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Statement of Work

Title: Alternate Work Schedule Evaluation – Four Ten-Hour Days per Week.

Revision Number: 0

Date: July 18, 2012

1.0 INTRODUCTION / BACKGROUND

As part of the Hanford Site Energy Management Program, the MSA Site Sustainability Organization needs to evaluate implementing an Alternative Work Schedule consisting of four ten-hour days per week at Hanford.

The Hanford Site Commute Alternatives Feasibility Study, HNF-51745, Revision 0 (provided as attachment), overviewed the requirements driving Greenhouse Gas (GHG) emission reduction efforts including Executive Orders 13423 and 13514, as well as DOE Order 430.2B. The study evaluated a number of alternatives to decrease Scope III GHG Emissions. Included in this evaluation was the Alternative Work Schedule of placing those at Hanford working five eight-hour days per week on the widely implemented 9/80 (9 days, 80 hours, per 2 week period). This alternative did not make the primary cut in HNF-51745, but the study recognized that there may be additional opportunity to also switch those employees that work a 9/80 (9 days, 80 hours, per 2 week period) to a 4/10 (4 days, 10 hours each, per week).

The requested effort will evaluate the strategy and the site's overall cost/benefit of implementing the Alternative Work Schedule consisting of four ten-hour days per week.

2.0 OBJECTIVE

The Subcontractor shall evaluate the strategy and the overall cost/benefit to the Hanford site of implementing the 4/10 Alternative Work Schedule. This evaluation will address the total and partial (by Hanford contractor) implementation of the 4/10's at Hanford, and will address anticipated energy savings and individually the resultant Scope I, II, and III GHG emissions, as well as cost and other elements (safety, productivity, etc.) and applicable intangibles.

3.0 DESCRIPTION OF WORK – SPECIFIC

The Subcontractor shall conduct the following efforts



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- Develop an evaluation plan for MSA review/approval;
- Conduct limited research of available literature (such as other studies) on 4/10's;
- Evaluate and update as needed relevant supporting information (such as that provided in HNF-51745 and backup to HNF-51475. The backup will be provided electronically 1 working day after award);
- Gather and evaluate additional information (e.g. interviews, utility usage, surveys, etc. as needed). Interviews will be required with key MSA personnel in organizations such as Human Resources; Traffic Management; Land and Facilities Management. Similar interviews may be needed with other Hanford Contractor organizations, labor unions, DOE/RL, DOE/ORP, and other stakeholders or potentially affected organizations.
- Generate a report (draft for review and final) which provides a discussion of the evaluation performed, and includes verified results of the evaluation with recommendations (along with a strategy and schedule as applicable) for implementation; and
- Provide all related back-up information from the evaluation.

Elements of the 4/10s evaluation (to be addressed as total Hanford and by contractor as applicable) include but are not limited to:

- Planning strategy;
- Baseline case (where Hanford is now);
- Anticipated energy savings from implementation;
- Anticipated impacts to Scope I, II, and III Emissions (estimated baseline for each and anticipated savings);
- Anticipated cost of implementation (also address overtime and other impacts as applicable);
- Anticipated benefits of implementation;
- Implementation strategy;
- Anticipated safety impacts (fewer commuting trips per week, longer work hours, etc.);



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- Anticipated productivity impacts; and
- Anticipated intangibles (worker work schedule preference, morale, etc.).

4.0 REQUIREMENTS

General

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On Site Services Special Provisions - SP-5, will apply to Subcontractor personnel.

4.1 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 ES&H functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. The Subcontractor shall flow down ESH&Q requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

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:

Current Hanford General Employee Training/MSA General Employee Training

Other training if specified by the Buyer's Technical representative (BTR)

Required Qualifications:

The selected offeror (in particular the offeror's Project Manager) shall have demonstrated experience conducting similar evaluations or other similar projects. The BTR and Project Sponsor shall have an opportunity to review the offeror's and/or project manager's qualifications and approve these prior to award and work being performed for this task.

5.2 Security and Badging Requirements



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For any on site work, see Special Provisions – On Site Services SP-5 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 work scope will be performed in facilities throughout the Hanford Site. A large portion of the work will be performed within the Subcontractor's facilities.

5.4 Site Access and Work Hours

The Hanford Site operates on the standard 8/9's schedule. The standard work day shall consist of nine (9) hours of work between 7:00 AM and 4:30 PM with one-half hour designated as an unpaid period for lunch. An eight (8) hour work day is substituted on alternate working Fridays, and no work occurs on the alternate non-working Friday

6.0 MEETINGS / SUBMITTAL

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

The selected Subcontractor will be responsible for evaluating implementation of a 4/10's schedule at Hanford as discussed above. Deliverables to support this effort are as follows:

- a) Develop a plan/approach for conducting the 4/10's evaluation. This is due NLT 4 work days after Notice to Proceed (NTP). It should address the approach for conducting the evaluation and information needed (such as document reviews, utility data needed, interviews, etc.). It will also include an accompanying schedule covering the effort. MSA will review the plan and provide any comments to the plan in a meeting 2 work days after receipt of the plan.
- b) Prepare and submit to the BTR, for MSA review, a draft report (using MSA emblem) covering the results of the evaluation NLT 28 work days after NTP. MSA will provide comments as applicable 5 work days after receipt of the draft report.
- c) Provide a final report NLT 4 days after receipt of MSA comments. At the same time, Subcontractor will provide all remaining back-up information, including data and records generated under this task for retention by MSA.



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7.2 Schedule

Start Date: Date of Notice to Proceed (estimated 8/13/2012)

Completion Date: 9/30/2012

8.0 SPECIAL REQUIREMENTS

Meetings

General purpose of meetings is for the coordination, control, and direction of the Work. In addition to meetings addressed by this Section, Subcontractor may be required by other Sections and other Subcontract documents to conduct special-purpose meetings and various safety meetings and briefings.

MSA will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, minutes will identify action items, assigned actionees, and due dates.

- **KICKOFF MEETING** - Before start of the Work, MSA will conduct a conference 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. Purpose of the conference is the coordination of Work start up and familiarization of project participants with the Work and worksite.
- **PROGRESS MEETINGS** –Every week, MSA will conduct a progress meeting at time and Hanford Site location determined by MSA. Invited attendees will include MSA, Subcontractor and key subcontractors. At the progress meeting, Subcontractor shall present actual man-hours expended versus planned, and scheduled progress versus actual progress giving details of Work completed in relation to the approved schedule, together with a two (2) week "look ahead" which provides some details of how the Work will be completed.
- The purpose of the meetings is the exchange of Work-related information.