



Statement of Work

Title: Project Admin
Revision Number: 0
Date: October 6, 2016

Statement of Work for
Project Admin

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Prepared by: D. Rains

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

1.0 INTRODUCTION / BACKGROUND

The Mission Support Alliance (MSA) requires staff augmentation services related to the Information Management Project Office work scope. Support will be provided to the MSA Information Management Information Systems, Project Office workgroup.

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



2.0 OBJECTIVE

The MSA Information Management (IM), Project Management Office (PMO) requires a Project Admin to work with the PMO manager, assisting with the management of IM projects and interfacing with IM subcontractors. The Project Admin assists with all phases of IM projects from concept to completion maintaining project documents, deliverables, and reporting.

3.0 DESCRIPTION OF WORK – SPECIFIC

This position is responsible and accountable for providing project administration support to the Information Management (IM) Directors and Staff, reporting through the Project Management Office (PMO). The candidate must be able to develop and maintain positive working relationships with peers, staff, and customers; communicate effectively, verbally and in writing, and exercise sound judgment and discretion. The successful candidate will help manage and report on all IM projects from concept through project completion. Tasks include weekly and monthly reports, progress on project schedules, collection of project documents and deliverables, and contract requisitions and changes.

Typical duties and responsibilities include:

- Perform all work safely and in compliance with environmental obligations using the core functions and core elements of the Integrated Safety Management System/Environmental Management System (ISMS/EMS).
- Take responsibility for your safety and the safety of those around you.
- Maintain a safe and well-kept work environment.
- Continually improve our environmental performance and the performance of our EMS, while emphasizing pollution prevention and efficient use of resources.
- Research and abstract information and supporting data in preparation for meetings, work projects, reports, and speeches.
- Administer and maintain confidential and specialized information.
- Establish and maintain department and/or project files as required.
- Perform miscellaneous duties that may include maintaining specialized libraries and doing background research for reports, reviewing and updating weekly and monthly reports for various audiences.
- Prepare bid packages, purchase orders, purchase requisitions.
- Write statements of work (with technical help) and enter contract requisitions and change requests into the MSA contract system.
- Support the IM PMO Manager and IM Directors providing coordination in execution of IM projects.
- Review and track status of projects and deliverables and provide PMO Manager with early warning if anything is going off track.
- Ensure adherence to project management process, best practices and project documentation standards.



- Ability to coordinate cross-functional work teams toward project completion.

Specific technical job duties include:

- Use SharePoint and act as Power-user/administrator for various SharePoint sites.
- Understands and complies with the expectations in the job-specific performance goals.
- Proficient use of computer software and systems. Examples of software used include:
 - o Crystal Reports
 - o Handi
 - o Microsoft Office
 - o Microsoft Project
 - o Intermediate to expert Excel skills
 - o Intermediate Word skills
- Asset Suite Task Order Processing, SOW creation for MSA IT subcontractor and Other Hanford Contractor (OHC) Customer POC for IM related support and interface
- Monthly Report Submission
- Deliverable Reporting

4.0 QUALIFICATIONS

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

Minimum Qualifications

Bachelor's degree with 8-10 years' experience or equivalent combination of education and experience. Must be capable of working independently and performing tasks with minimal guidance and supervision. Requires strong analytical and project management skills, as well as effective skills in written and verbal communications, and strong interpersonal skills to maintain cooperative working relationships with clients and staff

Desired Qualifications

User knowledge of Microsoft Office software (notably Outlook, Word, advanced user of Excel) and Microsoft SharePoint is strongly preferred. Experience at the Hanford site, and particularly knowledge of and familiarity with Asset Suite, Handi, Crystal Reports.

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.

5.1 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 Buyer 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.

5.2 Government Property

The Subcontractor will be responsible for managing the Government-owned property as required in the Subcontract Provisions: Computer workstation, GPS survey equipment.



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 Buyer-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:

The primary work location is 2261 Stevens, Richland Washington (subject to change). Work including meetings may also be conducted on the Hanford site at various locations.

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. Alternative schedules (example – 8 x 9 schedule) may be coordinated with and approved by the BTR.

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: November 1, 2016 or as soon as possible

Completion date: September 30, 2017