

## **PERFORMANCE WORK STATEMENT**

### **Cost Engineering/Risk Management/Project Management Services**

#### **BACKGROUND**

Department of Energy - Savannah River (DOE-SR) accomplishes most of its work through the use of prime contracts, the acquisition management and project management functions have been regular targets for internal and external reviews, similar to other agencies with major cost reimbursement contracts. These reviews have produced several significant recommendations which, after implementation, have resulted in measurable performance improvement. Environmental Management (EM) senior management has committed to extensive management reforms and has completed several robust improvements in contract and project management. Additional improvement initiatives are continuing in a top-down framework of EM vision, goals, strategies, performance metrics, and specific improvement actions completed or being undertaken. The Program/Project Management support provided under this contract will continue recent performance improvements and continue implementation of both Headquarters led and Site led performance improvements. Additionally, this support will provide DOE-SR federal staff with assistance and expertise in the fields of program/project management; cost engineering/estimating, project controls, scheduling/scheduling software, earned value, risk management, reporting, and liability audits, as well as highly specialized What-if-Tool (WIT) (specialized system) development, implementation and maintenance.

#### **WORK SCOPE**

As specified in the work request:

The contractor shall provide Program Management, Project Management/Controls, Cost Engineering/Estimating, Scheduling, Risk Management, Budget Formulation, Reporting, Earned Value Management (EVM) and Environmental Management Liability Audit support to the federal staff at DOE-SR. The contractor shall support Capital Asset Line Item Projects, Capital Asset Projects, non-Capital Asset Projects, initiatives, operation activities and future site missions.

The contractor shall provide DOE-SR the WIT system, already developed at other EM sites (Oak Ridge), and implement it at DOE-SR. The contractor shall make minor modifications as necessary to allow the WIT to interface with existing DOE-SR Systems. The contractor shall maintain the WIT to support DOE-SR needs.

The contractor shall provide support for new/additional scopes of work, proposals and baseline change control processes, which support the EM and site mission and strategic plan.

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The contractor shall be able to develop (from conceptual state), review, update and maintain a cost/schedule estimate, using Micro Computer Aided Cost Estimating System (MCACES) - Second Generation MII (EM standard) cost estimating software (and subsequent versions) and Primavera (P6) (EM standard) scheduling software and (subsequent versions), meeting all requirements set forth in Government Performance and Results Act, Federal Acquisition Regulations (FAR), Office of Management and Budget Circulars, Public Law, Department of Energy Order 413.3B (and subsequent versions), Government Accountability Office Cost Estimating Guidance and requirements set forth by Savannah River Site.

The contractor shall be able to review/provide comment on contractor submittals of cost and schedule estimates.

The contractor shall be able to develop a DOE federal risk management plan, perform qualitative and quantitative analysis, including use of Primavera PertMaster (EM standard) and Oracle Crystal Ball software (EM standard). DOE Order 413.3B outlines the structure of a DOE risk management plan.

The contractor shall provide program, project and controls support, review and comment on prime contractor performance data, performance reports, reporting systems.

The contractor shall provide integration, planning and business management support to DOE-SR, as it relates to the DOE-SR Office of Integration and Planning's mission in the DOE-SR strategic plan and site mission.

The contractor shall provide program, project and controls support, review and comment on performance data, performance reports, and reporting systems such as Project and Reporting System II (PARSII) and Integrated Planning Accountability and Budgeting System (IPABS).

The contractor shall obtain and maintain industry certification in either an industry certified cost engineering/estimating or project management program for employees performing program, project, cost, schedule, and risk - management work. (e.g. Association for the Advancement of Cost Engineering International – CCE/CCE or Project Management Institute – PMP). For those employees working with WIT, contractor will maintain a minimum certified InVizion Associate; a certified InVizion Integrator is preferred.

The contractor shall possess a working knowledge of DOE work in general, which will require a working knowledge of how a DOE site and its integrated contractors carry out department missions. The contractor shall possess a working knowledge in how to conduct business in a professional setting.

The contractor shall provide a corporate point of contact for all DOE-SR interfaces between the contracting officer's representatives.

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Contractor shall provide Project Controls, Cost Engineering/Estimating and Scheduling in support of the Lifecycle Update and Environmental Management Liability Audit support to the federal staff at DOE-SR.

The contractor shall develop, implement and maintain a WIT to support the DOE-SR lifecycle cost estimate, incorporating the Integrated Life Cycle Estimate (ILCE) Cost Processor Business Rules (CPBR). This software should be flexible enough to incorporate change options to the variable functions described in the Integrated Lifecycle Estimate Cost Processor Business Rules, such as but not fully inclusive: adding Program Baseline Summary (PBS) Analytical Building Blocks (ABBs), multiple escalation and indirect rates and changes, milestone dates for indirect reductions, selection of ABBs that do not receive indirect allocation, sequence of indirect application and the various reports and charts. The Cost Processor should be able to download Primavera (P6) time phased direct cost, interdependencies, and constraints, then apply the escalation rates and indirect costs to generate various required cost profile reports, including reports supporting the lifecycle risk analysis. The cost processor should be able to quickly turnaround escalated fully burdened cost profiles to support “What If” scenarios, incorporating schedule interdependencies when moving scope, revising interdependencies as needed and adjusting affected level of effort (LOE) activity costs automatically when impacted by schedule changes to dependent activities. The WIT should be able to support several “What If” files needed to support the Budget Formulation program.

Contractor should also possess experience in Government lifecycle estimating and/or budget formulation and able to provide suggestions based on methodology used at other DOE locations.

The contractor shall be able to provide specialized expertise and operate the Acumen Fuse software for P6 analysis and scenario changes, comparison analysis reporting and problem solutions to maximize the benefits and reduce the limitations between the integration of P6 and Cost Processor systems and “What If” scenario analysis.

The contractor shall be proficient in Primavera scheduling and possess the ability to develop (from conceptual state) and update a cost loaded schedule, interdependencies, milestones and metrics.

The contractor shall be an expert in Primavera database management, and possess specialized expertise in coding fields in a Oracle data base as well as knowledge of structured query language (SQL) database, and possess the ability to set-up systems (Primavera, Estimating, WIT) for data migration.

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The contractor shall be proficient in writing code, scripts and drivers to enable WIT tool to work as well as interface with other DOE-SR systems.

The contractor shall provide a site lead who shall act as a central point of contact for the Cost Processor implementation and DOE-SR interface activities.

**TASK 1: Program Support**

**1. Cost Estimating/Engineering/Analyst**

- Provide general cost estimating support.
- Develop Independent Cost Estimates (ICE).
- Develop Independent Government Cost Estimates (IGCE).
- Develop/maintain life-cycle cost estimates.
- Develop cost models as related to building certainty levels and determining program and lifecycle cost.
- Provide cost estimating analysis of DOE Order 413.3B compliance on capital projects.
- Review contractor project estimates and provide respective analysis and report.
- Review contractor procurement estimates and provide respective analysis and report.
- Conduct value engineering/management, in management of value engineering/management workshops, efforts and reports.
- Provide cost engineering support for business management.
- Review/development of rates and rates structures.
- Support teams reviewing/engineering contractor/site rate structures, financial systems, Earned Value Management System and reporting systems and provide respective analysis and report.
- Provide subject matter expertise in cost estimating/engineering on large complex government programs/projects.
- Provide expertise to develop cost estimates on nuclear, radiological, chemical, toxic, high hazard, high/low/mixed radioactive waste and respective DOE construction, operations, Information Technology (IT) and technology projects.

**2. Risk Management**

- Provide support on the federal risk management program.
- Provide risk management analysis of DOE Order 413.3B compliance on capital projects.
- Develop the DOE-SR federal risk management plan.
- Track and monitor the risk registrar associated with the federal risk management plan.
- Review all baselines for risk management compliance.
- Provide support to IPABS risk management updates.
- Provide support to the Integrated Life-Cycle Baseline/Estimate risk management process.

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- Develop the coordinated overarching federal risk management plan.
- Review and assess DOE-SR and contractor risk on a monthly basis, provide respective analysis and report.
- Support all DOE-SR site risk management/quality initiatives.
- Maintain the capability and expertise to support and utilize supporting risk management software, specifically Primavera and Oracle; and provide respective analysis and report.

**3. Federal Budget Process**

- Support DOE-SR in the planning process as it relates to budget formulation.
- Support all budget exercises as it relates to Integration and Planning.

**4. Reporting**

- Support DOE-SR in the Quarterly Project Reviews process, gathering/assembling data, developing slides, supporting federal staff.
- Support DOE-SR in the Monthly Project Reviews process, gathering/assembling data, developing slides, supporting federal staff.
- Analysis of earned value data, milestones/metrics, performance measures.
- Utilization of Management Reserve/Contingency.
- Documentation of project lessons learned.
- Support IPABS reporting, input of data, support program managers/federal project directors monthly/quarterly assessments.
- Produce current and historical reports/presentations.
- Reconcile IPABS data/reports before data is uploaded to DOE Headquarters.
- Support DOE-SR in efforts related to IPABS system.

**5. Project Controls**

- Provide guidance to all DOE-SR program and project managers to ensure all respective requirements are met in the planning, executing and management of programs and projects.
- Provide support to DOE-SR in the development, review, approval, update, maintenance process of oversight of contract performance baselines.
- Assist with development of all DOE Order 413.3B deliverables, including but not limited to: project execution plans, critical decision packages,

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acquisition strategies, presentations, schedules, cost estimates, budget estimates, time phased data/spend plans.

- Support the EM Liability and Life-Cycle baseline processes and provide project controls as requested.
- Assist federal staff with the budget formulation process.
- Assist federal staff with data validation and monthly reporting.
- Assist federal staff with project controls exercises and deliverables.
- Assist federal staff with reviews and assessments of contractor - systems, Contractor-managed Capital Asset Projects (CAP), including Line Item Projects, baselines, processes and deliverables, develop assessment reports.

**6. Earned Value Management (EVM)**

- Support the DOE-SR Management Team in the oversight of Line Item (LI) CAP to provide project management support and guidance, as well as recommendations to the DOE-SR staff on the Prime Contractor's performance in accordance with the EIA-748 Standard 32 management Intent Guidelines. Assess areas of non-compliance and provide recommendations to Federal staff on ways to improve their EVM system.
- Assess DOE Prime Contractors' implementation of the EIA-748 Standard, including the 32 management Intent Guidelines. Develop guidelines and policy recommendations for implementation of the EVM process. Perform detailed EVM evaluations of the Prime Contractors' programs and projects to assess compliance. Assist the Prime Contractor in both the evaluation of Corrective Action Reports (CARs) resulting from DOEHQ audits, and the implementation of Corrective Action Plans (CAPs). Support the certification of EVM systems.

**7. Senior Lead Integrator / Lead Integrator Specialist**

- Provide subject matter technical expertise to federal and contractor staff when requested to ensure government policies, public laws, departmental/site requirements and industry standards are being addressed.
- Responsible for ensuring deliverables per DOE Order 413.3B, including but not limited to: project execution plans, critical decision packages, acquisition strategies, presentations, schedules, cost estimates, budget estimates, time phased data/spend plans are met in a timely and quality manner.

**TASK 2: Management System Support**

**1. Integrated Lifecycle Estimate Support and What-if-tool Development, Implementation and Maintenance Services. Integrated Life-Cycle Estimate (ILCE) Management (a DOE-SR System).**

- Support DOE-SR federal staff in the management of the DOE-SR ILCE.
- Provide WIT for the ILCE and Budget Formulation using the Primavera cost loaded schedule which applies appropriate escalation rates to the P6 direct costs, indirect allocations and is flexible to accommodate the changing variables associated with the various program and directive changes in an annual lifecycle update.
- Develop all types of schedules (e.g. critical path, what-if, baseline, status PERT, GANTT, ILCE update program update).
- Analyze and provide ILCE team guidance and support for recommended changes to the ILCE update process related to Primavera setup, data entry, cost estimates, and integration needed to support and implement the WIT where necessary.
- Have and provide working knowledge of Acumen Fuse software.
- Support DOE-SR federal staff with DOE-SR ILCE scheduling, utilizing DOE-EM standard scheduling software Primavera (P6).
- Review contractor program estimates and provide respective analysis for ongoing missions for the lifecycle out year estimates.
- Documentation of annual Lifecycle updates Lessons Learned.
- Support Integrated Lifecycle Estimate update reporting and related Environmental Liability audit review support.

Federal Budget Process

- Provide WIT and Primavera support in the “What If” planning process as it relates to budget formulation

**2. Scheduling / Scheduling Software Support**

- Provide general project scheduling support.
- Develop all types of schedules (e.g. critical path, what-if, base-line, status, PERT, GANTT, program, project, initiative).
- Review and assess contractor schedules and provide respective analysis and report.

- Provide project scheduling analysis of DOE Order 413.3B compliance on capital projects.
- Provide support for site approved scheduling software management.

### **3. Environmental Management Liability (Audit)**

- Provide support to DOE-SR for the yearly EM Liability audit.
- Maintain configuration control of all request and DOE-SR responses.
- Maintain the official records database.
- Maintain the open-actions/suspense database.
- Provide back-up support to federal coordinator as necessary.
- Manage data submittal to DOE HQ and respective audit firm.
- Make necessary ad-hoc and last minute corrections and what if scenarios as requested by federal staff.
- Provide project scheduling and scheduling software support for the DOE-SR Integrated Life-Cycle Baseline and contractor performance baselines.
- Provide project schedule and scheduling software support.
- Maintain the capability and expertise to support and utilize supporting schedule software, specifically Primavera and provide respective analysis and report.

## **SKILL or RELEVANT EXPERIENCE REQUIREMENT**

The contractor will provide personnel to conduct the following duties, having sufficient experience and skills, as follows:

### **TASK 1: Technical Support**

#### **1. Cost Estimating/Engineering/Analyst**

- Have a minimum of 3 years' experience in nuclear, government, commercial, industrial, construction or process arenas performing cost estimating/engineering, developing all estimate types.
- Have a minimum of 3 years' experience developing highly complex technical cost estimates, with nuclear factors, seismic factors, and radiological factors.
- Have an industry certification as described in the statement of work (SOW).
- Have a working knowledge of the FAR and the FAR supplement.
- Have a working knowledge in developing cost estimates for DOE / Department of Defense (DOD) / National Aeronautics and Space Administration (NASA).
- Have a working knowledge of industry accepted automated cost estimating systems (WinEst, Success, Timberline, etc.).
- Have a working knowledge of DOE and Government Accountability Office (GAO) cost estimating requirements, orders, policies and guides.
- Have experience working at DOE sites, specifically working with contractor and site rates.
- Possess a Bachelor's degree in a technical or business program (Engineering, Math, Decision Science, Construction Management, Industrial Management or Business Management/Administration, etc.).

#### **2. Risk Management**

- Have an expert understanding of risk management in the DOE, including federal policies, orders, and guides.
- Have a minimum of 5 years' experience in DOE Order 413.3B Risk Management compliance.
- Have a minimum of 5 years' experience developing highly complex technical risk management plans, with nuclear factors, seismic factors, radiological factors and federal, state, local, tribal (i.e. DOE and site specific requirements) requirements.

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- Have a minimum of 5 years' experience in performing Monte Carlo risk probability simulations and using risk modeling software such as Primavera, Primavera PertMaster and Oracle Crystal Ball.
- Have an industry certification as described in the SOW.
- Have a working knowledge of how the risk process works on a DOE site.
- Have an understanding of general project management, cost estimating, application of management reserve and contingency, EVM and scheduling.
- Possess the ability to complete a federal risk management plan for a multi-billion dollar DOE site, following all applicable requirements and guides, performing monthly risk management updates.

**3. Federal Budget Process**

- Must have verifiable experience supporting a federal government program office/budget formulation office in all respective and standard budget requests (presidential, congressional and departmental).
- Have an industry certification as described in the SOW.
- Have verifiable experience developing and using formulation models in support of federal budget staff.

**4. Reporting**

- Must have a general understanding of automated reporting systems.
- Must have a general understanding of earned value reporting.
- Must have a general understanding of program management.
- Must have a general understanding of common quantitative management indicators used in reporting such as milestones and metrics.
- Must be able to input data into government provided systems in an accurate and timely fashion.
- Must be able to reconcile all data.

**5. Project Management/Controls**

- Have an industry certification as described in the SOW.
- Have a working level understanding of program/project management/controls theory and application in a multiyear/ contractor government site with multiple funding streams and a yearly site budget >\$1Billion.
- Have a minimum of 5 years' experience working with complex >\$1Billion governmental program/lifecycle baselines.

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- Have a working level understanding of DOE Orders and federal laws concerning project management, budget development, cost estimating, risk management and other accepted project management principles.
- Have a minimum of 3 years' experience complying with DOE Orders and federal laws concerning project management, budget development, cost estimating, risk management and/or other accepted project management principles outlined in The Project Management Body of Knowledge (PMBOK).
- Have a minimum of 3 years' experience conducting compliance reviews on contract baselines >\$500Million, project baselines >\$100Million, earned value systems in DOE, and other program/project management baseline components.
- Have a minimum of 3 years' experience writing documents, drafting letters/memorandums, preparing presentations and strategically communicating at a government site, at the management/senior management level.

**6. Earned Value Management (EVM) Support**

- Must be able to review and provide expert support to DOE-SR for oversight of Contractor's performance of Line Item Capital Asset Projects and improved performance of the Contractor's EVM systems.
- Experience in review of DOE Contractor's programs and projects, especially Contractor Performance Baseline and the Change Control process is required. Certification or documented training in EVM by a nationally recognized organization in accordance with standards set by EIA-748 Earned Value Management Systems is preferred. Experience working large program management projects using Federal EVM-compliant systems is desired.

**7. Senior Lead Integrator / Lead Integrator Specialist**

- Must be able to demonstrate expertise in project management/planning/lifecycle systems. This would entail using past experience integrate and manage complex systems (WIT, Primavera, Estimating tools) are working together. Be able to provide high level strategy and low level in hand-on execution, with project management tools and systems.
- In parallel to task manager duties, be able to develop work products. Work products are defined in other numbered items of this contract (cost, risk, reporting, etc.). Task manager must be able to perform work as well as provide employee oversight.

- Have a minimum of 10 years' experience working in a senior/management role with complex >\$1Billion governmental programs or large industry corporations.
- Must have the ability to serve as program manager/site lead for this contract.
- Must be able to provide senior level technical and business consultation in areas of integration and planning; program, business or change management, or business transformation.

**TASK 2:**

**1. Integrated Lifecycle Estimate Support and What-if-tool Development, Implementation and Maintenance Services. ILCE Management (A DOE-SR System).**

- Have WIT industry certification as described in the SOW. Minimum Certified InVizion Associate, Certified InVizion Integrator is preferred.
- Have an working level understanding of program/project management/controls theory and application in a multiyear/ contractor government site with multiple funding streams and a yearly site budget >\$1Billion
- Have a minimum of 5 years' experience working with complex >\$1Billion governmental program/lifecycle baselines.
- Have a working level understanding of DOE Orders and federal laws concerning project management, budget development, cost estimating, risk management and other accepted project management principles.
- Have a minimum of 3 years' experience complying with DOE Orders and federal laws concerning project management, budget development, cost estimating, risk management and/or other accepted project management principles outlined in the PMBOK.
- Have a minimum of 3 years' experience conducting compliance reviews on contract baselines >\$500Million, project baselines >\$100Million, earned value systems in DOE, and other program/project management baseline components.
- Have a minimum of 3 years' experience writing documents, drafting letters/memorandums, preparing presentations and strategically communicating at a government site, at the management/senior management level.
- Have an expert understanding of lifecycle baselines, annual budgetary planning for DOE operations and capital projects.
- Have an expert understanding of WIT (InVizion Analyzer) and its interface with other technical programs (Primavera, etc.).

## **2. Scheduling / Scheduling Software Support**

- Have a minimum of 5 years' experience in scheduling software coding and database (Oracle/SQL) management.
- Must have an expert understanding in scheduling software and relative systems data migration.
- Have a minimum of 5 years' experience in commercial, industrial, construction or process arenas utilizing schedule estimating/engineering, developing all schedule types.
- Have an industry certification as described in the SOW.
- Have an understanding of industry accepted scheduling techniques: create an enterprise project structure (EPS) and work breakdown structure (WBS), critical path, PERT/CPM, GANTT, float analysis, building/running reports, estimating durations, resource/cost loading, etc.
- Have a minimum of 5 years' experience developing highly complex technical schedule estimates, with nuclear factors, seismic factors, radiological factors and DOE site requirements.
- Have an expert level understanding of industry accepted automated scheduling systems (Primavera P6, Microsoft Project, etc.).
- Have an understanding of DOE and GAO cost estimating requirements, orders, policies and guides.
- Have experience at DOE sites, specifically working with contractor and site rates.
- Have an expert understanding of developing and maintaining a DOE Site Integrated Master Schedule, based on detailed project schedules.
- Must have the ability to interact and communicate with DOE senior managers.
- Must be trained in use of WIT and its integration with Primavera.
- Have Certified InVizion Associate certification.

## **3. Environmental Management Liability (Audit)**

- Same as TASK 2, number 1 & 2.

**TASK 1:**

**1. General**

- Must have the ability to communicate oral and written.
- Have the ability to complete assignments on time, meeting requirements, with very little direction and oversight.
- Must be proficient in the use of office equipment, including computers, scanners, fax, etc. Have an ability to work professionally with individuals, the public and diverse groups.
- Must be proficient in the use of Microsoft Office software (Excel, PowerPoint, Word, etc.) and able to create professional quality correspondence, documents, reports, and maintain database information.
- **All contractor employees shall obtain and maintain DOE “L” security clearance**

**Work Products**

**1. Cost Estimating/Engineering**

- Provide no more than 15 ICEs per year. Cost estimates shall be detailed, utilize specified software and follow government and industry standards. Must follow the GAO Cost Estimating Guide and 12 step process on every estimate/review.
- Provide no more than 52 IGCE per year. Cost estimates shall be detailed, utilize specified software and follow government and industry standards. Must follow the GAO Cost Estimating Guide and 12 step process on every estimate/review.
- Provide no more than 125 cost estimate reviews and 100 cost proposal reviews per year. Must follow the GAO Cost Estimating Guide and 12 step process on every estimate/review
- Provide no more than 52 value engineering/management exercises and 52 value engineering/management reports per year.

**2. Risk Management**

- Provide the yearly update to the DOE-SR federal risk management plan. Provide monthly updates to the associated risk register.
- Support all federal efforts regarding risk management. To include site wide risk program risk, capital project risk, operations risk, and other initiatives. Provide all risk management documents. Participates in the risk

management assessments, attend brainstorming sessions, review/update the risk registers and risk management plans as required.

### **3. Federal Budget Process**

- Provide support to DOE-SR federal staff for all federal budget process deliverables. To include, but not limited to: Integrated Priority List (IPL), presidents budget request, congressional budget request, business cases, annual operating plans, strategic budget development, reprogramming efforts, Exhibit 300's, project data sheets, and any other budget formulation exercise. A deliverables calendar will be outlined in task yearly task orders. A monthly report will be required to document how any budget exercises are being supported in addition to any direct deliverable.

### **4. Reporting**

- Provide support to DOE-SR federal staff and work with prime/sub-contractor staff to ensure all required reporting is accomplished. This includes, but not limited to the Monthly Performance Review (MPR), Quarterly Performance Review (QPR), program/project reviews and any other required report. Provide monthly summary report of all reports worked on/completed. Schedule to be identified in yearly task order. Not to exceed two reports per week.
- Provide required weekly, monthly, quarterly, yearly, random and ad-hoc reports. These reports must be accurate and timely, may contain accounting, EVMS, schedule, risk, milestone, gold metric, and other data respective of a DOE operation.

### **5. Project Controls**

- Provide support to DOE-SR federal staff in all areas of project controls. The support shall be coordinated through the respective task manager, supporting the integration and planning, project management, and management systems divisions in their efforts to provide integration and planning for DOE-SR, including support of Capital Asset/Line Item Projects. Provide a monthly report identifying all project activities accomplished.

**6. Earned Value Management (EVM)**

- Provide EVM expertise to support DOE-SR oversight of Contractor EVM Systems and the Contractor's management of Line Item Capital Asset Projects as assigned by DOE-SR.

**TASK 2:**

**1. Integrated Lifecycle Estimate Support and WIT Development, Implementation and Maintenance Services. ILCE Management – DOE-SR System.**

- Development, implementation and maintenance of the DOE-SR specific WIT.
- Provide support to DOE-SR federal staff to further develop and maintain the multi-billion dollar, multi-year life-cycle, proprietary, site baseline. Specific areas of support are cost estimating, scheduling, risk management, baseline integration, reporting, systems maintenance, change control, interface meetings, milestone management, liability audits and general project management/controls.

**2. Scheduling / Scheduling Software Support**

- Provide no more than 30 developed P6 project schedules per year.
- Provide no more than 150 project schedule reviews per Year.
- Provide support to the all scheduling / scheduling software activities.

**3. Environmental Management Liability (Audit)**

- Provide support to DOE-SR for the yearly EM Liability audit.
- Maintain configuration control of all request and DOE-SR responses.
- Maintain the official records database.
- Maintain the open-actions/suspense database.
- Provide back-up support to federal coordinator as necessary.
- Manage all data submittal to DOE HQ and audit firm conducting the audit.

**GOVERNMENT-FURNISHED RESOURCES**

The Government will furnish all facilities, materials, property, and equipment for on-site use in the performance of this contract as specified. Under limited circumstances, such as during meetings held in off-site locations, the Government will provide facilities, materials, property and equipment for tasks not requiring a continuous on-site presence.

The following will be provided during on-site activity of this contract;

1. Computer system with access to the Site network.

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2. A work area consisting of a desk, telephone, temporary storage for equipment, and office supplies applicable to the job. Access to a copier, scanner, and FAX machine.
3. User license as required. DOE will be the license holder.

## **TRAVEL REQUIREMENTS**

The Government will reimburse all travel related to the conduct of this contract. Point of origin for travel will be determined as the SRS in Aiken SC. All travel will be in compliance with the Federal Travel Regulations (FTR). All travel must be approved or authorized by the COR. Requests for travel reimbursements must be submitted monthly along with vouchers and must include documentation of charges, if requested.

## **PERFORMANCE MEASURES**

General quality measures, as set forth below, will be applied to each Work Product and Deliverable received from the contractor under this contract.

- Accuracy - Work products and deliverables shall be accurate in presentation, technical content, and adherence to accepted elements of style.
- Clarity - Work products and deliverables shall be clear and concise.
- Adherence to Requirements - All work products and deliverables must satisfy the requirements stated herein.
- File Editing - All text and diagrammatic files shall be editable by the Government.
- Format - Work products and deliverables shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.

## **DOE DIRECTIVES, LAWS, REGULATIONS, MANUALS AND PROCEDURES**

### Requirements and Drivers

- National Directives and Drivers
  - Government Performance and Results Act
  - Federal Acquisition Streamlining Act
  - Federal Acquisition Regulations
  - Government Accountability Office - Cost Estimating Guide
  - Office of Management and Budget - Circular A-11
- Department of Energy (DOE) Drivers
  - Department of Energy Acquisition Regulations (DEAR)
  - DOE Strategic Plan
  - DOE Order 413.3B - and associated guides (Program/Project Management)
  - DOE Order 430.1B (Real Property and Asset Management)
  - DOE Order 243.1B (Records Management)
  - DOE Environmental Liability Act
- Department of Energy - Environmental Management (EM) Drivers
  - DOE-EM Head of Contracting Activity Directive HCA 2.10 - IGCE
  - Operations Protocol Memorandum (Current Version)
  - EM Protocol for Application of Contingency and Management Reserve for the Acquisition of Capital Asset Projects
- Department of Energy - Savannah River Site Drivers
  - Savannah River Site Strategic Plan (Current Version)
  - SRIP 413.3 Environmental Liability Estimate
  - SRIP 413.4 Essential Site Services & General and Administrative Development, Execution and Oversight
  - SRM 130.2.1B Program Management System Description Manual for Planning, Budgeting, Work Authorization and Control