



Statement of Work

Title: EDITOR/DESKTOP PUBLISHING SUPPORT

Revision Number: 0

Date: October 10, 2016

**Statement of Work for
EDITOR/DESKTOP PUBLISHING SUPPORT**

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<i>APPROVALS</i>	<i>PRINT NAME</i>	<i>SIGNATURE</i>
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* Approval for Technical Content



1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance (MSA), in support of its prime contract with the U. S. Department of Energy (DOE), Richland Operations Office (RL), and HAMMER/Hanford Training are responsible for providing Hanford Site training and support to the DOE Training Institute (DTI).

The Subcontractor is required to provide staff augmentation support as set forth herein:

2.0 OBJECTIVE

The HAMMER facility requires a Subcontractor to provide temporary, full-time Editor/Desktop Publisher support to the DTI strategic mission. through MSA/HAMMER.

MSA/HAMMER/DTI is committed to providing support and services that provide effective interactive adult learning using multiple modalities to achieve training course delivery.

3.0 DESCRIPTION OF WORK – SPECIFIC

Subcontractor shall provide one temporary, full-time personnel to provide Editor/Desktop Publishing support.

It is estimated that this support will average 40 hours per week for the Subcontractor staff member assigned to this work scope. The individual shall support individual task managers, instructional designers and the Conduct of Training and DTI Program Managers in reviewing training packages for completeness, copy editing for quality, making changes to PowerPoint, Storyline, lesson plans, etc.

The successful applicant will have:

- The knowledge and skill to edit training materials in hard copy and electronically.
- Ability to work in various software applications (e.g. Microsoft Office, Articulate Storyline).
- The knowledge and skill to design and develop a wide variety of written technical materials including reports, presentations, student guides, handbooks, etc.
- Strong writing and editing skills and be able to work collaboratively with diverse groups such as peers, subject matter experts, instructors and management to accomplish assigned tasks.

The Subcontractor may be asked to provide support to activities including but not limited to:

- Review existing course content and presentations and make improvement recommendations.



- Graphic design and templates.
- Other duties assigned.

It is desired that the individual being considered have experience in technical and DOE activities as well as knowledge of DOE sites and in particular the Hanford site which will improve the ability of the individual to complete the necessary activities.

4.0 QUALIFICATIONS

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements as applicable.

5.0 REQUIREMENTS

General

Subcontractor shall operate to MSA policies, procedures, and processes. MSA will supervise and direct the day to day work activities of the Subcontractor's personnel.

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On-Site Services Special Provisions, will apply to Subcontractor personnel.

Required Qualifications:

- BA/BS degree or equivalent combination of education and experience in technical writing or related field.
- Experience in writing technical documentation (e.g. handbooks, reports, student manuals) and developing presentations.
- Excellent proofreading and editing skills
- Proficient in editing PowerPoint presentations, manuals, documents, etc.
- Familiarity with style guides (Chicago Manual of Style) and best practices for development of engaging presentations.
- Ability to work well with others and to coordinate and facilitate projects and meetings.
- Strong communication and interpersonal skills.
- Excellent skills in Microsoft office applications.
- Demonstrated willingness to learn new applications.
- Basic understanding of the ADDIE model of training development.

Desired Qualifications:

- Adobe Photoshop.



- Articulate Storyline.
- Ability to write talking points for speakers.
- Ability to write scripts for video shoots.
- Knowledgeable in how to edit video footage.
- Knowledgeable in design of web pages and web sites.
- Knowledgeable in graphic design.

5.1 Engineering Requirements

No engineering requirements identified.\

5.2 Environmental, Safety, & Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Contract Specialist in complying with environmental and safety requirements of all applicable laws, regulations and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

5.3 Quality Assurance Requirements

No quality assurance requirements identified

5.4 Government Property

There is no government property to be managed by the Subcontractor.



6.0 PERSONNEL REQUIREMENTS

6.1 Training

- A. Hanford site-specific general training requirements to safely perform this work will be designated by the Buyer's Technical Representative (BTR).
- B. The following types of training qualifications are required:
 - Hanford General Education Training (HGET)/MSA General Education Training (MGET) is required.
 - Other site specific training may be required as determined during performance of this scope of work.

6.2 Security and Badging Requirements

- A. For any on site work, see Special Provisions – On-Site Services for details.
- B. The Subcontractor shall wear a Contract Specialist-issued security badge identifying themselves. A minimum of two working days advance notice is needed for site badging.
- C. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

6.3 Work Location/Potential Access Requirements:

This work scope shall be completed at the HAMMER Facility in an office environment/conference/class room.

6.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

7.0 MEETINGS, SUBMITTALS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).



8.0 SCHEDULE REQUIREMENTS

8.1 Schedule

Start date: Upon Award

Completion date: 9/30/2017*

*with options to extend annually