

**Portfolio Management Task Order 15-001
Statement of Work**

Title: DOE-RL River Corridor Division PBS 41 Project Management / Project Controls Support

Revision Number: 0

Start: October 1, 2014

Finish: September 30, 2015

1.0 DESCRIPTION

Mission Support Alliance (MSA) Portfolio Management (PFM) will provide The U.S. Department of Energy (DOE) Richland Operations (RL), River Corridor Division (RCD) Federal Project Directors with Project Management / Project Controls support for the River Corridor Closure Project (PBS-41). The services will be performed in accordance with Contract DE-AC06-09RL14728, C.2.5, Portfolio Management, and will meet milestones and delivery schedules as established by the RCCP Federal Project Director (FPD).

Mission Support Alliance (MSA) Portfolio Management (PFM) will provide support in the following areas:

1. Provide support to assist in ensuring compliance with project requirements to include:
 - a) Assist with monitoring and analyzing project performance using Earned Value Management principles to ensure project resources are being utilized effectively;
 - b) Support the integration of monthly variance analyses through meetings with and input from the contractors and the RL Subject Matter Experts (SMEs) for eventual inclusion in PARS 2;
 - c) Support the FPDs in preparing for project reviews (e.g., HQ-EM QPRs [e.g. EM-1, S-3, S-2], FPDs/Manager quarterlies, etc.) and/or other presentations to RL Management, EM-HQ Management, etc.; Maintain performance data files;
 - d) Assist with reviews of invoices, baseline submittals, and other contractor change packages; develop draft BCPs as required for EM-HQ; develop draft Fiscal Year Work Plans (FYWPs);
 - e) Assist with baseline reviews, HQ PEER Reviews, EVMS Surveillance Reviews, Environmental Liability reviews, and other reviews as required; including data development as well as recommendations and assessments of technical and non-technical project issues; integrate the development of quarterly Project Summary;
 - f) Assist with evaluation and review of statements of work and work scope strategy for appropriateness and accuracy;
 - g) Maintain and evaluate for accuracy the data for project metrics for waste sites and facilities, TPA and Performance milestones, Contingency, Key Performance Goals (KPGs), and Footprint Reduction. MSA PFM will assure accuracy of Dashboard data.
 - h) Support the analysis and evaluation of current ETCs, EACs, and schedule data and the analysis of the Critical Path schedules to determine completion date and accurate EAC for the project
 - i) Assist with the integrated budget request and lifecycle planning.



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2. Provide support in review and analysis of Independent Government Estimates.

2. DELIVERABLES

Mission Support Alliance (MSA) Portfolio Management (PFM) will ensure that duties are performed in a competent, professional manner that meets established milestones and delivery schedules as determined by the FPD. Work products will be thorough, accurate, appropriately documented, and comply with established criteria.

- Mission Support Alliance (MSA) Portfolio Management (PFM) will provide a weekly status report to the Federal Project Director (FPD) and the Project Control Officer (PCO) concerning any and all specific deliverables within the scope of this task as identified by the Federal Project Directors, the FPDs Deputy, and /or the Project Control Officer.
- Mission Support Alliance (MSA) Portfolio Management (PFM) will provide recommendations based on evaluations to the FPDs, as required.
- Mission Support Alliance (MSA) Portfolio Management (PFM) will provide other draft presentations related to the FPDs, as required.

3.0 ASSUMPTIONS AND CONSTRAINTS

- It is assumed 1880 hours will be required to provide the required support to the listed tasks.
- Only 1880 hours can be accommodated within this Portfolio Management Task Order (PMTO), additional support will require a separate PMTO.
- Services will be provided Monday through Thursday between 6a.m. – 4:30p.m., excluding Federal Holidays. Prior written authorization will be requested from the Contracting Officer for all additional hours and the additional hours will be coordinated with RCD in advance. 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