Statement of Work

Title: Update to HNF-56052 “Radiological Site Services Master Plan for the Hanford Site”
Revision Number: 0
Date: 4/4/2017

1.0 INTRODUCTION / BACKGROUND

The Mission Support Alliance, LLC (MSA) in support of its prime contract with the U.S. Department of Energy (DOE), Richland Operations Office (RL), requires one or more subcontractors to provide technical support services to the Radiological Site Services organization in the Environmental, Health & Safety organization under the MSC. This activity shall directly support the MSC’s commitment to the Hanford Cleanup Mission, and activities necessary to integrate MSC responsibilities with those of other Hanford Site contractors.

The subcontractor is required to provide an update to the Radiological Site Services Master Plan for the Hanford Site (document number HNF-56052, Rev 0).

2.0 OBJECTIVE

The Radiological Site Services (RSS) program at Hanford provides an array of radiological safety related services and recordkeeping that are critical to protecting the health and safety of Hanford workers, the public, and the environment. The programs are divided into four interrelated components:

- Hanford External Dosimetry Program (HEDP)
- Hanford Internal Dosimetry Program (HIDP)
- Hanford Radiological Instrumentation Program (HRIP)
- Hanford Radiological Records Program (HRRP)

3.0 DESCRIPTION OF WORK – SPECIFIC

The responsibility for providing Radiological Site Services (RSS) to the Hanford Site is assigned to Mission Support Alliance, LLC (MSA) under the Mission Support Contract (MSC). The Department of Energy (DOE) Richland Operations Office (RL) has tasked MSA with developing process and modernization improvements for RSS. The RSS Master Plan provides a strategy for the development of such process and modernization improvements which is consistent with existing regulatory and contractual compliance, designed to meet forecasted RSS service demands, building on existing RSS capabilities and providing for more effective RSS services. The initial RSS Master Plan established baseline conditions for RSS and recommended approaches for providing continued program improvements. Recommendations were provided for maintaining necessary RSS infrastructure, equipment, and software for a 50-year planning period.
The selected subcontractor will review and update the RSS Master Plan based on projected future Hanford Site work schedules and budgets.

Specifically, the updated RSS Master Plan will include the following:

- A brief description and status of each of the four component programs of RSS
- An updated forecast of the demand for RSS through FY 2070
- A detailed evaluation of alternatives for the 805 Goethals Building (invitro/invivo sampling). This section may include work from a separate procurement which may not be completed by issuance of this update. The subcontractor will work with the BTR to identify methods to incorporate follow on results of the separate procurement.
- An evaluation of modernization and process improvements

The updated document will forecast RSS demands for 2017 – 2070 and provide the bases for the forecasts. RSS programs are projected to be required beyond the planning period, and to remain at or above current demand levels until 2050. The document will identify current RSS regulatory and contractual requirements, service capacities, and any operational or cost limitations to either meeting projected demands in a cost-effective manner, or to accommodating any reasonable fluctuations in future demand levels.

Input will need to be solicited from all Hanford contractors and DOE offices for alternatives to modernize or improve RSS processes. Evaluations of alternatives shall include criteria related to cost, quality and stakeholder acceptance.

4.0 REQUIREMENTS

General

Subcontractor shall operate to MSA policies, procedures and processes while on site. 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.
• 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.

4.2 Quality Assurance (QA) Requirements

The work activities for this statement of work shall be performed in accordance with the MSA Quality Assurance Program and Procedures, as applicable to work scope.

4.3 Government Property

The Subcontractor shall work from their home office or at a MSA-provided space as directed by the BTR. It is anticipated that some of the work will be at the subcontractor’s facility, however, a turnaround office space will be provided by the buyer to facilitate interfaces. Note that this space may be shared by other personnel and may not be dedicated space for the Subcontractor personnel.

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.

The following types of training qualifications are required:

• All personnel working on-site shall have HGET.
Required Qualifications:

- Have a BA/BS in health physics, nuclear science or engineering, or related discipline.
- At least 8 years of technical experience in areas that include nuclear power station, U.S. DOE facilities, and radiological instrumentation equipment.
- Possess experience in radiological health and safety, with emphasis on the development, design, engineering, use and maintenance of radiological detection instrumentation, including calibration and repairs.
- Have thorough knowledge and understanding of internal and external dosimetry.
- Have a working knowledge of the DOE radiological Records program and processes.

Desired Qualifications:


5.2 Security and Badging Requirements

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

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

The RSS Program Director will make arrangements for a work area. The subcontractor should assume that continuous access to an office with HLAN will not be available but accommodations will be made as necessary. Work areas and areas of review include, 805 Goethals (invivo/invitro), 835 Jadwin (RSS Record) and 6266 facility (external dosimetry/instrument calibrations).

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.

Work may be performed outside normal operating hours if it does not require contractor personnel and is performed at the Subcontractors facilities. If the subcontractor requires access to
the site during non-standard work hours that 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

By the completion of the work scope anticipated to be 9/30/2017, the subcontractor shall have provided an acceptable update to the Radiological Site Services Master Plan for the Hanford Site (HNF-56052). The update shall include a revision to the document that incorporates changes that have occurred since the prior revision and shall incorporate alternatives for the four functions in the future. The subcontractor will have incorporated the update into the IDMS system and have provided a word perfect version of the completed document to the Director of Radiological Site Services.

7.2 Schedule

Start Date: ___ Contract Award_______

Completion Date: _______9/30/2017_______

The subcontractor shall provide by-weekly status updates and shall have, at a minimum, monthly update meetings with the RSS program leads at which time a status of the update and budget status will be presented by the subcontractor. The contractor shall provide a draft of the Radiological Site Services Master Plan for the Hanford Site within 90 days and shall allow for a buyer review of 15 days, the same review shall be allowed at the time of submittal of the final version of the Radiological Site Services Master Plan for the Hanford Site, the contractor shall then allow time for rework prior to the completion date. At the completion of the work the contractor shall provide the buyer with a word version of the document that is compatible with Hanford site computer operating systems.

8.0 SPECIAL REQUIREMENTS

KICKOFF MEETING - Before start of the Work, MSA will conduct a kick off meeting at a time and Hanford Site location agreed to by Subcontractor and MSA. Invited attendees will include MSA, Subcontractor, key lower tier subcontractors and others having an interest in the Work. The purpose of the conference is the coordination of Work start up and familiarization of project participants with the Work and worksite.