



November 3, 2016

2DB00-KRG-17-003

Dear Potential Subcontractor:

SOLICITATION NUMBER 291027- Project Support Staff Augmentation Support

Washington River Protection Solutions, LLC (WRPS) requests proposals for Project Support Staff Augmentation Support. The requested work is in support of WRPS's Prime Contract DE-AC27-08RV14800 with the U.S. Department of Energy, Office of River Protection.

Information regarding the submission of a proposal is contained in the attached Solicitation.

The proposal is due by **1:00 p.m. on December 5, 2016** as indicated in Section 2.1 of this solicitation.

WRPS looks forward to your response.

Very truly yours,

Keisha Garcia,
Procurement Specialist

Attachment

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PART A – SOLICITATION

1.0 Introduction

Washington River Protection Solutions, LLC (WRPS) acting under its Prime contract with the U.S. Department of Energy – Office of River Protection, requests Offeror to submit a proposal for a Blanket Master Agreement type of subcontract to provide Project Support Staff Augmentation Support. Part A of this Solicitation describes the proposal submittal requirements, instructions, and applicable exhibits/certifications. Part B contains all of the solicitation exhibits. Part C is the Model Subcontract, which contains all of the terms and conditions, attachments, and references that will govern performance of the work.

1.1 Buyer Not Obligated – Irregularities and Notifications

WRPS is not obligated to pay any costs incurred in the preparation and submission of Offeror's proposal, nor required to enter into a subcontract or any other arrangement with the Offeror.

1.2 Solicitation Amendments

The Procurement Specialist may issue one or more amendments to the solicitation to make changes or to resolve any problems regarding the solicitation. The Procurement Specialist will issue the amendment in time for prospective Offerors to incorporate any changes into their proposals. If this solicitation is amended, then all terms and conditions that are not amended will remain unchanged. **YOUR FAILURE TO ACKNOWLEDGE THE RECEIPT OF THE AMENDMENT AT THE DESIGNATED LOCATION BY THE SPECIFIED DATE AND TIME MAY RESULT IN REJECTION OF YOUR OFFER.**

2.0 eSourcing Event

This Solicitation requires all Offerors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool. The SCMC eSourcing Tool is designed to efficiently collect information in a central location. It also provides the Offeror a short timeframe to revise pricing information prior to final acceptance by WRPS.

Upon receipt of Offeror's notification of intent to propose (see Section 2.4), WRPS will provide the Offeror an email notification with a link to the SCMC eSourcing event including access instructions. Offerors will be afforded the opportunity to preview the application and place pricing information prior to the commencement of an event. This preview phase is called the pre-bid period. At the conclusion of the pre-bid period, the eSourcing event will commence and the Offeror should review their submitted price to ensure it is compliant with requirements. Events typically last for 15 to 30 minutes. The eSourcing Tool will designate a ranking of the Offeror's price when compared against the lowest price received. During this time, the Offeror may revise (decrement) their pricing downward. If the Offeror's price is revised to the lowest received price within the last two minutes of an event, the event will automatically extend for two minutes to allow

other Offerors to consider further adjustments to their pricing. The tool will not disclose the Offeror's proposed price to other Offerors nor will it disclose the lowest proposed price. A ranking is all that is provided.

This Solicitation and resultant award(s) is considered a negotiated procurement. Submitting the lowest priced proposal does not guarantee award. WRPS must complete a full technical evaluation prior to making an award determination.

WRPS reserves the right to conduct negotiations prior to award or to award a Subcontract(s) based upon initial offers and without further discussions.

In the unlikely event of a discrepancy among any of the Offeror's documents or information submitted through the eSourcing website, the information received and confirmed by WRPS shall govern.

Within two hours of the completion of the event, the Offeror shall submit their electronic proposal in-full via e-mail (see Section 2.4 below for email address). Identify the name of the Procurement Specialist and the Solicitation number to which Offeror is responding on the e-mail transmittal document.

2.1 Notification of Intent to Propose

WRPS requests that each prospective Offeror notify the Procurement Specialist by e-mail no later than **1:00 p.m. on November 10, 2016** whether the Offeror intends to submit a proposal in response to this Solicitation. The notification shall include the following information specific to the individual from each Offeror specifically that will be participating in the eSource event:

- Company Name
- Phone number
- E-mail address
- Company physical address (and mailing address if different)

Failure to submit an Intent to Propose notification by the specified date and time may result in rejection of the Offeror's proposal.

2.2 Deadline

The proposal is due by **1 p.m. on December 5, 2016**.

2.3 Identification and Delivery

Address a proposal sent via the U.S. Postal Service to:

Response to Solicitation No. 291027
Washington River Protection Solutions, LLC
Keisha R Garcia
P.O. Box 850, MSIN H1-42
Richland, WA 99352

The address for a proposal sent via another delivery service is:

851 Smartpark St.
Richland, WA 99354

Procurement Specialist Contact Information:

Name: Keisha R Garcia
Phone Number: 509-373-1303
Fax Number: 509-372-8036
Email Address: Keisha_R_Garcia@rl.gov

2.4 Withdrawal

Offeror may withdraw its proposal by written or electronic notice received at any time prior to award.

2.5 Questions/Comments Regarding the Solicitation

The Offeror must submit any comments or questions regarding the solicitation to the Procurement Specialist no later than **12:00 pm November 14, 2016**. The Procurement Specialist will answer all questions in writing for the benefit of all prospective Offerors.

3.0 Basis for Award

WRPS may award one or more subcontracts as a result of this solicitation. Award will be made to the Offeror whose proposal contains the combination of those criteria offering the best overall value to WRPS and the Government. This solicitation provides the basis for WRPS's evaluation and is keyed to the selection process. Offerors are also advised that WRPS reserves the right to award a subcontract based upon initial offers and without further discussions with Offerors. Offeror should provide their best price and technical offers initially. Offeror can elect to propose on select job classifications. If Offeror chooses to propose on only select job classification, technical and price proposal must be submitted for the sub-job classifications outlined in the SOW.

3.1 Qualification Standards

Offerors who do not possess the minimum qualifications and resources necessary to perform the proposed work are not encouraged to incur proposal and other expenses involved in competitive submissions. The following Qualification Standards must be met in their entirety in order for an Offeror to be considered for award.

- 3.1.1 Company Capabilities:** Offeror must have a minimum of five (5) years' experience providing professional staffing support.
- 3.1.2 Work Place Substance Policy/Background Checks:** Offeror must provide WRPS with a copy of the company's drug screening and vetting policies to be evaluated for compliance per section 7.0 of the Solicitation.
- 3.1.3 Local Office:** To be considered local, Offerors must be operating in the local vicinity of the Hanford Site, Washington for the duration of any resulting Subcontract. Local vicinity is defined as the Washington counties of Benton, Franklin, Adams, Grant, Klickitat, Walla Walla, Yakima, as well as Umatilla County, Oregon. Offeror's must have a local office established within 30 days of Subcontract award.
- 3.1.4 Transition Plan:** WRPS currently has 151 subcontracted resources that will transition over to the newly awarded Blanket Master Agreements (BMA). WRPS will allow for a thirty (30) day transition period from the current BMA(s) to the newly awarded BMA(s). Offeror must provide a transition plan to WRPS to be evaluated per section 3.2.1.
- 3.2 Best Value Evaluation Criteria**
- 3.2.1 Transition Plan:** Offeror shall discuss how it plans to transition existing staff augmentation personnel from their current companies to the Offeror's firm. In many instances, existing talent is vital for continued service and support of the WRPS mission.
- Explain the strategy to secure existing staff augmentation resources.
 - Explain contingency plans if the resource cannot be retained.
 - Explain how you plan to conduct background checks and drug testing for existing staff augmentation personnel.
 - Explain how you plan to implement this within thirty (30) days of award without impact to WRPS' operations.
- 3.2.2 Priority:** Offeror shall discuss how it plans to manage competing priorities in the event that the same resource is required for WRPS and another company.
- Discuss the basis for work assignment and the management of that resource.
 - Describe how personnel are recruited and requests for staffing positions are fulfilled.
 - Discuss how the Offeror will coordinate, interface and provide personnel to WRPS to ensure successful performance
- 3.2.3 Resume Compliance:** Offeror shall explain the plan on submitting compliant resumes that meet the conditions of the sub-job classification. Offeror shall also provide an explanation how those resumes that are deemed not acceptable are purged from the resource library so that additional time is not spent by WRPS reviewing non-compliant resumes.

3.2.4 Resume Submission: Offeror shall submit two compliant resumes for each sub-job classification that the Offeror elects to propose. Along with these resumes, there shall be a commitment that once the award is made these individuals will be made available for placement with WRPS.

3.3 Evaluation of Options

Except when it is determined not to be in WRPS's best interests, WRPS will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirements. Evaluation of options will not obligate WRPS to exercise the options(s).

WRPS may reject an offer as nonresponsive if it is materially unbalanced when it is based on prices significantly less for some work and prices which are significantly overstated for other work.

4.0 Proposal Instructions

4.1 General Proposal Requirements

Organize the proposal as outlined below. Prepare the proposal simply and economically and provide a straightforward and concise presentation of the information requested in the Solicitation Request. Proposals submitted electronically must consist of separate files for the Technical Proposal and the Business and Price Proposal.

4.1.1 Volume I – Technical Proposal

Evaluation criteria identified in Section will be used to determine the Offeror's understanding of the work to be performed. In order that the proposal be evaluated strictly on the merit of the technical and management material submitted, no contractual cost or pricing information shall be included in this volume of the proposal.

The Offeror's proposal shall address the experience, knowledge, and capabilities of its proposal team such that the Offeror's ability to successfully accomplish the requirements of the Solicitation is clearly demonstrated. The proposal shall describe the proposed technical and management approach in sufficient detail to ensure that the requirements of the SOW are met. Simply repeating the SOW requirements or merely offering to perform the work may result in a lower evaluation or the offer being determined technically unacceptable.

WRPS will evaluate Offeror's technical capabilities/qualifications as well as pricing for the requirements specified in the Statement of Work. Offeror's proposal must address the following: Offeror's proposal must contain a brief discussion of its technical qualifications and capabilities. This discussion should not exceed twenty (20) pages and should briefly address:

- An acknowledgement that the Statement of Work is fully understood and that Offeror has resources qualified to perform the work.
- Firm's capabilities and resources for completing the requirements.

- An explanation as to the role of and how you intend to interact with the Procurement Specialist during the administration of this Subcontract.
- An explanation as to how the Offeror plans to address requests from the field which have not been formally presented through the Procurement Specialist.
- Statement of compliance with subcontract insurance requirements as specified in the On-Site Work Provisions, including confirmation that all required insurance certificates will be provided prior to any on-site work.
- Response to each item identified in the Best Value Evaluation Criteria outlined in sections 3.2.1, 3.2.2, 3.2.3 and 3.2.4 of this Solicitation.
- Listing of key personnel and the Subcontractor Site Coordinator.

4.1.2 Volume II – Business and Price Proposal

The Offeror shall insert fully burdened labor rates as indicated in the Labor Rate Schedule (Exhibit 1).

Fully Burdened Labor Rate is defined as an hourly rate inclusive of wage or salary rate, fringe benefits, all applicable indirect costs, travel and /or per-diem, taxes including Washington State Business and Occupational (B&O) taxes and profit.

The Offeror must propose one Fully Burdened Labor Rate and one Overtime Labor Rate for each of the specified labor subcategories listed on the Price Proposal.

The Overtime Labor Rate is defined as the fully burdened labor rate for any hours worked in excess of 80 hours in a two week period of time. WRPS expects that overtime rates for exempt staff be lower than the regular time rates since fringe benefits and other direct rate adders would be fully recovered in the regular time rates.

WRPS anticipates an estimate of 151 full-time equivalents (FTE) annually for all job classifications listed below. WRPS estimates that 3,500 hours will be performed annually at the Overtime Labor Rate. The estimated distribution of full-time equivalents (FTE) for the labor categories are as follows:

- Project Management - 12 FTE
- Project Specialist - 39 FTE
- Operations Engineer (OE) - 1 FTE
- Operations Specialist (OS)/Field Work Supervisor (FWS) - 1 FTE
- Integration Manager - 4 FTE
- Work Control Planner - 38 FTE
- Project Controls - 32 FTE
- Cost Estimator - 4 FTE
- Human Resource Specialist - 4 FTE
- Health Physicist (HP) - 5 FTE
- Radiological Work Planner - 6 FTE

— Industrial Hygienist (IH) - 5 FTE

Standard payment terms are Net 30. Prompt payment discounts will be considered and should be included in the Business and Price Proposal.

4.1.2.1 Representations and Certifications

WRPS requires the electronic submission of the Representations and Certifications through its [vendor registration web site](#). To start the submission, the offeror will need to be registered with WRPS and have obtained a vendor identification number and form number (password). If assistance is required, please contact WRPS Contract Support at WRPS_Procurement@rl.gov

For this solicitation, an offeror is required to have an electronic Representations and Certifications on file with WRPS for the North American Standard Coding System (NAICS) code identified in the paragraph entitled “North American Industry Classification System (NAICS) Code and Size” below. The certification of a specific NAICS code will be valid for twelve (12) months from its submission. If the offeror’s business conditions change within the twelve (12) month validity period, the offeror shall submit an updated Representations and Certification prior to submittal of the proposal.

4.1.2.2 Small Business Set Aside

Proposals made under this solicitation shall be from small business concerns, including; Disadvantaged, Women Owned, Veteran Owned, Service Disabled Veteran Owned and HUBZone small businesses. Proposals received from concerns that are not small businesses shall not be considered for this solicitation. Disadvantaged, Women Owned, Veteran Owned and Service Disabled Veteran Owned may self-certify to these categories as defined by the Small Business Administration (www.sba.gov). HUBZone businesses must be certified by the Small Business Administration.

4.1.2.3 Additional Information

In order for WRPS to adequately evaluate the proposal, some additional information is required. Please complete and return all forms and documents listed below:

- [Labor Rate Schedule \(Exhibit 1\)](#).
- [Organizational Conflict of Interest Disclosure \(Exhibit 2\)](#).
- [Past Performance Data Form \(Exhibit 3\)](#).
- [Proposed Lower-Tier Subcontractors \(Exhibit 4\)](#).
- [Agreement Exceptions \(Exhibit 5\)](#).
- [Vendor ESH&Q Requirements Questionnaire. \(Exhibit 6\)](#).

4.2 Acceptance of Terms and Conditions

The subcontract resulting from this Solicitation will be substantially the same as the Model Subcontract that is contained in Part C of the Solicitation. Unless otherwise noted

in the proposal, Offeror's submission of a proposal signifies unqualified acceptance of all of the technical requirements and other terms and conditions of the subcontract that are contained in or referenced in this Solicitation. Any Offeror who currently holds a Blanket Master Agreement (BMA) with WRPS) may submit its proposal in accordance with the BMA. When choosing this option, the Offeror must specifically identify its BMA number in the proposal. Interpretations established by Offeror to any part of this Solicitation may be considered an exception.

4.2.1 Exceptions to Technical Requirements and Other Terms and Conditions

Offeror must describe any exceptions (on the Agreement Exceptions form in Part B of this Solicitation) to the technical requirements and other terms and conditions of the Model Subcontract in Part C on which the proposal is based. WRPS considers compliance with the technical requirements and terms and conditions of the Subcontract to be essential. In case of doubt, Offeror should request clarification from the Procurement Specialist. If any exceptions are taken to the requirements of the Solicitation, the pricing shall be based on the requirements of the Solicitation and the exception(s) priced as alternates. If the proposal is based only on the proposed exceptions, WRPS may determine the proposal to be non-responsive.

4.3 Proposal Validity Period

Offeror's proposal shall remain firm for 60 days after the proposal due date.

5.0 Notices

5.1 Identification of Proprietary Data

If the Offeror submits any data which it considers proprietary data as part of its proposal, the document transmitting the data or which contains the data, shall be boldly marked indicating that the data included is considered to be proprietary.

5.2 Financial Capability Determination Information

WRPS reserves the right, prior to award, to require Offeror to submit information which WRPS will use to make a determination whether Offeror has the financial capability to perform the contemplated subcontract. Such information may include, but not be limited to: annual reports; lines of credit with financial institutions and suppliers; and any other information that may be required to make the appropriate determination.

5.3 North American Industry Classification System (NAICS) Code and Size Standard

The Buyer has determined that North American Industry Classification System (NAICS) Code 561210 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this solicitation is \$38.5M.

5.4 Cost or Pricing Data

This is not a request for cost or pricing data, but notification to all Offerors that this information may be required prior to award unless the Subcontract is determined by the Buyer to be exempt from the requirements of Public Law 87-653 (10 USC Sec.2306(a).

6.0 Foreign Nationals

SUBCONTRACTORS intending to propose use of any Foreign National (non-US citizens) under this Subcontract, shall provide that information as part of the SUBCONTRACTOR'S proposal submission. Foreign National requests will be processed in accordance with Hanford Site Security procedures and DOE Order 142.3a entitled Unclassified Foreign Visits and Assignment Program. Information for processing requests shall be submitted regardless if the Foreign National works on the Hanford site or elsewhere. Processing of any request are required to be completed/approved prior to commencement of any work. The lead time for processing Foreign National requests can take up to several months depending upon the country of origin and the subject matter involved. If Foreign Nationals are considered for use at any time under a Subcontract, SUBCONTRACTORS shall notify the Procurement Specialist and Hanford Security of the change. SUBCONTRACTORS shall adhere to the requirements for processing and approval as identified above for any changes in Foreign National use.

7.0 Pre-Employment Drug Screens and Background Checks

SAFE AND DRUG-FREE WORKPLACE POLICY

The award of this subcontract is contingent upon the offeror having a Safe and Drug-Free Workplace Policy that includes mandatory pre-employment testing substantially similar to the guidelines provided in this section. It is WRPS's expectations that all candidates submitted for consideration under the resultant subcontract have completed a pre-employment drug testing with negative results.

PRE-EMPLOYMENT TESTING

All candidates who receive an offer of employment must meet pre-employment suitability requirements by successfully completing drug screening requirements.

Drug screening will be conducted through a urine drug screen on a controlled and monitored basis to prevent the use and presence of controlled substances in the work place.

A certified testing laboratory will test for the presence of amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone, methaqualone, opiates, phencyclidine, propoxyphene, and additional drugs, as requested.

PRE-EMPLOYMENT BACKGROUND SCREEN

The award of this subcontract is contingent upon the offeror having a background screening policy substantially similar to the Pre-Employment Suitability Investigation

guidelines provided in this section. It is WRPS's expectations that prior to submitting a candidate for consideration under the resultant subcontract, the candidate has successfully passed a background screening in accordance with the subcontractor's established background screening policy. It is the subcontractor's responsibility for determining whether a prospective candidate's background and qualifications are suitable to submit to WRPS for consideration.

PRE-EMPLOYMENT SUITABILITY INVESTIGATIONS

Pre-employment investigations are conducted to check a prospective employee's background and qualifications to help determine suitability for employment. The pre-employment investigation is conducted after an offer of employment is tendered but before the prospective subcontracted employee begins employment under an awarded WRPS subcontract.

The decision to hire or not to hire an applicant is the responsibility of the Subcontractor.

Pre-employment investigations include:

- Education. Verify all secondary and post-secondary education completed.
- Employment. Contact listed employers for the past three years (excluding employment of less than 60 days duration or part-time employment).
- Criminal convictions. Research law enforcement or court records concerning convictions (when such checks are not prohibited by state or local law, statute or regulation) in any locality (excluding areas outside of the United States of America) where the applicant has resided for more than 60 days over the past four years.
- References. Contact at least two listed personal references and at least one developed reference.
- Unemployment. Verify any period of unemployment greater than six months duration occurring in the past three years with an individual other than the applicant.
- Applicant's driving record. Research applicant's driving record and traffic convictions for past three years.
- Credit. Check credit covering all locations where applicant resided for the past five years, as applicable based on position.

Personnel Suitability Investigation files contain sensitive information and must be protected in accordance with State and Federal laws and Department of Energy directives. Access to pre-employment investigation files shall be limited to the official

procurement specialist as named in the subcontract or delegate upon request for audit purposes.

PART B – SOLICITATION EXHIBITS

Exhibit	Description
1	Labor Rate Schedule
2	Organizational Conflict of Interest Disclosure
3	Past Performance Data Form
4	Proposed Lower-Tier Subcontractors
5	Agreement Exceptions
8	Vendor ESH&Q Requirements Questionnaire

EXHIBIT 1. LABOR RATE SCHEDULE- SEE ATTACHMENT 2

INSTRUCTIONS FOR THE RATE SCHEDULE

- A. List the fully burdened hourly rates for regular work and overtime work next to the labor categories outlined in the Rate Schedule. Fully burdened labor rates include paid wages/salary (base rate), labor overhead (including fringe benefits), General and Administrative (G&A) expense, and profit. WRPS expects that overtime rates for exempt staff be lower than the regular time rates since fringe benefits and other direct rate adders would be fully recovered in the regular time rates. Provide rates for regular work and overtime work for base period and option periods outlined on the Rate Schedule.
- B. Provide adequate documentation for each fully burdened labor rate. For the base rate, provide wage rate verification in the form of payroll records or employment contract agreements. Indicate whether the basis for the proposed base rate is the current actual wage/salary rate of the individual, the current actual average of the proposed categories, or the current actual average of the proposed individuals within a category. For indirect rates (labor overhead and general and administrative expense) provide appropriate explanation. If the indirect rate is a Government approved rate (e.g., provisional, forward pricing, etc.) describe the nature of the agreement and provide a copy of the agreement. If the proposed indirect rate is not a Government approved rate, provide the method of computation and application of the indirect expense, including cost breakdown and showing trends and budgetary data to provide a basis for evaluation of the reasonableness of the proposed rates.
- C. If an escalation factor is used between the base year and option years, indicate the factor and methodology for applying same.
- D. If materials or other direct costs such as travel expenses are being proposed, attach a cost breakdown of these items. Certain indirect costs can be applicable to materials and other direct costs. However, profit is not allowed on any expenses except labor. If the accounting system includes material overhead or application of general and administrative expense to direct costs such as materials and travel expenses, show that in the cost breakdown and provide adequate documentation as instructed in B. above.
- E. This form can be modified to add additional labor categories and multiple pages may be used to show additional option years.

EXHIBIT 2. ORGANIZATIONAL CONFLICT OF INTEREST CERTIFICATION AND DISCLOSURE

Rev. 3 6/22/16

Organizational Conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government or WRPS, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

It is WRPS's policy to avoid situations, which place an Offeror in a position wherein it may not be able to compete on an equal basis for WRPS-controlled work with o

ther qualified Offerors. This representation, and the information disclosed thereby, will serve to advise WRPS whether or not an Offeror's judgment may be biased because of any past, present, or currently planned interest, financial or otherwise, the Offeror may have or appear to have which relates to the work to be performed under a subcontract which may result from this solicitation, thus providing the Offeror an unfair competitive advantage over others. The term "Offeror" herein means the proposing entity or any of its affiliates or proposed consultants or subcontractors of any tier. Therefore:

Offeror shall provide WRPS a statement which describes in a concise manner, all relevant facts concerning any past, present, or currently planned interest (financial, contractual, organizational, or otherwise) relating to the work described in the statement of work of this solicitation. Offeror may also provide relevant facts that show how its organizational structure and/or management systems limit its knowledge of affiliates or other divisions or sections of the proposing entity and how that structure or system would avoid or mitigate an organizational conflict of interest.

Offeror shall assure that any consultants and/or subcontractors identified in its proposal which will perform part or all of any resulting subcontract submit the same information as required above, either as part of the Offeror's proposal or directly to WRPS, prior to the time and date set forth for the receipt of proposals, including identification of the solicitation number and the (Offeror's) proposal to which it relates.

Offeror shall assure that each of its chief officers or directors, if any, who will be directly involved in the actual performance of the subcontract, submit such information.

Offeror shall promptly provide to WRPS information concerning any changes, including additions, in its relevant facts reported, that occur between the time of submission of its proposal and the award of a subcontract or the time the Offeror is notified that it is no longer being considered for an award.

WRPS will review the information submitted and may require additional relevant information or certifications from the Offeror. All such information, and any other relevant information known to WRPS, will be used to determine whether an award to the Offeror may create an organizational conflict of interest with respect to the Offeror's (1) bias caused by financial, contractual, organizational, or other interests which relate to the work to be performed under the subcontract, resulting in Offeror being unable to render impartial, technically sound, and objective assistance or

advice, or (2) obtaining an unfair competitive advantage over other parties. If WRPS determines a conflict exists which would require some action to mitigate an actual or potential conflict of interest that would otherwise represent an unacceptable risk to WRPS, it may, at its sole discretion: (1) impose appropriate terms or conditions necessary to avoid or mitigate the conflict, (2) disqualify the offer, or (3) proceed with an award despite the conflict.

Offeror refusal to submit the representation and/or to provide the disclosure or any additional information requested by WRPS may result in disqualification of the Offeror for an award. Misrepresentation of material facts or other reported information may also result in disqualification. If any such misrepresentation is discovered following award, WRPS may terminate the contract for default or seek other remedies including actions pursuant to 18 U.S.C. 1001.

Depending on the nature of the subcontract activities, Offeror may, because of the existence of possible organizational conflicts of interest, propose to exclude specific kinds of work from the statement of work contained in the original solicitation, unless the solicitation specifically prohibits such exclusion. Any proposed exclusion may be considered by WRPS in the evaluation of proposals, but may ultimately determine the proposal to be unacceptable.

No work shall be performed, and WRPS will not authorize work to begin, until representations and disclosure information has been evaluated. WRPS may also, at its option, permit missing representations or disclosure information to be provided by an Offeror at any time during the pre-award process.

In lieu of or in addition to the above and/or when requested by WRPS, Offeror shall provide a certification similar to the following, altered only to reflect the relevant facts:

CONFLICT OF INTEREST DISCLOSURE STATEMENT

I hereby certify that, to the best of my knowledge and belief, no facts exist relevant to any past, present, or currently planned interest or activity (financial, contractual, personal, organizational, or otherwise) that relate to the proposed work; and bear on whether I and the Offeror have a possible conflict of interest with respect to being able to render impartial, technically sound, and objective assistance or advice, or being given unfair competitive advantage.

Authorized Offeror Representative

Date

EXHIBIT 3. PAST PERFORMANCE

Rev. 0

1/1/03

Please type or print at least two (2) and as many as five (5) references to recently completed or substantially complete contracts with requirements similar to those described within this solicitation.

CLIENT NAME CONTACT NAME TELEPHONE NO.	CONTRACT NO. CONTRACT DATE	START DATE END DATE CONTRACT VALUE	CONTRACT TERMINATED? <i>(Y/N) Explain in attachment</i>

NAME AND ADDRESS OF OFFEROR	NAME OF SIGNER
	TITLE OF SIGNER
OFFEROR <i>(Signature of person authorized to sign)</i>	DATE

EXHIBIT 5. AGREEMENT EXCEPTIONS

NOTICE: Any exceptions to the proposed subcontract terms and conditions must be indicated below. Washington River Protection Solutions, however, reserves the right to disqualify offers which deviate from the Solicitation, If the offeror has no exceptions, please write "None" below.

NAME AND ADDRESS OF OFFEROR	NAME OF SIGNER
	TITLE OF SIGNER
OFFEROR <i>(Signature of person authorized to sign)</i>	DATE

EXHIBIT 6. VENDOR ESH&Q QUESTIONNAIRE

Subcontractor Name:

Subcontractor Address:

City: State: Zip:

Subcontractor Point of Contact:

Email:

All contractors working on the Hanford Site are expected to safely perform in a quality manner while protecting worker health and the environment. Please answer the following questions about how your company implements ESH&Q.

#	Question
1.	Does your company have a documented environmental, occupational safety, healthy and quality program that complies with applicable local, state, federal, and DOE regulatory requirements? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
2.	Are your employees trained and equipped to perform their assigned work? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
3.	Do you have an established orientation program for new hires that includes ESH&Q? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
4.	Does your company have policies and procedures in place to eliminate accidents, injuries/illness, and damage to property and equipment? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
5.	Are company ESH&Q records adequately and properly maintained? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
6.	Are accidents/incidents investigated promptly and reports generated? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
7.	If the investigation discovers inadequacies in either the work process or the policies and procedures, are the appropriate processes in place to avert the accident/incident in the future and are personnel provided proper training? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
8.	Are hazards identified and appropriate measures taken to ensure that personnel and equipment are adequately protected as a result of identified hazards. Yes: <input type="checkbox"/> No: <input type="checkbox"/>
9.	Do your employees have the right to report unsafe conditions and to interrupt or stop work without fear of reprisal? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
10.	Is the frequency of ESH&Q meetings with employees scheduled to discuss the work to be performed hazards associated with the work based on the scope of work and commensurate with the work hazards? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
11.	Are ESH&Q inspections/audits conducted to evaluate the effectiveness of your program?

	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
12.	Does your company have an average Experience Modification Rate (EMR) of 1.0 or less for the previous three years? Yes: <input type="checkbox"/> No: <input type="checkbox"/> What is your EMR?
13.	Does your company have an average Occupational Safety and Health Administration (OSHA) Recordable Case Rate of 3.2 or less for the previous three years? Yes: <input type="checkbox"/> No: <input type="checkbox"/> What is your Recordable Case rate?
14.	Does your company have an average OSHA Lost Workday case rate of 0.64 or less for the previous three years? Yes: <input type="checkbox"/> No: <input type="checkbox"/> What is your OSHA Lost Workday case rate?
15.	Does your construction company have an average OSHA Lost Workday case rate of 3.0 or less for the previous three years? Yes: <input type="checkbox"/> No: <input type="checkbox"/> What is your OSHA Lost Workday case rate?
16.	Does your company have an established, written Hazard Communication Program? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
17.	Does your company have a system within the Hazard Communication Program to maintain Material Safety Data Sheets (MSDS)? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
18.	Has your company been cited for a(n) willful violation(s) from any regulatory agency during the previous three years? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
19.	Has your company been fined for Nuclear Regulatory Commission or agreement state non-compliance during the previous three years? Yes: <input type="checkbox"/> No: <input type="checkbox"/>

PART C – MODEL SUBCONTRACT

Subcontract No. TBD	Effective Date: TBD
Issued By: Washington River Protection Solutions, LLC P.O. Box 850 Richland, WA 99352	Subcontractor: TBD

This Blanket Master Agreement (BMA) is effective as of **TBD**, between Washington River Protection Solutions (WRPS) and **TBD** (“SUBCONTRACTOR”) who hereby agree that all Work specified below, which is a portion of the goods and services to be provided by WRPS for the United States Department of Energy, shall be performed by the SUBCONTRACTOR in accordance with all the provisions of the Subcontract.

- 1.0 Work to be Performed:** Except as specified elsewhere in the Subcontract, SUBCONTRACTOR shall furnish all labor and materials necessary and required to satisfactorily perform: Project Support Staff Augmentation Support
- 2.0 Period of Performance:** The Subcontract period of performance is specified as: FY17 with Options
- 3.0 Contract Type:** Blanket Master Agreement (BMA)
- 4.0 Compensation:** As full consideration for the satisfactory performance by SUBCONTRACTOR of this Subcontract, WRPS shall pay to SUBCONTRACTOR compensation in accordance with the prices set forth below or in the attached Rate Schedule consistent with the payment provisions of this Subcontract.
- 5.0 Payment Terms:** As stated in Article 3.0, Terms of Payment, of Supplemental Provisions, payment will be made within 30 calendar days after receipt of a properly prepared invoice unless otherwise agreed to between SUBCONTRACTOR and WRPS.
- 6.0 Authorized Personnel:** Only the following named WRPS individuals are authorized to make changes to this document:
 - K.R. Garcia, Procurement Specialist
 - M.J. DePeel, Manager, Subcontracts
 - J. M. Legarreta, Manager, Procurement
- 7.0 Designation of Technical Representative:** WRPS hereby designates the following as the Buyer’s Technical Representative (BTR), for this Subcontract:

Name: **TBD**
Phone: **TBD**
Mail Stop: **TBD**
- 8.0 Special Provisions**

8.1 Negotiated Exceptions to General Provisions

The following exceptions/changes to the General Provisions or Supplemental Provisions are agreed to and incorporated into the Subcontract:

TBD

8.2 Subcontract Release Procedure

WRPS may request work to be performed by the SUBCONTRACTOR under the Blanket Master Agreement (BMA) as separate Subcontract Releases using the following process:

- The Procurement Specialist will notify SUBCONTRACTOR of the dates and location of where the service is to be performed, the level of effort required
- SUBCONTRACTOR will submit a minimum of 2 resumes and a maximum of 5 resumes per request. All resumes are to meet the job description outlined in the SOW.
- BTR will work with the Technical Field and determine if an interview is necessary. A formal Subcontract Release document will be issued in accordance with the terms of the BMA to the highest scoring candidate(s).

Note: Upon notice by WRPS, the Subcontractor shall furnish replacements for any personnel deemed unacceptable by WRPS. A replacement will be requested if assigned personnel do not perform the tasks as requested, has poor attendance, or has engaged in misconduct. Examples of misconduct include, but are not limited to, verbal or physical altercations, improper use of WRPS computers or networks, excessive use of phone or computers for personal business, theft or misuse of WRPS or other's property, or the disclosure of any confidential information.

8.3 Subcontract Release Ceiling Price

A ceiling price shall be specified in each individual Subcontract Release. WRPS shall not be obligated to pay the SUBCONTRACTOR any amount in excess of the individual Subcontract Release ceiling price, and SUBCONTRACTOR shall not be obligated to continue performance if to do so would exceed the Subcontract Release ceiling price, unless and until WRPS has issued a Subcontract Release amendment increasing the ceiling price.

8.4 Option to Extend the Term of the Subcontract

This Subcontract includes the option(s) to extend the term identified herein. The total period of performance of the Subcontract includes the base period plus the optional period(s) exercised by WRPS. WRPS will exercise the option(s) by providing written notice to the SUBCONTRACTOR prior to expiration of the current effective period.

Option 1 – 10/1/2017-09/30/2018

Option 2 – 10/1/2018-09/30/2019

Option 3 – 10/1/2019-09/30/2020

8.5 Options

WRPS may exercise its option to acquire the optional services prior to the expiration of this Subcontract. WRPS shall issue a written notice of its intent to exercise the option thirty (30) days prior to the option's effective date. The actual exercise of the option shall be formalized via a Subcontract modification.

8.6 Contracted Labor Time Recording (CLTR) Automatic Invoice & Payment

Notwithstanding Article 3.0 "Terms of Payment" included in the Supplemental Provisions, contained herein, until further notice WRPS shall make monthly automatic payments to the Subcontractor based on hours worked by SUBCONTRACTOR personnel authorized by the Subcontract and entered/approved in the WRPS Contract Labor Time Reporting (CLTR) system. The automatic payment process shall consist of:

- An electronically mailed monthly report (invoice) to the SUBCONTRACTOR on approximately the 3rd Wednesday of each month noting the prior month (3rd Monday of prior month through 3rd Sunday of current month) entered/approved personnel hours
- Payment will occur per the Subcontract terms and conditions (e.g.: Net 30 days after issuance of CLTR invoice to the SUBCONTRACTOR)
- Nothing in this process relieves the SUBCONTRACTOR of responsibility for the accuracy and completeness of the time reported by its employee(s)
- WRPS reserves the right to recover any monies paid the SUBCONTRACTOR on account of defective time reporting

The SUBCONTRACTOR is no longer required to submit weekly timesheets; the CLTR entry/approval process replaces timesheet submittal.

The SUBCONTRACTOR is not required to provide monthly accrual data as specified in the Supplemental Provisions.

8.7 Contracted Labor Time Recording (CLTR) System

In lieu of the time sheets, only SUBCONTRACTOR employee(s) performing Work under this Subcontract/Subcontract release shall record their actual hours worked into the Contracted Labor Time Recording (CLTR) system. Time entry by SUBCONTRACTOR employee(s) for the week worked shall be made no later than Monday of the following week. The CLTR system will be the exclusive method to approve SUBCONTRACTOR hours worked.

8.8 Overtime Hours Worked

All hours worked beyond eighty (80) hours in a two-week period (overtime) must be pre-approved by the Buyer's Technical Representative (BTR) or their designee. For every overtime hour worked, the SUBCONTRACTOR shall be compensated at the overtime rate established in the Subcontract, if applicable.

8.9 Subcontractor Code of Business Ethics and Conduct

(a) *Definition.* As used in this clause--

“Agent” means any individual, including a director, an officer, an employee, or an independent SUBCONTRACTOR, authorized to act on behalf of the organization.

“Full cooperation”—

(1) Means disclosure to the Government of the information sufficient for law enforcement to identify the nature and extent of the offense and the individuals responsible for the conduct. It includes providing timely and complete response to Government auditors’ and investigators’ request for documents and access to employees with information;

(2) Does not foreclose any SUBCONTRACTOR rights arising in law, the FAR, or the terms of the contract. It does not require—

(i) A SUBCONTRACTOR to waive its attorney-client privilege or the protections afforded by the attorney work product doctrine; or

(ii) Any officer, director, owner, or employee of the SUBCONTRACTOR, including a sole proprietor, to waive his or her attorney client privilege or Fifth Amendment rights; and

(3) Does not restrict a SUBCONTRACTOR from—

(i) Conducting an internal investigation; or

(ii) Defending a proceeding or dispute arising under the contract or related to a potential or disclosed violation.

“Principal” means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a subsidiary, division, or business segment; and similar positions).

“Subcontract” means any contract entered into by a sub-tier Subcontractor to furnish supplies or services for performance of a prime contract or a subcontract.

“Sub-tier Subcontractor” means any supplier, distributor, vendor, or firm that furnished supplies or services to or for a prime SUBCONTRACTOR or another sub-tier Subcontractor.

“United States” means the 50 States, the District of Columbia, and outlying areas.

(b) Code of business ethics and conduct.

(1) Within 30 days after Subcontract award, unless the WRPS authorized procurement representative establishes a longer time period, the SUBCONTRACTOR shall—

(i) Have a written code of business ethics and conduct;

(ii) Make a copy of the code available to each employee engaged in performance of the contract.

(2) The SUBCONTRACTOR shall—

(i) Exercise due diligence to prevent and detect criminal conduct; and

(ii) Otherwise promote an organizational culture that encourages ethical conduct and a commitment to compliance with the law.

(3)

(i) The SUBCONTRACTOR shall timely disclose, in writing, to the agency Office of the Inspector General (OIG), with a copy to the WRPS authorized procurement representative, whenever, in connection with the award, performance, or closeout of this contract or any subcontract thereunder, the SUBCONTRACTOR has credible evidence that a principal, employee, agent, or sub-tier Subcontractor of the SUBCONTRACTOR has committed—

(A) A violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code; or

(B) A violation of the civil False Claims Act (31 U.S.C. 3729-3733).

(ii) The Government, to the extent permitted by law and regulation, will safeguard and treat information obtained pursuant to the SUBCONTRACTOR's disclosure as confidential where the information has been marked "confidential" or "proprietary" by the company. To the extent permitted by the law and regulation, such information will not be released by the Government to the public pursuant to a Freedom of Information Act request, 5 U.S.C. Section 552, without prior notification to the SUBCONTRACTOR. The Government may transfer documents provided by the SUBCONTRACTOR to any department or agency within the Executive Branch if the information relates to matters within the organization's jurisdiction.

(iii) If the violation relates to an order against a Government wide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies, the SUBCONTRACTOR shall notify the OIG of the ordering agency and the IG of the agency responsible for the basic contract.

(c) *Business ethics awareness and compliance program and internal control system.* This paragraph (c) does not apply if the SUBCONTRACTOR has represented itself as a small business concern pursuant to the award of this contract or if this contract is for the acquisition of a commercial item as defined at FAR 2.101. The SUBCONTRACTOR shall establish the following within 90 days after contract award, unless the WRPS authorized procurement representative establishes a longer time period:

(1) An ongoing business ethics awareness and compliance program.

(i) This program shall include reasonable steps to communicate periodically and in a practical manner the SUBCONTRACTOR's standards and procedures and other aspects of the SUBCONTRACTOR's business ethics awareness and compliance program and internal control system, by conducting effective training programs and otherwise disseminating information appropriate to an individual's respective roles and responsibilities.

(ii) The training conducted under this program shall be provided to the SUBCONTRACTOR's principals and employees, and as appropriate, the SUBCONTRACTOR's agents and sub-tier Subcontractors.

(2) An internal control system.

(i) The SUBCONTRACTOR's internal control system shall—

(A) Establish standards and procedures to facilitate timely discovery of improper conduct in connection with Government contracts; and

(B) Ensure corrective measures are promptly instituted and carried out.

(ii) At a minimum, the SUBCONTRACTOR's internal control system shall provide for the following:

(A) Assignment of responsibility at a sufficiently high level and adequate resources to ensure effectiveness of the business ethics awareness and compliance program and internal control system.

(B) Reasonable efforts not to include an individual as a principal, whom due diligence would have exposed as having engaged in conduct that is in conflict with the SUBCONTRACTOR's code of business ethics and conduct.

(C) Periodic reviews of company business practices, procedures, policies, and internal controls for compliance with the SUBCONTRACTOR's code of business ethics and conduct and special requirements of Government contracting, including—

(1) Monitoring and auditing to detect criminal conduct;

(2) Periodic evaluation of the effectiveness of the business ethics awareness and compliance program and internal control system, especially if criminal conduct has been detected; and

(3) Periodic assessment of the risk of criminal conduct, with appropriate steps to design, implement, or modify the business ethics awareness and compliance program and the internal control system as necessary to reduce the risk of criminal conduct identified through this process.

(D) An internal reporting mechanism, such as a hotline, which allows for anonymity or confidentiality, by which employees may report suspected instances of improper conduct, and instructions that encourage employees to make such reports.

(E) Disciplinary action for improper conduct or for failing to take reasonable steps to prevent or detect improper conduct.

(F) Timely disclosure, in writing, to the agency OIG, with a copy to the Contracting Officer, whenever, in connection with the award, performance, or closeout of any Government contract performed by the SUBCONTRACTOR or a sub-tier Subcontractors thereunder, the SUBCONTRACTOR has credible evidence that a principal, employee, agent, or sub-tier Subcontractors of the SUBCONTRACTOR has committed a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 U.S.C. or a violation of the civil False Claims Act (31 U.S.C. 3729-3733).

(1) If a violation relates to more than one Government contract, the SUBCONTRACTOR may make the disclosure to the agency OIG and WRPS authorized procurement representative responsible for the largest dollar value contract impacted by the violation.

(2) If the violation relates to an order against a Government wide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies, the SUBCONTRACTOR shall notify the OIG of the ordering agency and the IG of the agency responsible for the basic contract, and the respective agencies' contracting officers.

(3) The disclosure requirement for an individual contract continues until at least 3 years after final payment on the contract.

(4) The Government will safeguard such disclosures in accordance with paragraph (b) (3) (ii) of this clause.

(G) Full cooperation with any Government agencies responsible for audits, investigations, or corrective actions.

(d) Subcontracts.

(1) The SUBCONTRACTOR shall include the substance of this clause, including this paragraph (d), in Subcontracts that have a value in excess of \$5,000,000 and a performance period of more than 120 days.

(2) In altering this clause to identify the appropriate parties, all disclosures of violation of the civil False Claims Act or of Federal criminal law shall be directed to the agency Office of the Inspector General, with a copy to the Contracting Officer.

8.10 Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights (FAR 52.203-17)

- (a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.
- (b) The Subcontractor shall inform its employees in writing, the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.
- (c) The Subcontractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

8.11 Subcontractor Performance Metrics

During the period of performance of this Subcontract, SUBCONTRACTOR metrics will be established and monitored on a quarterly basis with the SUBCONTRACTOR and WRPS. The metrics are provided below.

- 1) **Resume Compliance:** This metric will measure the resumes submitted by the SUBCONTRACTOR to the job classification requirements to determine if the resumes submitted comply with the Statement of Work (SOW) Exhibit A- Project Support Personnel classifications. The goal will be 98% compliance rating.
- 2) **SUBCONTRACTOR Resource Retainage:** This metric will measure the length of time a staff augmentation resource remains under contract with WRPS. This will be measured in months by individual resource with a goal of six (6) months for the base period and twelve (12) months for the subsequent options per staff augmentation resource.
- 3) **SUBCONTRACTOR Responsiveness to BUYER Resource Requests:** This metric will measure the response time (days) by the SUBCONTRACTOR to provide compliant resumes to the WRPS authorized procurement representative. The goal will be a two (2) work-day response time.

Not meeting the specified goal in each metric will impact the BUYER's determination to renew a SUBCONTRACTOR's option period for continuance of services under this Subcontract.

9.0 Pre-Employment Drug Screens and Background Checks**SAFE AND DRUG-FREE WORKPLACE POLICY**

The award of this subcontract is contingent upon the offeror having a Safe and Drug-Free Workplace Policy that includes mandatory pre-employment testing substantially similar to the guidelines provided in this section. It is WRPS's expectations that all candidates submitted for consideration under the resultant subcontract have completed a pre-employment drug testing with negative results.

PRE-EMPLOYMENT TESTING

All candidates who receive an offer of employment must meet pre-employment suitability requirements by successfully completing drug screening requirements.

Drug screening will be conducted through a urine drug screen on a controlled and monitored basis to prevent the use and presence of controlled substances in the work place.

A certified testing laboratory will test for the presence of amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone, methaqualone, opiates, phencyclidine, propoxyphene, and additional drugs, as requested.

PRE-EMPLOYMENT BACKGROUND SCREEN

The award of this subcontract is contingent upon the offeror having a background screening policy substantially similar to the Pre-Employment Suitability Investigation guidelines provided in this section. It is WRPS's expectations that prior to submitting a candidate for consideration under the resultant subcontract, the candidate has successfully passed a background screening in accordance with the subcontractor's established background screening policy. It is the subcontractor's responsibility for determining whether a prospective candidate's background and qualifications are suitable to submit to WRPS for consideration.

PRE-EMPLOYMENT SUITABILITY INVESTIGATIONS

Pre-employment investigations are conducted to check a prospective employee's background and qualifications to help determine suitability for employment. The pre-employment investigation is conducted after an offer of employment is tendered but before the prospective subcontracted employee begins employment under an awarded WRPS subcontract.

The decision to hire or not to hire an applicant is the responsibility of the Subcontractor.

Pre-employment investigations include:

- Education. Verify all secondary and post-secondary education completed.
- Employment. Contact listed employers for the past three years (excluding employment of less than 60 days duration or part-time employment).
- Criminal convictions. Research law enforcement or court records concerning convictions (when such checks are not prohibited by state or local law, statute or

regulation) in any locality (excluding areas outside of the United States of America) where the applicant has resided for more than 60 days over the past four years.

- References. Contact at least two listed personal references and at least one developed reference.
- Unemployment. Verify any period of unemployment greater than six months duration occurring in the past three years with an individual other than the applicant.
- Applicant's driving record. Research applicant's driving record and traffic convictions for past three years.
- Credit. Check credit covering all locations where applicant resided for the past five years, as applicable based on position.

Personnel Suitability Investigation files contain sensitive information and must be protected in accordance with State and Federal laws and Department of Energy directives. Access to pre-employment investigation files shall be limited to the official procurement specialist as named in the subcontract or delegate upon request for audit purposes.

10.0 List of Subcontract Attachments

The following attachments are hereby incorporated into and made a part of this Subcontract. They shall have the same force and effect as if written into the body of the Subcontract. SUBCONTRACTOR is responsible for downloading and complying with the applicable revision as identified below.

A hyperlink is provided for downloading the referenced General Provisions, Supplemental Provisions, On-Site Work Provisions and Preliminary Hazard Analysis:

<http://www.hanford.gov/tocpmm/page.cfm?page=11>

Attachment No.	Title	Revision	Date
1	Statement of Work	0	10/5/2016
2	Labor Rate Schedule	0	11/3/2016
3	General Provisions- Commercial	2	2/3/2016
4	Supplemental Provisions- T&M/ Labor Hour	3	1/26/2016

5	On-Site Work Provisions	3	8/9/2016
6	Project Support Staff Augmentation Request	0	11/1/2016

The SUBCONTRACTOR shall acknowledge this document, as provided herein, regardless of dollar value, by signing below and returning a signed copy of this Subcontract. This signature represents certification that all submissions (including electronic) associated with this Subcontract award are accurate, current, and complete.

Authorizing Signatures:

Subcontractor

Washington River Protection Solutions, LLC

DO NOT SIGN

Name **TBD**

Date

Title **TBD**

Phone: () -

Keisha Garcia

Date

Procurement Specialist

Phone: (509) 376-1303