



Statement of Work

Title: Development of Integration Initiatives Subject Matter Expert.

Revision Number: 0

Date: October 27, 2016

1.0 INTRODUCTION / BACKGROUND

The Mission Support Alliance, LLC (MSA) is a joint venture company formed between Leidos, Jacobs and Centerra Group. The MSA is responsible for delivering the work scope for the Department of Energy (DOE) Richland Operations Office under the Mission Support Contract DE-AC06-09RL14728. Portfolio Management is a division of Mission Support Alliance (MSA) that provides direct support to DOE RL/ORP in specialized areas such as budget planning and formulation, baseline development and analysis, and design, development and release of DOE focused dashboards and reporting systems. Within the scope of Portfolio Management exists the responsibility for identifying, analyzing and developing site-wide integration initiatives that ensure efficiency in day-to-day program operations.

2.0 OBJECTIVE

Provide a Subject Matter Expert (SME) for Portfolio Management that will support planning, development and analysis of integration initiatives as directed by the Portfolio Management Vice President.

3.0 DESCRIPTION OF WORK – SPECIFIC

Provide a Subject Matter Expert as needed by Portfolio Management to support the following activities:

- Support planning, development and analysis of integration initiatives and document all results necessary to substantiate DOE final authorization to proceed with full implementation.
- Support design of real-time processes for each integration initiative that includes identification of linkages to DOE driving requirements as well as the flow-down of those requirements such that updates to DOE requirements are readily identified by the appropriate application to allow timely upgrades to integrated systems.
- Perform special studies in support of integration initiatives as determined by Portfolio Management and DOE and document the results of the special studies with the outcomes for authorized integration initiatives to meet DOE minimum requirements for validation.
- Perform various management assessments as directed by the MSA Portfolio Management Vice President as determined appropriate to ensure effective design and implementation of integration initiatives.



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4.0 REQUIREMENTS

All work shall be performed in strict accordance with the following requirements and any documents, which by this reference are made a part of the Statement of Work.

The SME will be familiar with and adhere to the requirements of the MSC contract and specifically to the Portfolio Management Scope of Work as defined in DOE Contract No. DE-AC06-09RL14728.

In addition, the SME will be familiar with and provide knowledge and insight into DOE management level policies, protocols, orders, guides, manuals and/or procedures as well as industry standard best practices. The following basic requirements shall apply to work performed by the SME:

1. DOE Order 413.3B Change 2, Program and Project Management for the Acquisition of Capital Assets
2. DOE Guide 413.3-7A Change 1, Risk Management Guide
3. DOE Guide 413.3-9, U. S. Department of Energy Project Review Guide for Capital Asset Projects
4. DOE Guide 413.3-10A Change 1, EVMS Management Guide
5. DOE Guide 413.3-20, Change Control Management

General

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.

4.1 Environment, Safety, & Health (ES&H) Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of safety and environmental functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. The Subcontractor shall flow down safety and environmental requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with MSC-PRO-11058 for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.



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- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualifications

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

Required Qualifications:

The SME will have a minimum of a Bachelor of Science degree. An advanced technical degree is preferred.

A minimum of 20 years of experience in providing management, technical and programmatic support to the U.S. Department of energy.

Desired Qualifications:

- An advanced technical degree in engineering, science or technology.
- Prior experience with DOE-RL and DOE-ORP operations and participation in planning, performing and documenting management assessments.
- Past experience in performing self-assessments and supporting development of a labor management strategy pertinent to future Hanford site-wide work.
- Extensive understanding of DOE-EM operations and business practices.

5.2 Security and Badging Requirements

For any on site work, see Special Provisions – On Site Services SP-5 for details.



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The Subcontractor shall wear a Buyer-issued security badge identifying himself / herself. A minimum of two working days advance notice is needed for site badging.

Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

5.3 Work Location / Potential Access Requirements

Work may be conducted at a non-Hanford location provided by the subcontractor, and the BTR may also provide on-site work facilities depending on the task.

5.4 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. Adjustment to the work schedule as necessary with the agreement of 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.

6.0 MEETINGS

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

7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables

Specific deliverables will be developed over time between the contractor, BTR and the PFM Vice President and/or Deputy.

7.2 Schedule

Start date: December 1, 2016 Completion date: September 30, 2017 *

* With two option periods to extend on an annual basis through May 30, 2019

8.0 SPECIAL REQUIREMENTS

- None