyses of data as assigned. As requested, assist the DOE-SR Nuclear Safeguards Team in planning, scheduling, and organizing as well as attending and participating in appropriately approved meetings, training sessions, working groups, committees, and symposia. The contractor shall provide support for the conduct of MC&A Surveys and Assessment in support of the OSSES Survey program. Assist DOE-SR in performing survey/assessment fieldwork as assigned. Prepare the results of the fieldwork for review as applicable (data collection sheets, matrix of concerns). The contractor shall Develop and maintain the site's IT/Cyber Strategic Plan to reflect site mission of accelerated cleanup, closure, and Deactivation and Decommissioning (D&D). Developing and maintaining Exhibit 53s and 300Bs in support of Capital Planning and Investment Control (CPIC), Enterprise Architecture, including cyber security architecture components, as defined by the Federal Enterprise Architecture Developing and maintaining IT Performance Baseline, including cyber security performance components, and policies, procedures and guidance based on new/existing regulatory, Office of Management and Budget (OMB) and Headquarters (HQ) requirements. Analyze IT/Cyber cost structure and delivery service and provide recommendations for cost/service compression/integration/synergy. Conduct fundamental research with leading IT consultancy groups (i.e., Gartner Group) and other assignments within scope as specified by the client.</p> <p>The contractor shall assist in the Planning, Development, and Review of Computer Security Program Management Planning Activities. Assist the Designated Approving Authority Representative (DAA Rep) and Information System Security managers (ISSM)s in the development and coordination of Computer Security Risk Assessments, Accreditation approvals, certifications, routine auditing of systems and program corrective action validation. Perform penetration testing on the unclassified and classified SRS based networks in support of Certification and Accreditation process employing NIST 800-53A control based testing criteria to identify the absence or weakness of implemented controls. Perform validation activities to provide assurance that contractor activities performed to determine risks and develop Programs of Actions and Milestones (POAM)s meet departmental requirements. Perform technical testing and systems in the perform assessments of unclassified and classified accreditation boundaries to satisfy testing requirements governed by the DOE Program Cyber Security Plan (PCSP.) Assist in the review and provide evaluative comments relative to external reports, profiles and assessments, and provide support to collect data and provide input. The contractor shall provide technical Certification Agent support by developing and performing test cases for certification of unclassified and unclassified networks and systems. The contractor shall provide technical Certification Agent support by developing and performing test cases for certification of classified and unclassified networks and systems. The contractor shall provide other technical oversight support on technical cyber security projects and PCSP mandated requirements by attending meetings, developing procedures, tracking contractor tasks, and verification of completed duties as assigned.</p>
			<p>The contractor shall assist in the review and approval process for emergency planning documents (Hazards Surveys and Emergency Planning Hazard Assessments). Support includes development of reviewer guidelines, summary report template, and assistance in document reviews. Assist in the development of the Savannah River Site Continuity of Operations Program. Monitor and support remote worker activities. Assist with internal and external assessments. Update and coordinate as necessary the Worker Safety and Health Plan (10CFR851).</p> <p>The contractor shall provide support for the Export Control (EC) Program and the EC Program Manager. Provide technical review and analysis of documents, technology and equipment transfers, data collection, research, review and analysis of documents, program status reports, progress reports, cost and schedule reports, draft DOE Export Control Guidelines exemption requests and miscellaneous documents associated with general requirements of the program. Provide assistance in draft presentation materials and documents with EC relevance. Perform source document research and development of draft policies and procedures as requested by the EC Program Manager. Provide technical, analytical, management and general administrative support as directed by the EC Program Manager, to include researching applicable US export regulations as they apply to technology and equipment transfers. Conduct assessments, reviews, and surveillance as requested by the EC Program Manager. Assist with special projects as assigned by the EC Program Manager.</p> <p>The contractor shall provide technical review and support in the management and implementation of International Safeguards programs involved with current and proposed agreements, treaties, and requests for assistance from foreign countries. Participate in implementation and support for verification regime for plutonium storage. Task will involve interaction (meetings, correspondence, etc.) with personnel from SRNS, DOE, National Laboratories, and the International Atomic Energy Agency (IAEA.) Typical activities include design reviews, installation planning, reviews of procedures for system use, and coordination and observation activities. Assist in reviewing and analyzing design documents, specifications, and other information relating to the application of IAEA safeguards in new or remodeled facilities. This task includes monitoring and reporting of installation, startup and operation of all safeguards equipment and systems installed in the facilities, coordination of activities, and making recommendations concerning the status of implementation. Assist with the process of reporting of activities associated with SR international safeguards programs, including Additional Protocols to IAEA Safeguards Agreements. Assist in the processing, tracking and validating of the IAEA Foreign National assignees/visitors to ensure compliance with DOE Orders and SRS requirements.</p>

				Provide expert-level programmatic and technical advisory support for the National Nuclear Security Administration (NNSA) Office of Stockpile Technology (NA-123) and DOE-SR by characterizing DOE special nuclear material (SNM) inventories and developing integrated program plans for consolidation/disposition options. Prepare briefings and option papers on behalf of DOE-SR and NA-123 in support of the Nuclear Materials Disposition and Consolidation Coordination Committee (NMDCCC) and the Nuclear Materials Management Team (NMMT) and produce a Materials Management Plan (MMP) documenting progress made by Defense Program sites in consolidating and disposing of SNM. Conduct inventory analysis of DOE nuclear materials inventory. Attend meetings with DOE Sites to clarify disposition strategies of SNM at their sites. Support the development of the Defense Programs Materials Management Plans. Identify metrics for measuring progress of Department consolidation and disposition activities.
DE-DT0001689	Project Services Group	\$ 300,000.00	\$ 257,015.93	Provides review and evaluation of new issued performance baseline proposed by the operating contractor and its alignment with the system strategy and risk management. Specifically, review and evaluation in detail of three documents. These documents are deliverables subject to a contract milestone and the subject review and evaluation will be used as basis for the contract milestone validations. The documents to be reviewed are : Savannah River Remediation Contract Performance Baseline, Liquid Waste System Plan and Risk Management Plan. Evaluation will also include the cross walking between the three subject documents to ensure alignment and complete integration of the liquid waste system is demonstrated in the contract performance baseline. Evaluation will include crosswalk between the contract performance baseline and the current approved contract and contract proposal and cost.
DE-DT0001729	PAI	\$ 243,060.97	\$ 243,060.96	Conduct daily performance base evaluations of ARRA operations, maintenance, construction and/or project oversight activities utilizing knowledge of professional engineering and scientific disciplines. Specifically, produce assessment plans for ARRA operations, maintenance, construction and/or project oversight work, conduct assessments and follow corrective actions and meeting schedules as directed by management; monitor, observe and assess ARRA operations, maintenance, construction and/or project oversight work including environmental, safety and health issues and concerns, and perform continuous, independent, and technically based observations that are performed through unscheduled inspections or "walk-through" of ARRA operations, maintenance, construction and/or project oversight work.
DE-DT0001747	MAS	\$ 57,481.19	\$ 57,481.19	
DE-DT0002196	MAS	\$ 297,329.60	\$ 256,190.77	Track and review contractor Baseline Change Proposals (BCPs); analyzing contractor BCPs requiring DOE approval and making recommendations on their disposition; provide support for the updating of IPABS cost, milestones, performance measures, and variance analysis data inputs; review long lead procurement consent packages related to the Supplemental Salt Initiative (SSI); review contractor cost proposals for SSI Design activities and SSI Fabrication and Installation activities. Developing Independent Government Cost Estimates, Technical Evaluation Reports and assisting DOE in contractor negotiations related to the SSI; provide assistance to DOE in verifying completion of contractor performance incentives and developing new Performance Evaluation Management Plans; review numerous documents including procedures, schedules, plans, budgets, reports, etc. A detailed listing of documents reviewed is included in the weekly reports; attend various meetings and interacted with DOE and Contractor personnel as required - including status and change control board meetings. Provide a detailed list of meetings in the weekly reports; and provide weekly progress reports to DOE.
DE-DT0906SR22508	Energy Enterprise Solutions	\$ 4,500,094.97	\$ 4,426,818.83	Minimize the development of customized applications, where appropriate, with Commercial Off the Shelf (COTS) products. If COTS products are not available, the contract shall develop customized applications adhering to Software Engineering Methodology; develop and/or refine business, functional and performance requirements for all proposed and existing information systems; develop logical and physical database models targeted for a relational database management; performance acceptance testing on all new and/or modified information systems; create application and end-user documentation; provide training for all new and/or existing application to end-users; maintain all new and existing information systems; troubleshoot all software-related issues impacting information systems; perform basic database administrator functions when needed; incorporate appropriate security measures at the application level to protect sensitive corporate information; provide input and guidance to the Replenishing Plan, Strategic Plan and other in-house planning and operational documents based on future technological trends related to software development; provide general project oversight, coordination and management for each work task; prepare and submit various ad-hoc reports and other information as requested by the COR; document software development time in a time management system that meets the Federal Accounting Standards Advisory (FSASAB) Statement of Federal Financial Standards (SFFAS) Number 10, "Accounting for Internal Use Hardware."; and ensure all software development efforts follow DOE G 200.1-1, Software Engineering Methodology, Software Engineering Institute's Capability Maturity Model Level 2, or latest DOE software methodology directive.

			<p>Help Desk Support: The contractor will provide general project oversight, coordination and management for each task received; develop and maintain a Standard Operating Procedure (SOP) Manual. The SOP manual shall contain all relevant IT policies and procedures used by the COR's organization; maintain and update all computer equipment associated with the DOE Loaner Laptop Program; prepare and submit various reports and other information requested by the COR; perform technical assessment to enhance IT processes with end users; evaluate the application of new technology in relation to the current and planned IT environment; perform file archiving to CD-R media or external drive device; repair all computers, printers and peripheral with government furnished parts when deemed cost effective by the COR and not covered by other warranties or contracts; coordinate with the M&O contractor to create/reset network and email accounts for end users; perform acceptance testing of all M&O contractors to create/reset network and email accounts for end users; perform acceptance testing of all M&O software releases and updates; participate in diagnostic analysis and resolution of all site network related problems with M&O contractor; maintain and update the software license database on a continuous basis; maintain and update the spare parts inventory database on a continuous basis; coordinate with the telephone coordinator for the installation and/or removal of wiring from punch down blocks to enable Ethernet connections for networked computers and printers; install, configure and maintain software on all new and existing computers to ensure maximum performance; install, configure and maintain all new and existing peripherals; perform remote diagnostic services on hardware and software using PC Anywhere utility; inspect all desktop/laptop computers to ensure only authorized "stand alone" and/or site "licensed" software is installed. Observation of unauthorized software shall be fully documented and referred to the COR and Cyber Security for corrective action; provide explanation, demonstration, training and orientation to end-users when necessary for problem resolution; perform remediation services related to computer viruses, malware and other contamination incidents. All occurrences shall be reported to the COR and Cyber Security as soon as they are identified and install configure, maintain and document all changes made to hardware and software located in computer lab.</p>
			<p>Data Center: Install, configure, maintain and optimize all Windows 2003 and Domino servers; install and configure served-based applications; document all changes to the configuration management log; perform incremental and full backup of data; perform full backup of web content on a quarterly basis; perform partial or full restoration of mockup server on a quarterly basis to ensure recover from an unexpected disaster; perform basic data administration and database administration functions; write scripts for scheduling jobs; transfer new applications and web pages from development to production environments; apply hot fixes or security patches when mandated or necessary; review server-based transaction logs on a daily basis and notify the COR and Cyber Security if questionable activities are observed; respond to alerts generated by server transaction logs or the intrusion detection system and other cyber security incidents; perform remediation services when computer viruses are discovered. All occurrences shall be reported to the COR and Cyber Security; update and maintain a Standard Operating Procedure (SOP) Manual. The SOP manual shall contain all relevant IT policies and procedures used by the COR's organization; prepare and submit various reports and other information as requested by the COR; respond to calls and/or pages within 30 minutes during after hours, weekends and holidays. Note: Based on historical trends, this may occur 1-2 times per year; formulate and document technical proposals for short term and long range planning of the Data Center; Assist DOE Computer Security and evaluate new technology to determine related risks and threats and provide the documented results; work directly with the Application Development team, to assist with design, implementation and modification of the DOE Information Systems, research and testing of new technologies and future releases of software and hardware; develop and update documents required for the PCSP and PSP; assist and facilitate the M&O contractor with testing and implementation of new and existing software and upgrades; and gather and perform trend analysis on server and drive utilization.</p>
			<p>Records Management Support: The must provide support for the current Documentum Records System utilized by SRS staff. The contractor will make enhancements that will streamline the records declaration process. These enhancements should enhance the efficiency at SRS and help to ensure compliance with DOE's records management mandates including managing ARRA records.</p> <p>Phase 2 – The contractor must provide access to the content stored in the Documentum repository and provide a unified intranet user interface for federal staff. The contractor will provide a redesigned intranet. The contractor will ensure the accuracy of the intranet content by providing a content management solution. The contractor will provide a solution to permit content owners the ability to edit and update their content. This task is for the design and development of a technical solution necessary to provide web page editing and version control for the Integrated Business Management System (IMBS). This solution should provide the ability to publish updated web content to the appropriate web server. The contractor will be performing jointly with other contractor technical team who are responsible for supporting the IBMS intranet site. Specifically, the contractor will perform the following tasks: install and configure the Documentum Web Publisher and Site Caching Services product in a development environment; install and configure the Documentum Advanced Document Transformation Services (ADTS) in a development environment; conduct a proof of concept of web page editors using both Web Publisher and Word (transformed to HTML via ADTS) to select the best editing solution for SRS; design overall intranet updating solution combining static content published from Documentum with dynamic content pulled from existing SRS data sources; develop intranet updating solution based on design created in Task 4; test overall web content editing and publishing solution; assisting in deploying tested web content editing and publishing solution to production environment; and provide training to web page editors.</p>

				<p>Phase 3 – The contractor will deploy additional functionality to the SRS users to enhance the productivity and provide tools to facilitate the search and retrieval of information from various SRS repositories (i.e. file systems, email, records system, etc.). The contractor will use the Documentum ECM product offers basic document management, team collaboration areas, and federated search features. The contractor will be performing jointly with other contractor technical team who are responsible for supporting the IBMS intranet site. Specifically, the contractor will perform the following tasks: define the business and functional requirements for the IBMS collaboration, search and action tracking phases including definition of a content taxonomy to manage work in process documents; design the following elements: revised intranet web pages incorporating ECM and Federated Search; enhance Documentum repository design including document taxonomy, additional metadata fields, and access controls; ECM configuration; and federated search adapters; configure Documentum Content Server in accordance with the design developed in Task 1; install and configure the Documentum ECM product in a development environment; assist in integrating ECM with the IBMS intranet web pages; configure the federated search adapters to access content stored in the designated SRS repositories; test overall design and deployment solution; assist in deploying tested design solutions to production environment and provide training to designated SRS staff in the Train the Trainer approach.</p> <p>Phase 4 – The contractor will provide integration functionality in the correspondence management and action tracking system provided by eCATS and SIMTAS applications respectively. The contractor will perform a functional and technical assessment of the current eCATS and SIMTAS applications to determine if they meet the current and future business requirements and ensure the consistency with the technical architecture for SRS. The functionality will integrate the IBMS such that the users will be presented with a single portal containing their action collaboration. The contractor will be performing jointly with other contractor technical team(s) who are responsible for supporting the IBMS intranet site, eCATS and SIMTAS. Specifically, EES will perform the following tasks: conduct a functional and technical analysis of ECATS jointly with SRS staff; conduct a functional and technical analysis of SIMTAS jointly with SRS staff, design an integration between ECATS and IBMS which will include the utilization of Documentum as a repository for correspondence; design an integration between SIMTAS and IBMS, develop ECATS and SIMTAS integration with IBMS, test eCATS and SIMTAS integration with IBMS and assist in deploying tested ECATS/SIMTAS integrations with IBMS to production environment.</p>
DE-DT0002295	Project Services Group	\$ 490,628.20	\$ 333,013.23	Provide technical expertise and assistance in the areas electrical and welding activities. Specifically, the electrical consultant will develop appropriate plans and perform direct oversight, monitoring, and/or independent inspection of all electrical and instrumentation and control construction activities performed and inspected by ECP contractor in accordance with applicable electrical and safety codes that include NFPA 70E (Standard for Electrical Safety in the Workplace), 29 CFR 1919-137 (Subpart I - Electrical Protective Devices) and ANSI 45.25 (Instrumentation and Control). The electrical consultant will be capable of: 1) establishing techniques and procedures; 2) interpreting codes, standards, specifications, and procedures; 3) evaluating the adequacy of specific programs, 4) assisting in the resolution and disposition of all identified deficiencies and 5) travel to ECP vendor/subcontractor shops to assess and report the level of quality workmanship and programs. The welding consultant will develop appropriate plans and perform direct oversight, monitoring, and/or independent inspection of all mechanical and welding construction activities performed and inspected by the ECP contractor in accordance with applicable codes that include ASME B31.3 (Pipe Welding), ASME Section 8 (Tanks), ASME Section 9 (Welding Qualifications), and AWS B1.1 (Structural). The welding consultant will be capable of; 1) establishing techniques and procedures; 2) interpreting codes, standards, specifications, and procedures 3) evaluating the adequacy of specific programs, 4) assisting in the resolution and disposition of all identified deficiencies and 5) travel to EPC vendor/subcontractor shops to assess and report the level of quality workmanship and programs.
DE-DT0002344	Project Services Group	\$ 214,250.00	\$ 178,676.00	Provide support as needed to the DOE SWPF Project Office staff in the performance of management of the Salt Waste Processing Facility (SWPF) project activities at the Savannah River Site (SRS). Support, as a minimum, shall include: Working knowledge of the SWPF document management system database. This includes on going development of maintenance of the database and monitoring the site systems for documents applicable to SWPF; working knowledge of DOE-SR SWPF Configuration Management (CM) and document control procedures to provide CM for DOE SWPF deliverables; working knowledge of DOE-SR SWPF design review process to include coordination of DOE Formal technical reviews for SWPF deliverables; candidate should be authorized by DOE Savannah River Classification Office to perform functions as a Reviewing Official (RO) for SWPF drawings and documents in preparation for their release to the public; provide effective response and coordination with DOE Communication Lead to requests for SWPF information; i.e., DNFSB, DOE-HQ, Citizens Advisory Board (CAB), independent review groups, etc. Also provide interface with other Integrated Project Team organizations; support Federal response and transmittal of Requests for Information from the respective SWPF project contractors (Parsons and Savannah River Remediation); support SWPF Integrated Project Teams' review of Contractor Administrative Notices for systems, processes, and procedures, including notices for changing requirements and preferred candidate will have engineering degree and be able to support SWPF project engineering group with oversight as a Subject Matter Expert (SME).
DE-DT0002510	Manufacturing and Industrial Technologies	\$ 131,835.00	\$ 75,776.22	Prepare travel and payroll reports with emphasis on ensuring that fund obligated and costed in accordance with OMB guidance, FAR cost prim specific contractual requirements. Working with US Department of Energy representatives, documents and reports, including reviewing, analyzing, writing, editing and formatting. Collecting and organizing information related to tracking and reporting the budget execution compliance of programs, projects, and activities. Tracking, charting and trending of cost performance and cost variance analysis for projects and sub-projects.

DE-DT0003026	Project Services Group	\$ 24,000.00	\$ 24,000.00	Provides review and evaluation of new issued performance baseline proposed by the operating contractor and its alignment with the system strategy and risk management. Specifically, review and evaluation in detail of three documents. These documents are deliverables subject to a contract milestone and the subject review and evaluation will be used as basis for the contract milestone validations. The documents to be reviewed are : Savannah River Remediation Contract Performance Baseline, Liquid Waste System Plan and Risk Management Plan; evaluation will also include the cross walking between the three subject documents to ensure alignment and complete integration of the liquid waste system is demonstrated in the contract performance baseline; and evaluation will include crosswalk between the contract performance baseline and the current approved contract and contract proposal and cost; conduct assessment to determine whether SRR's corrective actions regarding the improvement of EPD's NQA-1 program is sufficient enough to reduce the Department's risk of approving CD-2A/3A for the Tank 48 Treatment Process Project; perform an in-depth evaluation and analysis of the current sludge waste loading in the Defense Waste Processing Facility canisters. This analysis should evaluate the current methodologies used to determine the waste loading such as the product composition control system (PCCS) and the product consistency test (OCT) and determine if the current methodologies are still accurate and/or if changes updates are needed. Other reference material should be reviewed such as the Waste Form Compliance Plan (WCP), Waste Qualification Report (WQR) and studies/reports for the Savannah River National Laboratory. The analysis should review past waste loading results and verification of information submitted to DOE by liquid waste contractor; review and evaluation of contract modifications to evaluate scope cost and schedule as cross walk with the approve contract performance baseline and determine validity of the proposed changes; provide technical, cost and schedule reviews of liquid operations and projects and/or work scope additions/deletions from existing baseline; review documents for Liquid Waste; recommend responses to DOE-HQ inquiries, media inquiries and other external organization requests.
DE-EM0000360	BEI	\$ 97,013.22	\$ 97,013.22	The Contractor shall prepare an initial report of liabilities, identified within the first 3 weeks of the review, in the area of Davis Bacon and Service Contract Act and workers compensation. This report, providing the results and recommendation of the contractor's review shall be submitted to the Deputy Manager for Business Operations and the Director's of the Offices of Acquisition Management and Acquisition Operations. The Contractor shall create/develop a new CHRT with a recommendation to change the organization's name to Contractor Industrial Relations Team. This activity will include identifying functions/roles/responsibilities of the new team. The Contractor shall compile a listing/library of all applicable rules and regulations (Federal, State and DOE) related to CHRT management. The Contractor shall assess the human capital needs for the CHRT, and others as appropriate. The Contractor shall conduct periodic progress and status briefings. Develop policies and procedures. The Contractor shall reinstitute the Labor Standards Board. Develop program deliverables for CHRT (reports due etc). The Contractor shall prepare a final report to include identification of concerns, issues, observations, recommendations, and all corrective actions taken/recommended.
DE-EM0000785	AWD	\$ 266,505.01	\$ 266,505.01	The Contractor shall function as the DOE-SR Asset Management Specialist (AMS), and maintain compliance with DOE O. 580.1, the DOE-SR Government Owned Personal Property Management Program Manual, and the M&O Contractor's 3B Asset Management Manual. The contractor shall provide AMS receiving and delivery services for DOE-SR, NNSA, and other Federal employees and the DOE-SR direct support service contractors located at the Savannah River Site (SRS) in a timely and effective manner. AMS duties include the following: excess property review and transfer processing; receiving/inspecting; posting and data entry into the site Asset Management Information System (AMIS); maintaining property accountability; inspecting and inventorying Government property per invoice comparison (including materials, equipment and locally purchased office supplies); applying appropriate labels and Government tags on equipment and supplies, issuing and arranging for the delivery of said property to end-users; inventory control and validation requirements; execute Balanced Scorecard requirements; make accurate supported adjustments to the site AMIS account; turn-in control, acceptance and process requirements; and excess and disposition of assets. Additionally, the Contractor will provide monthly activity reports to the DOE task manager providing required information as directed. Other annual and periodic reports will be required from the Contractor as required by DOE-SR and DOE HQ. The Contractor will participate in reviews/audits conducted by DOE-SR Property Management, DOE HQ, and DOE-SR Safety Inspections. Contractor duties include planning, supervising and conducting a complete physical inventory of all property listed in the DOE-SR AMS account and validation of that data as coordinated with site property management. Contractor will perform the property pass functions (manual or automated as directed by DOE Task Manager. Two weeks prior to expiration of a property pass, the AMS will send renewal forms to the end user for processing. Once completed, the AMS deliver the pass to the end-user prior to expiration. Contractor will conduct and document monthly self-assessments, walkthroughs and periodic inventories as required and maintain the DOE property account with the site database system including all accountability documents from acquisition through disposal, detailing accuracy of current user, location, status, and dollar value of all AMS property. Identify excess AMS account property and screen DOE-SR purchase requisitions against Federal excess lists, local excess, excess yard and furniture warehouse. Ensure any equipment held for future use is kept to a minimum, as coordinated with IT DOE Task Manager, to prevent unnecessary storage and accountability costs. The contractor shall establish and maintain a current desktop operation procedure identifying requirements and methods of operation. Records will be maintained in accordance with the Records Inventory Disposal Schedule. Records must ensure a complete audit trail for Government property, from acquisition through disposition. Ensure compliance with all safety requirements. The Contractor shall provide Mail Room Services for Federal employees and their support service contractors located at the SRS including, but not limited to; receiving, separating and processing all incoming and outgoing mail, and coordinating through the Federal Task Manager for delivery and pickup of mail by Federal employees. Provide appropriate special handling for all "special category" mail (e.g., registered, certified, overnight, etc.)

			<p>The Contractor shall provide Office Services for Federal employees and their support service contractors located at the SRS including, but not limited to; receiving, entering into a computer database, filing, and tracking specified requests for services. Prioritizing, scheduling and performing the requested work including office and furniture moves, minor cubicle reconfiguration, furniture re-arrangement, minor furniture repair, and other miscellaneous office services to include hanging pictures, assembling furniture, etc. Leasing and operating vehicles used to transport furniture and other office equipment; loading and unloading furniture and office equipment as required, both onsite and within the local area (50 mile radius), in support of the Federal workforce. Receiving furniture and office equipment from vendors and storing in a designated onsite warehouse, keeping the DOE-SR Task Manager informed of inventory levels and requirements for anticipated additional furniture and equipment in accordance with DOE-SR approved furniture policies. Maintaining custody of DOE equipment as assigned that is stored in various locations, preparing estimates for office furnishings, material handling equipment, and miscellaneous items as required. Setting up and arranging conference room facilities in coordination with conference room management personnel; assisting mail room, property management, supply room, and other SRS activities in the movement of boxes, supplies, and/or equipment as required. The position of General Clerk does not require a security clearance.</p> <p>The Contractor shall provide Facilities and Services Support for Federal employees and their support service contractors located at the SRS including, but not limited to, maintaining automated and manual files of building layout data; preparing office space layout plans and reports as requested; coordinating permanent and temporary office space requirements as required, and preparing management reports relative to the above as required. Receiving requests for janitorial/maintenance services and forwarding them to the appropriate action office; processing requests for alterations for office space and following up on the status of facility maintenance requests. Conducting monthly "walk down" inspections of DOE assigned areas, providing reports on condition and maintenance required.</p> <p>The Contractor shall provide printing, copier, photography, and illustrations support services for Federal employees and their support service contractors located at the SRS including, but not limited to, completing reproduction jobs (color and black and white) in-house or processing such requests through the Management and Operating Contractor (M&O). Serving as the Key Operator for all Federal copiers and maintaining a current, updated Copier Key Operator listing for all Federal copiers. Taking monthly usage readings for those copiers and forwarding appropriate usage data to the M&O Copier Management Group. Coordinating all Federal employee requests for new or replacement copier equipment with the M&O Copier Management Group and coordinating requests for the movement and/or placement of all Federal copiers. Developing and maintaining an automated database for tracking of requests for printing, photography, and illustrating. This task involves responding to and making inquiries as to the status of interactions with both Federal and contractor personnel; coordinating all Federal printing, photography, and photographic support; maintaining records and files relating to this task assignment including records pertaining to Federal printing, photography, illustrating and copier-related files; developing and maintaining Records Inventory and Disposition Schedules for these files; and creating printing-related correspondence and documentation as required.</p>
			<p>The Contractor shall provide support to Federal employees and their support service contractors located at the SRS in the planning and operation of their communication coordination services. This task is comprised of two components: video teleconferencing and telephone coordination.</p> <p>Video Teleconferencing services shall include, but not be limited to, the operation, scheduling, establishing, troubleshooting and monitoring of all equipment and systems associated with the DOE-SR Video Teleconference Network. Managing and controlling all items associated with the Video Teleconference Network to include accounting for, properly handling, controlling, and storing those items. The following services shall be provided: analysis and evaluation of video network system programs and reporting the impact they have on present and future communications services and budget programs; feasibility studies and video teleconference monthly usage reports and charts; video teleconference scheduling; equipment configurations to assure adequacy and cost effectiveness; and justification for the acquisition of video equipment.</p> <p>Telephone Coordination services include, but are not limited to, relocating telephone, FAX, and modem lines and cellular phones and conducting an inventory of all DOE cellular phones. Preparing Telephone Service Requests for processing and maintaining an appropriate filing system that incorporates the current and background requests. Operating and maintaining automated systems that support Federal employees and their support service contractors located at the SRS. Maintaining personnel listings with pertinent telephone related information and keeping this listing updated on the SHRINE network as a "Super user function", update the DOE-HQ phone book via SHRINE. Record and track requests on a specified automated system and provide management reports as requested for services performed. Provide assistance to customers in preparing telecommunications proposals for equipment and services. Receive and process requests for DOE site pagers and nationwide pagers. Serve as the point of contact for PageNet Services for repairs, upgrades and ordering new equipment.</p> <p>The Contractor shall provide administrative support services for the Office of Acquisition Management (OAM). Assist OAM in the initiation, tracking and completion of close-out of expired Federal contracts, financial assistance instruments and interagency agreements. This includes, but is not limited to, data entry/work processing support for OAM (PADs system and Federal Procurement Data System (FPDS-NG). Provides assistance with special projects as assigned in writing via Work Authorization Directives by the Director, OAM.</p>

DE-EM0000997	AWD	\$ 2,237,732.14	\$ 1,247,321.73	<p>The Contractor shall function as the DOE-SR Asset Management Specialist (AMS), and maintain compliance with DOE O. 580.1, the DOE-SR Government Owned Personal Property Management Program Manual, and the M&O Contractor's 3B Asset Management Manual. The contractor shall provide AMS receiving and delivery services for DOE-SR, NNSA, and other Federal employees and the DOE-SR direct support service contractors located at the Savannah River Site (SRS) in a timely and effective manner. AMS duties include the following: excess property review and transfer processing; receiving/inspecting; posting and data entry into the site Asset Management Information System (AMIS); maintaining property accountability; inspecting and inventorying Government property per invoice comparison (including materials, equipment and locally purchased office supplies); applying appropriate labels and Government tags on equipment and supplies, issuing and arranging for the delivery of said property to end-users; inventory control and validation requirements; execute Balanced Scorecard requirements; make accurate supported adjustments to the site AMIS account; turn-in control, acceptance and process requirements; and excess and disposition of assets. Additionally, the Contractor will provide monthly activity reports to the DOE task manager providing required information as directed. Other annual and periodic reports will be required from the Contractor as required by DOE-SR and DOE HQ. The Contractor will participate in reviews/audits conducted by DOE-SR Property Management, DOE HQ, and DOE-SR Safety Inspections. Contractor duties include planning, supervising and conducting a complete physical inventory of all property listed in me DOE-SR AMS account and validation of that data as coordinated with site property management. Contractor will perform the property pass functions (manual or automated as directed by DOE Task Manager. Two weeks prior to expiration of a property pass, the AMS will send renewal forms to the end user for processing. Once completed, the AMS deliver the pass to the end-user prior to expiration. Contractor will conduct and document monthly self-assessments, walkthroughs and periodic inventories as required and maintain the DOE property account with the site database system including all accountability documents from acquisition through disposal, detailing accuracy of current user, location, status, and dollar value of all AMS property. Identify excess AMS account property and screen DOE-SR purchase requisitions against Federal excess lists, local excess, excess yard and furniture warehouse. Ensure any equipment held for future use is kept to a minimum, as coordinated with IT DOE Task Manager, to prevent unnecessary storage and accountability costs. The contractor shall establish and maintain a current desktop operation procedure identifying requirements and methods of operation. Records will be maintained in accordance with the Records Inventory Disposal Schedule. Records must ensure a complete audit trail for Government property, from acquisition through disposition. Ensure compliance with all safety requirements. The Contractor shall provide Mail Room Services for Federal employees and their support service contractors located at the SRS including, but not limited to; receiving, separating and processing all incoming and outgoing mail, and coordinating through the Federal Task Manager for delivery and pickup of mail by Federal employees. Provide appropriate special handling for all "special category" mail (e.g., registered, certified, overnight, etc.)</p>
				<p>The Contractor shall provide Office Services for Federal employees and their support service contractors located at the SRS including, but not limited to; receiving, entering into a computer database, filing, and tracking specified requests for services. Prioritizing, scheduling and performing the requested work including office and furniture moves, minor cubicle reconfiguration, furniture re-arrangement, minor furniture repair, and other miscellaneous office services to include hanging pictures, assembling furniture, etc. Leasing and operating vehicles used to transport furniture and other office equipment; loading and unloading furniture and office equipment as required, both onsite and within the local area (50 mile radius), in support of the Federal workforce. Receiving furniture and office equipment from vendors and storing in a designated onsite warehouse, keeping the DOE-SR Task Manager informed of inventory levels and requirements for anticipated additional furniture and equipment in accordance with DOE-SR approved furniture policies. Maintaining custody of DOE equipment as assigned that is stored in various locations, preparing estimates for office furnishings, material handling equipment, and miscellaneous items as required. Setting up and arranging conference room facilities in coordination with conference room management personnel; assisting mail room, property management, supply room, and other SRS activities in the movement of boxes, supplies, and/or equipment as required.</p> <p>The Contractor shall provide Facilities and Services Support for Federal employees and their support service contractors located at the SRS including, but not limited to, maintaining automated and manual files of building layout data; preparing office space layout plans and reports as requested; coordinating permanent and temporary office space requirements as required, and preparing management reports relative to the above as required. Receiving requests for janitorial/maintenance services and forwarding them to the appropriate action office; processing requests for alterations for office space and following up on the status of facility maintenance requests. Conducting monthly "walk down" inspections of DOE assigned areas, providing reports on condition and maintenance required.</p> <p>The Contractor shall provide printing, copier, photography, and illustrations support services for Federal employees and their support service contractors located at the SRS including, but not limited to, completing reproduction jobs (color and black and white) in-house or processing such requests through the Management and Operating Contractor (M&O). Serving as the Key Operator for all Federal copiers and maintaining a current, updated Copier Key Operator listing for all Federal copiers. Taking monthly usage readings for those copiers and forwarding appropriate usage data to the M&O Copier Management Group. Coordinating all Federal employee requests for new or replacement copier equipment with the M&O Copier Management Group and coordinating requests for the movement and/or placement of all Federal copiers. Developing and maintaining an automated database for tracking of requests for printing, photography, and illustrating. This task involves responding to and making inquiries as to the status of interactions with both Federal and contractor personnel; coordinating all Federal printing, photography, and photographic support; maintaining records and files relating to this task assignment including records pertaining to Federal printing, photography, illustrating and copier-related files; developing and maintaining Records Inventory and Disposition Schedules for these files; and creating printing-related correspondence and documentation as required.</p>

			<p>The Contractor shall provide support to Federal employees and their support service contractors located at the SRS in the planning and operation of their communication coordination services. This task is comprised of two components: video teleconferencing and telephone coordination. Video Teleconferencing services shall include, but not be limited to, the operation, scheduling, establishing, troubleshooting and monitoring of all equipment and systems associated with the DOE-SR Video Teleconference Network. Managing and controlling all items associated with the Video Teleconference Network to include accounting for, properly handling, controlling, and storing those items. The following services shall be provided: analysis and evaluation of video network system programs and reporting the impact they have on present and future communications services and budget programs; feasibility studies and video teleconference monthly usage reports and charts; video teleconference scheduling; equipment configurations to assure adequacy and cost effectiveness; and justification for the acquisition of video equipment. Telephone Coordination services include, but are not limited to, relocating telephone, FAX, and modem lines and cellular phones and conducting an inventory of all DOE cellular phones. Preparing Telephone Service Requests for processing and maintaining an appropriate filing system that incorporates the current and background requests. Operating and maintaining automated systems that support Federal employees and their support service contractors located at the SRS. Maintaining personnel listings with pertinent telephone related information and keeping this listing updated on the SHRINE network as a "Super user function", update the DOE-HQ phone book via SHRINE. Record and track requests on a specified automated system and provide management reports as requested for services performed. Provide assistance to customers in preparing telecommunications proposals for equipment and services. Receive and process requests for DOE site pagers and nationwide pagers. Serve as the point of contact for PageNet Services for repairs, upgrades and ordering new equipment.</p> <p>The Contractor shall provide administrative support services for the Office of Acquisition Management (OAM). Assist OAM in the initiation, tracking and completion of close-out of expired Federal contracts, financial assistance instruments and interagency agreements. This includes, but is not limited to, data entry/work processing support for OAM (PADs system and Federal Procurement Data System (FPDS-NG). Provides assistance with special projects as assigned in writing via Work Authorization Directives by the Director, OAM.</p> <p>The Contractor shall provide motor pool and conference room services for DOE-SR and its support service contractors in a timely and effective manner with minimal delays, including, but not limited to the following services: Conference room database is kept current, accurate and complete at all times. Daily conference room schedule shall be posted outside each conference room prior to 4:30 pm the preceding day. Each meeting room is to be checked for cleanliness at the end of every workday and cups, cans, papers, etc. shall be discarded. Conference room equipment shall be maintained in good working order and tracked by sign-out sheets for off-site use. Maintain a current list of available off-site conference rooms with a current point of contact and phone number to give to DOE customers.</p>
			<p>The Contractor shall provide motor pool services for DOE-SR and its support service contractors in a timely and effective manner with minimal delays, including, but not limited to the following services: Process requests from various DOE-SR customers requiring the use of Government vehicles. Maintain basic computer automated and manual scheduling systems, reservation information, utilization spreadsheets and pool trip tickets. Coordinate with the Site M&O contractor for the periodic maintenance and repairs to vehicles, and shuttle the pool vehicles to and from the vehicle drop-off location. Prepare reports and provide information pertaining to vehicle utilization, accident reports, credit card usage, etc. Maintain accident reporting package in each vehicle. Strive to meet monthly mileage objectives by rotating vehicle assignments to ensure a balance of utilization among pool vehicles. Provide guidance to vehicle operators in areas of refueling, cleanliness, pre-trip inspections, accident reporting, vehicle safety, etc. Maintain a system to protect, control and issue credit cards assigned to each vehicle. Issue temporary credit cards to vehicle users, as needed, for offsite travel. Reconcile credit card receipts with users if necessary. Call in vehicle mileage after offsite travel. Resolve issues with M&O pertaining to onsite fuel cards, refueling stations, odometer readings and any other vehicle fleet related activities. Check with M&O contractor for temporary availability of vehicles when pool is depleted and availability of 15-passenger vans when needed. Inspect vehicles daily for cleanliness and suitability for use. Perform operator maintenance such as refueling, checking fluid levels and air pressure in tires, cleaning and washing pool vehicles. Comply with all regulatory requirements governing vehicles.</p> <p>The Contractor shall provide the following services: Independently monitor stock levels of all items available in the DOE Supply Room. Use computer to go on-line and order supplies from the Site M&O just-in-time process for general stores items. Working with DOE Task Manager, assemble orders using the General Services Administration (GSA) on-line ordering system. Once approved by DOE Task Manager, initiate Strategic Integrated Procurement Enterprise System (STRIPES) requisition for approval as directed. Keep DOE Task Manager updated on status of purchase orders (all items received / items missing from shipment / etc). Work directly with vendors to resolve discrepancies. Retrieve stock from DOE loading dock, deliver to DOE supply room, and place in proper place. Issue same to DOE-SRS employees, NNSA employees, and contractors, as appropriate. Issue and maintain accountability for items in the Supply Room loaner program. Process requests through the Site M&O and issue vouchers for safety shoes upon approval by the designated authority, and process orders for other safety equipment as directed by the DOE Task Manager. Coordinate with ASTI/MRC Records Management and Forms Task personnel to ensure an adequate stock of current DOE-SRS Forms, Standard Forms, and other forms, as needed. Track utilization of designated supplies and equipment as directed by the DOE Task Manager. Process and track DOE-SRS and contractor engraving requests. Visit the "M&O Salvage Yard" twice monthly to obtain recyclable supplies and to turn-in excess recyclable supplies. Track dollar savings from this program. As requested by the DOE Task Manager, maintain information pertaining to the Chemical Coordinator functions (e.g., MSDS information). Serve as the DOE-SRS Chemical Coordinator; as required by Task Manager. Assist customers in locating needed items or directing them to the correct supply source. Provide reports upon request.</p>

				<p>The Contractor shall provide a broad range of administrative support for Federal employees and their support service contractors located at the SRS including, but not limited to: preparing and finalizing general correspondence; providing a broad range of administrative assistance in compiling reports, organizing supporting documentation, reviewing and finalizing documents for signature; searching SRSO records and coordinating responses to discovery requests and freedom of information requests; entering incoming correspondence and actions, and maintaining status in ePegasus, keeping up to date or closing out; assisting in the administration of paper and electronic records management activities; assisting in the maintenance of the office filing system; and supporting the SRSO executive assistant in office activities.</p> <p>Work with each task on a rotating basis to become proficient in all tasks. As required, perform duties in absence of task members.</p>
DE-EM0001043	CNI	\$ 98,781.76	\$ 95,454.29	<p>The contractor will provide continuous staffing support service for filling competitive civil service jobs. The deliverables will be ongoing based on the recruitment and staffing needs of the Agency. Specifically, the contractor will: Conduct a technical review and evaluation of a position's duties, responsibilities, level of work and the skills, abilities, and knowledge needed to do the work prior to the announcement of a vacancy; develop a tool for evaluating candidates for each position. This tool is comprised of basic eligibility requirements criteria for determining highly qualified candidates, and ranking and referral procedures; and generate vacancy announcements. A vacancy announcement will be developed for each announced position. The announcement will include all data required by the DOE-SR Merit Promotion Plan and will be in accordance with current DOE orders, policies, plans, and programs following Office of personnel Management instructions and requirements; post vacancy announcements on USA JOBS. All vacancies will be announced through USA JOBS; accept applications via internet: All announcements will contain procedures for application through the internet via USA JOBS.; analyze applicant competencies and qualifications. Analyze all application packets against the appropriate crediting plan; rate and rank job applicants. Determine qualified, highly qualified, and best qualified candidates for referral to the hiring official; cover all available hiring flexibilities. Identify appropriate hiring authorities and available hiring flexibilities necessary to meet the staffing needs of DOE-SR; generate certificates of eligible candidates. Establish and generate selection certificates and provide to selecting officials with selection and interviewing guidelines and suspense dates required to comply with DOE orders, policies, plans, and programs; notify applicants. Once a selection is made conduct all pre-appointment activities such as drug testing, reference checks, pre-appointment background checks, and obtain SF-75 information for all transferring employees. As the single point of contact for selected applicants to include setting pay, generating official offers and coordinating relocation activities as appropriate; manage applicant records. Establish, update, and maintain all merit promotion and placement files in accordance with DOE orders, policies, plans, and programs; review and develop policies and procedures. Review all OHCM policies for compliance with DOE orders, policies, plans, and programs, and the needs of DOE-SR. Develop procedures for inclusion in policies to establish guidelines for the actual conduct of Human Capital activities; prepare Human Capital Management reports. Develop and gather data, for the preparation and submission to higher headquarters, for compliance reports such as Office of Civil Rights Management Directive 715 annual requirements, numerous weekly management action tracking reports, and responses to higher headquarters data and report requests; and assist with the conversion from hard copy Official Personnel Files (OPF) to Electronic OPF (EOPF) and perform quality assurance checks of completed EOPF.</p> <p>The contractor shall provide ongoing support services primarily in support of DOE-SR recruitment and staffing activities and provide assistance and professional advice in the areas of: organizational and position management structures; workforce position descriptions and position classifications; workforce management planning support; employee performance management and incentive awards; pay, compensation services and benefits; management and employee relations and; Human Resource Information System, as necessary.</p>
DE-EM0001066	BEI	\$ 1,445,714.48	\$ 601,790.07	<p>The contractor will provide support to OAMIIV MPD/ OSS in performance of management functions for the IBMS project including, but not limited to, expertise in the areas of administrative and technical coordination of system design, reviews, and analysis for work related to the fill! deployment of the IBMS. The contractor will serve as facilitator to track progress on IBMS initiatives, prepare and submit reports per the requirements of DOE-SR Records Management Officer. Specifically, the contractor will: Under direction of IBMS Project Manager, coordinate activities between members of the IBMS support team; SR- direct support contracted Development Group, System Administration Group, Help Desk Group and other IT/ Project Management support contractors in the implementation/ operations of IBMS. Facilitate the collection, synthesis, organization, and management of DOE Business Process information in support of each DOE organization across the enterprise. Under direction of the DOE-SR Records Management Officer the incumbent will aid in the development and adherence to a comprehensive Information Governance Policy at DOE-SR.; coordinate and direct administrative support functions for the IBMS program. Implement policies and procedures for production of documents, work flow, filing, records maintenance, and other strategic business services; performs audits to verify accuracy of records, compliance with DOE O 243.1/ SR1P 200 Chapter 243.1, policies and procedures. Compiles audit findings and recommendations for modifications and improvements to systems and procedures; provide recommendations on how to improve ongoing IBMS work scope activities to make the work more efficient; performs all tasks associated with the lifecycle disposition of DOE-SR Records to include scanning and digitizing legacy records and the development of interfaces with existing and future information systems; and performs all task associated with the management of DOE-SR Forms Program and Document Control Program.</p>

DE-EM0001205	BEI	\$ 107,200.00	\$ 71,636.40	Provide administrative support. Specifically, serve as the Site's administrative point-of-contact for all interactions, both oral and written, with the DNSFB and members of their staff, in conjunction with all activities at SRS; provide guidance to the operating contractors in all matters relating to the day-to-day activities of the DNFSB at SRS; coordinate DNFSB visits by distributing requested agendas, confirming facility availability, reserving conference rooms and equipment, scheduling planning meetings and dry runs, preparing and issuing the final agenda, obtaining classification reviews and preparing copies of presentation material, arranging escorts, providing transportation, and making security arrangements to allow staff access to facilities. Ensuring personnel have necessary site or facility specific training dosimetry. Arranging for orientation briefings and ours. During DNFSB member visits, arrange for food delivery; participate during DNFSB member and staff visits. Provide input to DOE-SR to ensure that information being provided by contractors is fulfilling DNFSB agenda. Help coordinate any additional support needs to close gaps; prepare a meeting summary package as a historical record and enter it into documentum making it easily accessible to all site personnel; arrange for phone lines, rooms and equipment for teleconferences calls and videoconferences as requested; process all documents/info requests. Contact relevant site personnel to get the requested documents and/or information. Maintain database of all document and info requests. Track status of open requests to ensure they are processed in a timely manner. Give periodic updates to DNFSB Cognizant Engineer. Ensure documents are reviewed and have RO/disclaimer stamps prior to transmitting them offsite to the DNFSB; distribute DNFSB letters, technical reports, recommendations, and site representative weekly reports to DOE management and applicable staff as soon as they are available; set up computer accounts for DNFSB staff as necessary; ensure that DOE-SR provided equipment (computers connected to SRS network, pagers, office equipment and space) are adequate. Arrange for equipment to be replaced/repared as needed; arrange classroom training for DNFSB staff; resolve issues that impact the ability of DNFSB staff to conduct their business at the site; position requires the handling of Office Use Only, Business Sensitive and Unclassified Controlled Nuclear Material. Candidate must be able to receive a Q clearance; maintain/update internal SRS webpage for DNFSB topics. Information such as DNFSB letters, technical reports, recommendations, etc. are added as they become available. Notify site personnel of any new information added; provide historical information about DNFSB activities as requested; periodically provide reports on DNFSB activities to DOE-SR; participate in DOE/DNFSB interface workshops; arrange for viewing of public meetings as requested; collect and analyze information relating to SRS DNFSB activities for inclusion in the Annual Report to Congress; participate in bi-weekly calls with DOE-HQ representatives and other DOE DNFSB liaisons where decisions are made that affect the DNFSB program activities; participate in bi-weekly Senior Management meeting with Site Representatives. Conduct follow-up to issues identified during meeting; Interact with DNFSB onsite representative (Site Rep) in order to communicate issues and ensure responsiveness. Keep Site Rep informed of DOE activities that may be of interest; interact frequently with Site Reps and DNFSB Cognizant Engineers in the Washington, DC office to keep apprised of DNFSB activities involving SRS and DOE; maintain level of knowledge of the Defense Nuclear Facilities Safety Board, the Board's mission and functions, and program objectives and recommendations applicable to DOE-SRS operations and activities; and provide support to NNSA as needed.
DE-EM0001224	BEI	\$ 670,370.40	\$ 339,425.99	Provide clerical, technician, and secretarial support services to a large SR organization with a formalized substructure. Perform a variety of duties in support of the organization's mission and directs the activities of subordinate secretarial support personnel in the organization. Oversee, monitor, and direct improvements in the management of organizational secretarial work processes: information management systems and databases; information sharing processes; records management processes; correspondence development; tracking/controlling organizational compliance with DOE-SR administrative requirements; collection and compilation of information for special reports and projects; and development of statistical reports on programmatic operations, achievements, and financial requirements or status. Receive telephone calls and visitors, referring callers directly to the supervisor, or redirects them to other staff members within the organization or to other employees of other organizations, as appropriate. Monitor and track suspense dates on action items of importance to the organization. Prepare reports for staff members that serve as reminders of items to be completed in the near future or that are delinquent. Review correspondence for signature by members of the staff, the supervisor or other senior managers for proper format, conformance with procedural instructions, grammar, typographical accuracy, and necessary attachments. Set up computer accounts for staff, as necessary. Ensure that DOE-SR provided equipment (computers connected to SRS network, pagers, office equipment and space) are adequate. Arrange for equipment to be replaced/repared as needed.
DE-EM0001272	Cook Ross	\$ 149,900.00	\$ 149,900.00	Contractor will guide/assist SR Leadership/Culture Change Task Teams in writing and/or clarifying its vision into language easily understood and embraced by all member of the SRS organization, including the vision framework that embraces the technical, business and cultural aspects of the strategy for moving the organization forward. Contractor will guide/assist/develop/participate in a Vision Launch, investing in the process, development and building of the leadership team in a retreat format. The retreat would focus on the most effective way to understand the mission, set leadership expectations, listen to concerns and provide assistance through approaches and rules for moving the leadership agenda forward. Contractor will guide/assist SR in identifying parameters of the Cultural Change Task Teams required for success, as well as to lead the development of the cultural element. This effort would include a retreat to form the group, ground the participants in the dynamics and principles of cultural change, the tasks and the processes. Contractor will guide/assist SR in identifying communication skills required of leadership who must drive the vision and associated change

DE-EM0001454	AWD	\$ 55,789.92	\$ 54,961.00	Provide human resources personnel and resources. Specifically, conduct job analysis: conduct a technical review and evaluation of a position's duties, responsibilities, level of work and the skills, abilities and knowledge needed to do the work prior to the announcement of the position; develop assessment: develop a tool for evaluating candidates for each position. This tool is comprised of basic eligibility requirements, criteria for determining highly qualified candidates, and ranking and referral procedures; generate vacancy announcements: a vacancy announcement will be developed for each announced position. The announcement will include all data required by the DOE-SR Merit Promotion Plan and will be in accordance with current DOE orders, policies, plans, and programs following Office of Personnel Management instructions and requirements; post vacancy announcements on USA JOBS: all vacancies will be announced through USA JOBS; accept applications via internet: all announcements will contain procedures for application through the internet via USA JOBS; analyze applicant competencies and qualifications: analyze all application packages against the appropriate crediting plan; rate and rank job applications; to determine qualified, highly qualified, and best qualified candidates for referral to the hiring official; cover all available hiring flexibilities: identify appropriate hiring authorities and available hiring flexibilities necessary to meet the staffing needs of DOE-SR; generate certificates of eligible candidates: establish and generate selection certificates and provide to selecting officials with selection and interviewing guidelines and suspense dates required to comply with DOE orders, policies, plans, and programs; notify applicants: once a selection is made, conduct all pre appointment activities such as drug testing, reference checks, pre-appointment background checks, and obtain SF-75 information for all transferring employees. As the single point of contact for selected applicants to include setting pay, generating official offers and coordinating relocation activities as appropriate; manage applicant records: establish, update and maintain all merit promotion and placement files in accordance with DOE orders, policies, plans and programs; review and develop policies and procedures: review all OHCM policies for compliance with DOE orders, policies, plans, and programs, and the needs of DOE-SR. Develop procedures for inclusion in policies to establish guidelines for the actual conduct of Human Capital activities; prepare Human Capital Management reports: develop and gather data for the preparation and submission to higher headquarters, for compliance reports such as Office of Civil Rights Management Directive 715 annual requirements, numerous weekly management action tracking reports and responses to high headquarters data and report requests; and assist with the conversion from hard copy Office Personnel Files (OPF) to Electronic OPF (EOFP) and perform quality assurance checks of completed EOPF.
DE-EM0001527	AWD	\$ 16,305.11	\$ 16,305.11	Conducts position classification reviews to ensure classification accuracy and validity in accordance with OPM classification guidelines. Prepares classification evaluation statements documenting classification decisions. Reviews codes applicable to position descriptions for accuracy, including competitive area, competitive level, FLSA designation, functional class, position sensitivity, etc.
DE-EM0001540	Project Services Group			The services will focus on providing review and evaluation of newly issued performance baseline proposed by the new operating contractor and its alignment with the system strategy and risk management. This system contains all facilities and processes needed to remove, stabilize and dispose of radioactive liquid waste stored in underground waste storage tanks at the Savannah River Site (SRS). Specifically, the following services are required in support of the review of the Contract Performance Baseline. 1) Review and evaluation in detail of three documents. These documents are deliverables subject to a contract milestone and the subject review and evaluation will be used as basis for the contract milestone validations. The documents to be reviewed are the following: a. Savannah River Remediation Contract Performance Baseline b. Liquid Waste System Plan c. Risk Management Plan 2) Evaluation will also include the cross walking between the three subject documents to ensure alignment and complete integration of the liquid waste system is demonstrated in the contract performance baseline. 3) Evaluation will include crosswalk between the contract performance baseline and the current approved contract and contract proposal and cost.
				Conduct assessment to determine whether SRR's corrective actions regarding the improvement of EPD's NQA-1 program is sufficient enough to reduce the Department's risk of approving CD-2A/3A for the Tank 48 Treatment Process Project; perform an in-depth evaluation and analysis of the current sludge waste loading in the Defense Waste processing Facility canisters. This analysis should evaluate the current methodologies used to determine the waste loading such as the product composition control system (PCCS) and the product consistency test (PCT) and determine if the current methodologies are still accurate and/or if changes updates are needed. Other reference material should be reviewed such as the Waste Form Compliance Plan (WCP), Waste Qualification Report (WQR) and studies/reports from the Savannah River National Laboratory. The analysis should review past waste loading results and verification of information submitted to DOE by the liquid waste contractor; review and evaluation of contract modifications to evaluate scope cost and schedule as cross walk with the approved contract performance baseline and determine validity of the proposed changes; provide technical, cost and schedule reviews of liquid operations and projects and/or work scope additions/deletions from existing baseline; and review documents for Liquid Waste, recommend responses to DOE-I-IQ inquiries, media inquiries, and other external organization requests.
DE-EM0001582	Cook Ross	\$ 149,700.00	\$ -	Contractor will guide/assist SR Leadership/Culture Change Task Teams in consolidating and adhering to its consolidated vision statement incorporating the vision framework that embraces the technical, business and cultural aspects of the strategy for moving the organization forward. Contractor will guide/assist/develop/participate in Vision Consolidation/Launch/Enhancement, investing in the process, development and building of the leadership team in a retreat format. The contractor will: (a) Coordinate/support SR leadership via two (2) one hour monthly phone calls to the Manager/Deputy Manager and CGTF Champions (2 hours prep time for each call); (b) Conduct monthly (14) coaching sessions with the Manager and his immediate staff beginning September 2011; and (c) Conduct face-to-face meetings every three (3) months with the Manager/Deputy Manager and/or the CGTF (3 total meetings - one (1) meeting in August 2011; one (1) meeting in October 2011; and one (1) meeting in December 2011. Two (2) days maximum length for each. Contractor will guide/assist SR in identifying parameters of the Cultural Change Task Teams required for success, as well as to lead the development of the cultural element. This effort would include a retreat to form the group, ground the participants in the dynamics and principles of cultural change, the tasks and the processes. Contractor will guide/assist SR in identifying communication skills required of leadership who must drive the vision and associated change.

DE-EM0001640	AWD	\$ 28,420.08	\$ 23,774.50	Conducts position classification reviews to ensure classification accuracy and validity in accordance with OPM classification guidelines. Prepares classification evaluation statements documenting classification decisions. Reviews codes applicable to position descriptions for accuracy, including competitive area, competitive level, FLSA designation, functional class, position sensitivity, etc.
DE-EM0001656	Enviro AgScience	\$ 2,096,964.00	\$ 409,533.77	The Contractor shall provide the necessary labor, equipment, and professional expertise for mowing road shoulders, mowing lawn areas, edging sidewalks, keeping grounds and roadways free of litter, maintaining shrubbery, and controlling vegetation growth in designated areas with site approved herbicides as specified or proposed by the COR. Savannah River Site lawns vary from area to area and consist of Centipede, Bermuda, Bahia, and other grass species. Lawns and grass around parking lots shall be maintained so that the maximum height of grass is eight (8) inches, with a minimum mowing height of three (3) inches except where noted otherwise. Note: In areas where the predominant grass is Bahia, the height requirement does not include the seed stalk. The seed stalk is included in the height requirement for all other species of grass. The grass shall be cut in a manner that leaves the lawns and grass areas free of scalping, rutting, bruising, and uneven or rough cutting. All mowing shall be performed to achieve a uniform height when completed. Grass close or adjacent to buildings, hydrants, parking lots, manholes, fences, trees, hedges, pumps, wells, and other objects shall be left with a uniform cut. Trash, paper, leaves, dead animals and any potential hazards along with all other types of foreign debris shall be removed before cutting and disposed of on the same day as collected. Specifically, fields and roadways shall be maintained by farm machinery (tractor with bush hog, etc) at the frequency stated in the appropriate paragraph. Cutting height will be set at six (6) inches to avoid scalping of the ground surface. In areas where mowing is not possible, such as areas where rip rap is installed, embankments, sloped ditch lines, fields, road shoulders, and perimeter fences, the Contractor shall control the growth of grass and other vegetation by the use of a string trimmer or weed eater. In ditches and outfalls, the height of the vegetation shall be cut at a minimum height of six (6) inches. Sidewalks, driveways, and curbs (located in and around Lawn Management) shall be edged. Grass clippings, leaves or other remains shall not be scattered on the road, sidewalks, or crushed stone areas. The remains of excess grass clippings shall be removed immediately after the edging and cutting have been completed. The Contractor shall be responsible for removal of weeds and grasses from all pavement cracks, asphalt, and parking lots or concrete within all Lawn Management Areas or within 150 ft. of any building. All debris generated from these activities will be removed by the Contractor.
				Flowerbeds and shrubbery are to be maintained free of weeds. The Contractor shall cut back branches in and around shrubbery, plants, and buildings. All hedges, bushes, and trees less than six (6) inches in diameter shall be maintained according to their natural growth characteristics. All pruning (Lawn Management Areas only) shall be performed to cut back new growth to maintain a neat and uniform appearance. The Contractor will not prune around utility poles when overhead clearance is less than 12 feet. Contractor shall remove leaves, tree limbs less than six (6) inches in diameter, and other debris, which present obstacles to grounds maintenance operations. Crushed stone areas shall be maintained free of vegetation and debris. Rake as necessary to maintain stone at an even level covering all exposed soil. The Contractor shall empty trash cans that are located more than ten (10) feet or beyond the perimeter of facilities. The Contractor shall pick up trash, cigarette butts, and debris from entrance roads, parking lots, inter-area fences once per week, and from around all buildings once per week. All active fire ant mounds discovered while performing mowing, cutting or weed eating activities around buildings and walkways shall be treated with pesticide on the same frequency as the mowing services are performed in that area. Specific areas, such as storage yards, cracks or joints in sidewalks and asphalt, and other areas stated in the Tasks Chart, shall have applications of herbicide to remove and prevent growth of any vegetation. Proposed pesticides and herbicides shall be reviewed and approved by the National Research Conservation Committee / Site Pesticide Committee (NRCC/SPC) before application. Coordinate approval through the COR. Use of pesticides and herbicides shall be outlined in the Contractor's Worker's Safety Health Plan (WSHP) and Tasks Specific Plan (TSP). All pesticides and herbicides used shall be documented on a Pesticide Activity Report and submitted to the COR for every day in which they are applied. Note: Per South Carolina Regulations for administration of restricted pesticide and herbicide applications, the license holder must be within (30) minutes of application site by ordinary ground transportation and be reached immediately by telephone unless the label states otherwise. The Contractor may be required to perform landscaping services consisting of planting flowers, shrubbery, trees, sod, and the placement of straw. The contractor will be require to place or replace pine straw and/or pine bark in flower beds and shrubbery beds with a minimum of soil disturbed. Any soil removed in this process shall be replaced as appropriate.

DE-EM0001657	Enviro AgScience	\$ 543,840.00	\$ -	<p>The Contractor shall provide the equipment, tools, chemicals and labor necessary to perform the work herein described including work zone signs as needed and personal protective equipment. Provide labor, equipment, and expertise to trim and remove trees and associated debris. Side trim trees along SRS right of ways. The Contractor will perform a Quarterly Tree Survey along all SRS primary roads and SC Highway 125. The Quarterly Tree Survey will be to locate and remove any dangerous trees (trees that are dead or diseased and would fall in the road or road shoulder). The location of trees to be removed and areas to be trimmed will be approved and directed by the COR. All tree limbs 6" in diameter and less shall be chipped. Debris may be required to be removed from location and disposed of as directed by the COR. As directed by the Contracting Officer, the contractor may be required to deliver debris from tree trimming and removal to the site's biomass steam plants to be used as a fuel source. When tree trimming/ cutting is required, the equipment shall be in good operable condition, free of any oil/hydraulic or fuel leaks. The Contractor shall provide a list of equipment (example of equipment bucket/dump truck, chipper, chain saw and safety road signs) prior to starting work on site. Right of Ways shall be maintained by farm machinery (tractor with bush hog, etc) Cutting height shall be set at four (4) inches to avoid scalping of the ground surface. Mechanical mowing work will not be performed between March 15 and May 15, to allow for Wild Turkey nesting along right of ways. The Contractor shall provide chemical, labor and equipment to perform low volume herbicide applications along right of ways on SRS. The locations of herbicide applications shall be as directed by the COR. All herbicide applications shall be spot treatments. Herbicide shall be applied by backpack and handgun to brush or woody plants. Foliar herbicide applications, when performed, will begin after June 1 and must be completed prior to October 15. Proposed herbicides shall be reviewed and approved by the National Research Conservation Committee / Site Pesticide Committee (NRCC/SPC) before application. Coordinate approval through the COR. Use of herbicides shall be outlined in the Contractor's Worker Safety and Health Plan (WSHP) and Tasks Specific Plan (TSP). All herbicides used shall be documented on a Pesticide Activity Report and submitted to the COR for every day in which they are applied.</p>
DE-EM0001658	Budget Sewer	\$ 300,000.00	\$ 36,988.80	<p>The contractor shall provide daily servicing of Site portable toilets and executive portable trailers owned by the Savannah River Site (SRS) and provide pumping service for sanitary wastewater tanks. Specifically, the Contractor shall furnish all equipment and supplies necessary to perform the tasks identified in this Statement of Work. All work shall be performed between 7:00 a.m. and 4:30 p.m. Deviation from these work hours requires prior approval by the COR. Contractor's trucks shall have watertight connections on all valves, joints, and pipe connections to prevent leakage. The service truck shall have a pump and a large tank divided into two compartments, one for fresh charge for use in cleaning the units and the other for receiving and transporting the effluent for proper disposal. The waste compartment shall be free of bulk waste upon entering SRS. Condition of trucks upon entering SRS is subject to verification by the COR or other SRS personnel to ensure compliance. The contractor servicing of the portable toilets shall include: Pumping or evacuating the effluent from the portable toilet receptacle into the truck holding tank; recharging the portable toilet receptacle; cleaning the interior of the portable toilet by scrubbing with brushes and towel drying as needed or as directed by COR providing toilet tissue (a minimum of one full and one partial roll); providing Hand Sanitizer and dispensers; performing minor repairs to the portable toilet as needed; and placing deodorizing blocks in urinals as directed by the COR. For the executive portable trailers, the Contractor shall fill the water tank (approximately 300-1000 gallons) while concurrently removing the contents of the waste holding tank (approximately 700-1500 gallons). Each unit shall be serviced on a frequency established by the COR. Units not accessible to Contractor's equipment shall be completely serviced with the exception of pumping, and Contractor must notify the COR of inaccessible units, including locations, within one (1) working day. If Contractor is required to return for an unscheduled service after an inaccessible unit becomes accessible, he shall be compensated for an additional service. Prior to any additional service being performed, approval of the COR is required. Units in use (not in storage) shall require "variable" daily servicing, Monday through Friday. Servicing schedule could vary from one (1) to five (5) days per week, or possibly, units could require servicing more than once per day. There shall be a minimum of 20 hours between scheduled servicing unless approved by the COR. It is possible, but not anticipated, that some units could require weekend services on Saturday and/or Sunday.</p>