

Attachment J-16
Portfolio Management Task Order 13-001

Title: Project Management and Project Controls Services to the River Corridor Closure Project (RCCP)

Revision Number: 0

Date: September 05, 2012

Start: October 1, 2012

Finish: September 30, 2013

1.0 DESCRIPTION

Mission Support Alliance (MSA) will provide the following project management/project controls support services as described below. The services will be performed in accordance with Contract DE-AC06-09RL14728, C.2.5, Portfolio Management, and meet milestones and delivery schedules as established by the RCCP Federal Project Director (FPD), and comply with established criteria.

Task RCCP-1

Perform Baseline Analysis and Reviews, Earned Value Reporting, IPABS and PARS 2 Analysis and Review; Assure Integrated Technical Database (ITD) consistently aligns with RL-RCCP project data; perform Ad Hoc data requests, Assessment Support, Internal and External Audit Support, Project Baseline reporting, Head Quarters Reporting support, Project status reporting, Performance Metrics, Milestones, Budget Planning, Lifecycle Reporting, scenario evaluations, as well as other potential project reporting; includes providing services to the RCCP FPD in planned and unplanned project reviews, data requests, project assessments and other project inquiries for reporting, such as monthly, quarterly, and periodic project reporting, budget requests, change requests, performance reporting to EM-HQ, trending, end of contract estimates, contract alignment, Management Reserve and Contingency utilization as well as Environmental Liability audits, etc..

Task RCCP-2

Perform Documentation Development or Revision by reviewing and contributing to the establishment or revision of project-related documentation, including updates to reflect emerging guidance or directives, such as Project Execution Plans, Critical Decision documentation, Lists of Key Structures, Waste Sites, System Descriptions, Project Procedures, Process Documentation, etc. Additionally, develop and contribute to the development of position papers, white papers, briefings, presentations, or other support documentation required throughout the contract period.

Task RCCP-3

Perform Process Improvement Initiatives by participating in Integrated Project Team meetings; facilitating project meetings; incorporating any recommendations from prior or emerging assessments; making revisions to the existing project data and information; providing updates to the project artifacts to ensure consistent representation of the project for the current environment, and closing out Corrective Action Issues, etc. Collate, analyze, develop, and refine existing

process documentation incorporating appropriate corporate best practices and process improvements, as applicable.

2.0 DELIVERABLES

Required weekly reports will be collated into a monthly status report and will be provided to the Technical Point of Contact (RCCP FPD) with copy to Deputy FPD and PCO; and in addition, Level of Effort (LOE) support in the production and delivery of a wide scope of deliverables as described below will be required.

Task RCCP-1 Deliverables:

Perform project reviews, reports, and presentations. Data will be provided to satisfy the objectives of the data requests depending on due dates and timeframes. Relevant information on activity status and progress will be included in a weekly report to the RCCP FPD for deliverables reviewed, developed, and/or refined.

Task RCCP-2 Deliverables:

Project documentation will be developed and/or refined on a schedule applicable to the project supported and due date or timeframe needs determined throughout the performance period. Relevant information on activity status and progress will be included in a weekly report to the RCCP FPD for documentation reviewed, developed, and/or refined.

Task RCCP-3 Deliverables:

Deliverables will include updates to the project documentation, data repositories, and improvements to process-related documentation. Relevant information on activity status and progress will be included in a Weekly Report to the RCCP FPD.

3.0 ASSUMPTIONS AND CONSTRAINTS

- It is assumed 2 Portfolio Management Full Time Equivalents (FTE) will be required to provide LOE Support to the listed tasks. Portfolio Management FTEs are estimated @ 1834 hours each for FY2013.
- Up to 2 FTEs can be accommodated within this Portfolio Management Task Order (PMTO), additional FTE support will require a separate request.
- It is assumed that skill sets required will be Project Controls expertise (1) and Project Management expertise (1).
- Services will be provided Monday – Friday between 7am – 4:30pm, excluding Federal Holidays and site closure days. After hour or weekend support must be coordinated in advance including impact to cost and/or schedule.
- It is understood that the following individuals are allowed to request services on this request:
 - *Gigi Branch*
 - *Mark French*

MSA Technical POC: Morris Legler

MSA Finance POC: Andrew Davis