

ATTACHMENT J-10
CONTRACT DELIVERABLES

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The following Contract Deliverables summarize the specific products the Contractor shall submit to the U.S. Department of Energy (DOE), the type of action DOE will perform, the associated DOE response time, and the date/timeframe that the Contractor is required to submit the product. Upon DOE approval or acceptance, with no further action required by the Contractor, the Contractor can make a claim for applicable fee.

Omission of any applicable deliverable from Section J, Attachment J-10, *Contract Deliverables*, does not affect the obligation of the contractor to submit required deliverables pursuant to this Contract.

Definitions:

Approval – The Contractor shall provide the deliverable to DOE for review and approval. DOE will review the deliverable and provide comments in writing. DOE will discuss the comments with the Contractor and the Contractor shall provide written responses. The Contractor shall re-write the document to incorporate DOE mandatory comments and re-submit for DOE approval. Once approved by DOE, the deliverable shall be placed under change control and no changes shall be made, without DOE approval.

Review – The Contractor shall provide the deliverable to DOE for review and comment. DOE will have the option to review the information and provide comment. The Contractor shall respond to written comments.

Table J-10.1. Summary of Contract Transition Deliverables

Deliverable		DOE		Contract Deliverable Due ¹	Contract Reference
		Action	Response Time		
T0	Offer Executive Summary website	Review	10 days	Within 72 hrs after notice to proceed (NTP)	Section C.1, <i>Transition</i>
T1	Transition Plan	Approval	10 days	Within 15 days after NTP	Section C.1, <i>Transition</i>
T2	Schedule for completion of training for the workforce on the performance work statement (PWS) and the Contractor-proposed Technical and Management Approach for execution that results in 100 percent of the workforce being trained within 6 months after NTP	Review	10 days	Within 90 days after NTP	Section C.1, <i>Transition</i>
T3	Due Diligence Report	Approval	10 days	Within 90 days after NTP	Section C.1, <i>Transition</i>

¹ All days refer to calendar days. For the purposes of calculating deliverable due dates, the Notice to Proceed date is XX-XX-XXXX.

Table J-10.1. Summary of Contract Transition Deliverables

Deliverable		DOE		Contract Deliverable Due ¹	Contract Reference
		Action	Response Time		
T4	Identify the policies and procedures necessary to assume full responsibility of the laboratory.	Review	10 days	Within 90 days after NTP	Section C.1, <i>Transition</i>
T5	Nuclear Safety Protocol	Approval	10 days	Within 90 days after NTP	Section C.1, <i>Transition</i>
T6	Training Program Plan and Matrix	Approval	10 days	Within 90 days after NTP	Section C.3.6.4, <i>Training</i> ; Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," DOE O 426.1
T7	Weekly Transition Status Report	Review	Weekly	Weekly during transition	Section C.1, <i>Transition</i>
T8	Readiness to Assume Responsibility for Execution of PWS Declaration	Approval	10 days	Within 90 days after NTP	Section C.1, <i>Transition</i>
T9	Graded Approach for Implementation of Contract Requirements Plan	Approval	10 days	Within 90 days after NTP	Section C.1, <i>Transition</i>
T10	Safety Basis Documents	Approval	30 days	Within 70 days after NTP	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.1 List A., <i>Applicable Federal, State, and Local Regulations</i> , 10 CFR 830 Subpart B
T11	Nuclear Maintenance Management Program	Approval	10 days	Within 90 days after NTP	Section C.2.2.1, <i>Conduct of Maintenance</i> ; Section J, Attachment J-2, <i>Requirement Sources</i>

Table J-10.1. Summary of Contract Transition Deliverables

Deliverable		DOE		Contract Deliverable Due ¹	Contract Reference
		Action	Response Time		
					<i>and Implementing Documents, J.2 List B., Applicable DOE Directives, Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," DOE O 433.1</i>
T12	Conduct of Operations (CONOPS) Program Requirements Matrix and Cited Implementing Documents – Nuclear Facilities	Approval	10 days	Within 90 days after NTP	Section C.2.2.4, <i>Conduct of Operations</i> ; Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents, J.2 List B., Applicable DOE Directives, Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," DOE O 422.1</i>
T13	CONOPS Program Requirements Matrix and Cited Implementing Documents – Non-Nuclear Facilities	Approval	10 days	Within 90 days after NTP	Section C.2.2.4, <i>Conduct of Operations</i> ; Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents, J.2 List B., Applicable DOE Directives, Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," DOE O 422.1</i>

Table J-10.1. Summary of Contract Transition Deliverables

Deliverable		DOE		Contract Deliverable Due ¹	Contract Reference
		Action	Response Time		
T14	Unreviewed Safety Question Process Procedure	Approval	10 days	Within 90 days after NTP	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.1 List A., <i>Applicable Federal, State, and Local Regulations</i> , 10 CFR 830
T15	Criticality Safety Program Document	Approval	10 days	Within 90 days after NTP	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., “DOE Directives, Regulations, Policies, and Standards,” DOE O 420.1
T16	Worker Safety and Health Program	Approval	30 days	Within 70 days after NTP	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.1 List A., <i>Applicable Federal, State, and Local Regulations</i> , 10 CFR 851
T17	Workplace Substance Abuse Program Implementation Plan	Approval	70 days	Within 30 days after NTP	Section C.3.2.4, <i>Worker Safety and Health Program</i> ; 10 CFR 707; 49 CFR 40
T18	Integrated Safety Management System Description	Approval	10 days	Within 90 days after NTP	Section I.189, <i>Integration of Environment, Safety, and Health into Work Planning and Execution</i> , 48 CFR 970.5223-1

Table J-10.1. Summary of Contract Transition Deliverables

Deliverable	DOE		Contract Deliverable Due ¹	Contract Reference	
	Action	Response Time			
T19	Safety Performance, Objectives, Measures and Commitments	Approval	10 days	Within 90 days after NTP	Section I.189, <i>Integration of Environment, Safety, and Health into Work Planning and Execution</i> , 48 CFR 970.5223-1
T20	Radiation Protection Program	Approval	10 days	Prior to commencing work or adopt existing approved RPP within 90 days	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.1 List A., <i>Applicable Federal, State, and Local Regulations</i> , 10 CFR 835
T21	Personal Property and Material Management Program (Property Management System)	Approval	55 days	Within 45 days after NTP	Section C.3.6.2, <i>Property Management</i>
T22	Wall-to-Wall Physical Contractor Controlled Inventory Report	Approval	10 days	Within 90 days after NTP	Section C.3.6.2, <i>Property Management</i>
T23	Fire Protection Program	Approval	10 days	Within 90 days after NTP	Section C.3.2.8, <i>Fire Protection Program</i> , Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," DOE O 420.1
T24	Emergency Management Program	Approval	10 days	Within 90 days after NTP	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., "DOE Directives,

Table J-10.1. Summary of Contract Transition Deliverables

Deliverable		DOE		Contract Deliverable Due ¹	Contract Reference
		Action	Response Time		
					Regulations, Policies, and Standards,” DOE O 151.1D
T25	Chronic Beryllium Disease Prevention Program	Approval	10 days	Within 90 days after NTP	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.1 List A., <i>Applicable Federal, State, and Local Regulations</i> , 10 CFR 850
T26	Quality Assurance Program	Approval	10 days	Within 90 days after NTP	Section C.3.3.2, <i>Facility Quality Assurance</i> ; Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.1 List A., <i>Applicable Federal, State, and Local Regulations</i> , 10 CFR 830 Subpart A; J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., “DOE Directives, Regulations, Policies, and Standards,” DOE O 414.1
T27	Contractor Assurance Systems Description	Approval	40 days	Within 60 days after NTP	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., “DOE Directives, Regulations, Policies, and Standards,” DOE O 226.1

Table J-10.1. Summary of Contract Transition Deliverables

Deliverable	DOE		Contract Deliverable Due ¹	Contract Reference	
	Action	Response Time			
T28	Contractor Assurance System Software Plan	Approval	40 days	Within 60 days after NTP	Section C.3.3.4, <i>Contractor Assurance System</i>
T29	Risk Management Plan	Approval	10 days	Within 90 days after NTP	Section C.3.6.1, <i>Project Management/Earned Value Management System</i>
T30	Initial Performance Baseline Submittal	Approval	10 days	Within 90 days after NTP	Section C.3.6.1, <i>Project Management/Earned Value Management System</i>
T31	Environmental Management System	Review	10 days	Within 90 days after NTP	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," DOE O 436.1
T32	Spare Parts Program	Approval	10 days	Within 90 days after NTP	Section C.3.6.2, <i>Property Management</i>
T33	Records Management Plan	Approval	10 days	Within 90 days after NTP	Section C.3.6.3, <i>Information Management</i>
T34	External Affairs/Internal Communications Program Description	Approval	70 days	Within 30 days after NTP	Section C.3.6.5, <i>External Affairs</i>
T35	Comprehensive Property List	Approval	70 days	Within 30 days of written request by the Contracting Officer	Section C.3.6.18, <i>Outgoing Contract Transition</i>
T36	Organization Conflict of Interest Management Plan	Approval	85 days	Within 15 days after NTP	Section H.22, DOE-H-2035, <i>Organizational Conflict of Interest Management Plan</i>

Table J-10.1. Summary of Contract Transition Deliverables

Deliverable		DOE		Contract Deliverable Due ¹	Contract Reference
		Action	Response Time		
T37	Diversity Program Plan	Approval	40 days	Within 60 days after NTP	Section H.25, DOE-H-2046, <i>Diversity Program</i>
T38	Transition Documents Identified in Section H	Approval	40 days	As defined in Section H and referenced in Section C.1 or within 60 days after NTP	Section H.6, <i>Special Provisions Applicable To Workforce Transition and Employee Compensation: Pay and Benefits</i>
T39	Foreign Ownership, Control or Influence Standard Form (SF) 328	Review	10 days	Within 90 days after NTP	Section I.162, DEAR 952.204-2 <i>Security Requirements</i>

Table J-10.2. Summary of Contract Administration Deliverables

Deliverable		DOE		Contract Deliverable Due ²	Contract Reference
		Action	Response Time		
1	Graded Approach for Implementation of Contract Requirements Plan	Approval	30 days	Within 30 days following contract modification to exercise the option period	Section C.1, <i>Transition</i>
2	Analytical Services Business Case Analysis	Review	N/A	Within 12 months after NTP and update annually	Section C.2.1.1, <i>Analytical Services</i>
3	Maintenance Five-Year Plan, including forecast by fiscal year	Review	N/A	Within 12 months after NTP and update annually	Section C.2.2.1, <i>Conduct of Maintenance</i>
4	Update Nuclear Maintenance Management Program	Approval	30 days	When changed conditions require changes in documentation, and at least every 3 years	Section C.2.2.1, <i>Conduct of Maintenance</i> ; Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., “DOE Directives, Regulations, Policies, and Standards,” DOE O 433.1
5	222-S Laboratory Life Extension Strategic Management Plan	Approval	30 days	Within 265 days after completion of transition	Section C.2.2.2, <i>Corrective Maintenance and Facility Improvements</i>
6	Update 222-S Laboratory Life Extension Strategic Management Plan	Approval	30 days	Annually after first submittal	Section C.2.2.2, <i>Corrective Maintenance and Facility Improvements</i>
7	Update CONOPS Program Requirements Matrix and Cited Implementing Documents – Nuclear Facilities	Approval	30 days	When changes in conditions required changes in documentation, and at least every 3 years	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., “DOE

² All days refer to calendar days. For the purposes of calculating deliverable due dates, the Notice to Proceed date is XX-XX-XXXX.

Table J-10.2. Summary of Contract Administration Deliverables

Deliverable	DOE		Contract Deliverable Due ²	Contract Reference	
	Action	Response Time			
				Directives, Regulations, Policies, and Standards,” DOE O 422.1	
8	Update CONOPS Program Requirements Matrix and Cited Implementing Documents – Non-Nuclear Facilities	Approval	30 days	When changes in conditions required changes in documentation, and at least every 3 years	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., “DOE Directives, Regulations, Policies, and Standards,” DOE O 422.1
9	Chronic Beryllium Disease Prevention Program	Approval	90 days	When significant changes occur	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.1 List A., <i>Applicable Federal, State, and Local Regulations</i> , 10 CFR 850
10	Annual Fire Protection Summary Information	Review	N/A	Annually by February 15th	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., “DOE Directives, Regulations, Policies, and Standards,” DOE O 231.1
11	System Health Reports	Review	N/A	Annually	Section C.3.1.1, <i>Conduct of Engineering</i>
12	IQRPE Reports	Review	N/A	As per <i>Washington Administrative Code</i> 173-303	Section C.3.1.1, <i>Conduct of Engineering</i>
13	Updated Documented Safety Analysis/Technical Safety Documents or	Approval	30 days	Annually or when changes occur	Section C.3.1.2, <i>Nuclear Safety</i> ; Section J, Attachment J-2, <i>Requirement Sources and</i>

Table J-10.2. Summary of Contract Administration Deliverables

Deliverable		DOE		Contract Deliverable Due ²	Contract Reference
		Action	Response Time		
	letter stating no changes made				<i>Implementing Documents, J.1 List A., Applicable Federal, State, and Local Regulations, 10 CFR 830</i>
14	Other Safety Basis documents	Approval	30 days	As Required	Section C.3.1.2, <i>Nuclear Safety</i> ; Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents, J.1 List A., Applicable Federal, State, and Local Regulations, 10 CFR 830; J.2 List B., Applicable DOE Directives, Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," DOE O 420.1</i>
15	Environmental Management System (3 rd Party Audited Opinion)	Approval	30 days	Within 180 days after completion of Transition and every three years afterward	Section C.3.2.1, <i>Environmental Regulatory Management</i>
16	Environmental Sustainability Plan input	Approval	30 days	Annually	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents, J.2 List B., Applicable DOE Directives, Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," DOE O 436.1</i>
17	Environmental Management System update	Review	30 days	Annually	Section C.3.2.1, <i>Environmental Regulatory Management</i>

Table J-10.2. Summary of Contract Administration Deliverables

Deliverable	DOE		Contract Deliverable Due ²	Contract Reference	
	Action	Response Time			
18	Certified data for regulatory reporting	Approval	30 days	As required by regulatory document	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.2, "Implementing Documents"
19	Radiation Protection Program (RPP)	Approval	30 days	Update whenever a change or addition is made, prior to initiation of a task not within the scope of the RPP, or within 180 days of the effective date of modification to 10 CFR 835	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," 10 CFR 835
20	Worker Safety and Health Program annual update	Approval	90 days	Annually	Section C.3.2.4, <i>Worker Safety and Health Program</i> ; Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," 10 CFR 851
21	Review and Update Workplace Substance Abuse Program Implementation Plan	Review	N/A	Annually	Section C.3.2.4, <i>Worker Safety and Health Program</i> ; 10 CFR 707; 49 CFR 40
22	Performance Objectives, Measures and Commitments	Approval	30 days	Annually	Section I.189, <i>Integration of Environment, Safety, and Health into Work Planning and Execution</i> 48 CFR 970.5223-1

Table J-10.2. Summary of Contract Administration Deliverables

Deliverable	DOE		Contract Deliverable Due ²	Contract Reference
	Action	Response Time		
23 Integrated Safety Management System (ISMS) Description update	Approval	30 days	When significant changes occur	Section I.189, <i>Integration of Environment, Safety, and Health into Work Planning and Execution</i> 48 CFR 970.5223-1
24 Summary of Annual Review or Quality Assurance Plan Revision	Approval	30 days	Annually	Section C.3.3.2, <i>Facility Quality Assurance</i> , Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.1 List A., <i>Applicable Federal, State, and Local Regulations</i> , 10 CFR 830 Subpart A; , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," DOE O 414.1
25 Contractor Assurance System Description Significant Changes	Review	N/A	30 days prior to implementation	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," DOE O 226.1
26 Service Level Agreements	Review	N/A	30 days prior to implementation	Section C.3.5.1, <i>Interface Management</i>
27 Project Management Plan	Approval	30 days	Within 60 days after completion of Transition; when changed conditions require changes in documentation	Section C.3.6.1, <i>Project Management/Earned Value Management System</i>

Table J-10.2. Summary of Contract Administration Deliverables

Deliverable		DOE		Contract Deliverable Due ²	Contract Reference
		Action	Response Time		
28	Final Performance Measurement Baseline	Approval	30 days	Within 180 days after completion of Transition	Section C.3.6.1, <i>Project Management/Earned Value Management System</i>
29	Performance Measurement Baseline Annual Update	Approval	30 days	Annually	Section C.3.6.1, <i>Project Management/Earned Value Management System</i>
30	Performance Measurement Baseline Change Control Process Document	Approval	30 days	Within 60 days after completion of Transition	Section C.3.6.1, <i>Project Management/Earned Value Management System</i>
31	Monthly Performance Report	Review	N/A	15 th of each month	Section C.3.6.1, <i>Project Management/Earned Value Management System</i>
32	Personal Property and Material Management Program (Property Management System)	Approval	30 days	Annually	Section C.3.6.2, <i>Property Management</i>
33	GFS/I Request: 12-month Advance Projection of Government-Furnished Services and Information (GFS/I)	Approval	30 days	Annually, prior to September 30	Section C.3.6.2, <i>Property Management</i>
34	GFS/I Request: Quarterly Update to Advance Projection of GFS/I	Approval	30 days	Quarterly; NLT last day of each quarter	Section C.3.6.2, <i>Property Management</i>
35	Update Training Program Plan and Matrix	Approval	30 days	Every 3 years after the first deliverable or a letter stating no changes	Section C.3.6.4, <i>Training</i> , Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents</i> , J.2 List B., <i>Applicable DOE Directives</i> , Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," DOE O 426.1

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Deliverable		DOE		Contract Deliverable Due ²	Contract Reference
		Action	Response Time		
36	Enhanced Operations Plan	Review	N/A	12 months after NTP	Section C.2, <i>Operations</i>
37	Workforce Restructuring Plans	Approval	30 days	Consult with Contracting Officer or designee for timeframe to submit	Section H.9, <i>Workforce Restructuring</i>
38	Annual Report on Actual and Projected Workforce Reductions	Review	30 days	No later than March 15 of each year	Section H.9, <i>Workforce Restructuring</i>
39	Labor Standards Determination Request and Proposed Work Packages	Determination Letter	30 days	Prior to work commencing with allowance for Contracting Officer determination response	Section H.10, <i>Labor Standards</i> and Attachment J-7, <i>Labor Standards Board Process</i>
40	Davis Bacon Act Semi-Annual Enforcement Report, Form Office of Management and Budget (OMB) 1910-5165, or most current form	Approval	30 days	Semi-annually, by April 21 and October 21 of each year	Section H.10, <i>Labor Standards</i>
41	Annual Report of Compensation and Benefits	Review	N/A	Annually, prior to March 1	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
42	Individual Executive Compensation Requests for Allowability Determination	Approval	30 days	30 days prior to effective date of increase.	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
43	Semi-Annual Report on Union Grievances	Review	N/A	Semi-annually, by June 30 and December 31 of each year	Section H.8, DOE-H-2028, <i>Labor Relations</i>
44	Copies of annual report of insurance costs and/or self-insurance charges	Review	N/A	No later than 60 days after policy end date	Section H.12, DOE-H-2073, <i>Risk Management and Insurance Programs</i>
45	Copies of Insurance Policies or Arrangements	Review	N/A	30 days after purchase date	Section H.12, DOE-H-2073, <i>Risk Management and Insurance Programs</i>
46	Claims Annual Reserve for Self-Insurance	Review	N/A	Annually	Section H.12, DOE-H-2073, <i>Risk Management and Insurance Programs</i>

Table J-10.2. Summary of Contract Administration Deliverables

Deliverable		DOE		Contract Deliverable Due ²	Contract Reference
		Action	Response Time		
47	Annual Insurance Experience Reports	Review	N/A	Annually	Section H.12, DOE-H-2073, <i>Risk Management and Insurance Programs</i>
48	Expected Major Insurance Claims Report	Review	N/A	As known by Contractor	Section H.12, DOE-H-2073, <i>Risk Management and Insurance Programs</i>
49	Compensation Increase Plan (only if criteria in Section H clause is not met)	Approve	30 days	Annually, by 3rd Friday of October	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
50	Compensation Increase Plan Data (planned increases and position to market data)	Review	N/A	Annually, by the first Monday in December	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
51	List of Top 5 Most Highly Compensated Executives	Review	N/A	When changes are made to Top 5 most highly compensated executives	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
52	Annual Contractor Salary Wage Increase Expenditure Report, DOE-F-3220.8	Review	N/A	Annually, by January 15	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
53	August Update to Fiscal Year 20XX Contractor Pension Data for DOE Financial Statement Disclosures (ASC 715-30) – Hanford	Review	N/A	Annually, by August 31	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
54	August Update to FY 20XX Contractor Post Retirement Benefits Other Than Pension (PRB) for DOE Financial Statement Disclosures (ASC 715-60) – Hanford	Review	N/A	Annually, by August 31	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
55	October Update to FY 20XX Contractor Pension Data for DOE Financial Statement Disclosures (ASC 715-30) – Hanford	Review	N/A	Annually, by October 31	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>

Table J-10.2. Summary of Contract Administration Deliverables

Deliverable		DOE		Contract Deliverable Due ²	Contract Reference
		Action	Response Time		
56	October Update to FY 20XX Contractor Post Retirement Benefits Other Than Pension for DOE Financial Statement Disclosures (ASC 715-60) – Hanford	Review	N/A	Annually, by October 31	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
57	Fiscal Year 20XX Contractor Pension Data for DOE Financial Statement Disclosures (ASC 715-30) – Hanford	Review	N/A	Annually, by June 30	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
58	Fiscal Year 20XX Contractor Post Retirement Benefits Other Than Pension (PRB) for DOE Financial Statement Disclosures (ASC 715-60) – Hanford	Review	N/A	Annually, by June 30	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
59	Adoption of Any Changes to a Pension Plan	Review and/or Approve	TBD	60 days prior to the adoption of any changes to a pension plan	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
60	U.S. Department of Labor Forms 5500 – Annual Return Hanford Site Pension and Savings Plans	Review	N/A	Annually, by October 15	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
61	Quarterly Data Calls for Pension and Other Benefit Information through iBenefits or its successor system	Approve	30 days	Quarterly	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
62	Limited scope audit as defined in Section 103 of Employee Retirement Income Security Act (ERISA)	Review	N/A	Annually, by September 30	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
63	Benefit Value Study	Review	N/A	Every 2 years by December 31	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>

Table J-10.2. Summary of Contract Administration Deliverables

Deliverable		DOE		Contract Deliverable Due ²	Contract Reference
		Action	Response Time		
64	Multi-Employer Pension Plan Actuarial Valuation Report	Review	N/A	Annually, by October 31	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
65	Pension Management Plan – Hanford	Review	N/A	Updated annually, by January 30	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
66	U.S. Department of Labor Forms 5500 – Hanford Employee Welfare Trust (HEWT)	Review	N/A	Annually, by October 15	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
67	U.S. Department of Labor Forms 5500 – Market Based Welfare Plan	Review	N/A	Annually, by October 15	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
68	Employee Benefits Cost Study comparison – Hanford Plans	Review	N/A	Annually, by October 15	Section H.5, DOE-H-2001, <i>Employee Compensation: Pay and Benefits</i>
69	Certified Payroll Records	Review	N/A	Weekly	I.52, FAR 52.222-8, <i>Payrolls and Basic Records</i>
70	Labor Audit of Cost Reimbursable subcontractors and sub-tiers	Review	N/A	At least once every three years	Section H.45, <i>Subcontractor Timekeeping Records Signature Requirement</i>
71	Community Commitment Plan	Review	N/A	Annually	Section H.24, DOE-H-2045, <i>Contractor Community Commitment</i>
72	Diversity Report	Review	N/A	Annually	Section H.25, DOE-H-2046, <i>Diversity Program</i>
73	Key Personnel Team Requirements	Approval	30 days	60 days in advance of any changes to Key Personnel	Section H.37, DOE-H-2070, <i>Key Personnel – Alternate I (Revised)</i>
74	Statement of royalties paid or required to be paid in connection with performing this contract	Approval	30 days	Before final payment on Contract	Section I.177, DEAR 952.227-9 <i>Refund of Royalties</i>

Table J-10.2. Summary of Contract Administration Deliverables

Deliverable		DOE		Contract Deliverable Due ²	Contract Reference
		Action	Response Time		
75	Invention Disclosure	Review	N/A	Within 2 months after inventor discloses it in writing to Contractor personnel responsible for patent matters	Section I.178, <i>DEAR 952.227-11 Patent Rights-Retention by the Contractor (Short Form)</i>
76	Strategic Partnership Projects agreements	Approval	30 days	As Required	Section I.188, <i>DEAR 970.5217-1 Strategic Partnership Projects Program (Non-DOE Funded Work)</i>
77	Annual Strategic Partnership Projects report	Approval	30 days	As Required	Section I.188, <i>DEAR 970.5217-1 Strategic Partnership Projects Program (Non-DOE Funded Work)</i>
78	Annual Improper Payment Risk Assessment, Testing, and Report	Review	N/A	Annually	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents, J.2 List B., Applicable DOE Directives, Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," DOE O 226.1B</i>
79	Monthly Reconciliations between Invoice Summaries and General Ledger Accounting Excel® Transaction Data	Review	N/A	Monthly	
80	Requests for Information Supporting OMB Circular No. A-123, Management's Responsibility for Enterprise Risk Management and Internal Control	Review	N/A	Annually	
81	General Ledger Summary Reports with Beginning, Period Activity, and Ending Balances by Account in Excel® format	Review	N/A	Monthly	
82	Estimated Property Fire Valuation Report	Review	N/A	Annually	Section J, Attachment J-2, <i>Requirement Sources and Implementing Documents, J.2 List B., Applicable DOE</i>
83	Contract Funds Status Report (CFSR)	Review	N/A	Monthly	
84	Property Reconciliations and Data	Review	N/A	Semi-Annually	

Table J-10.2. Summary of Contract Administration Deliverables

Deliverable		DOE		Contract Deliverable Due ²	Contract Reference
		Action	Response Time		
85	Fiscal Year-End Requirements and Beginning Fiscal Year Budget Planning Requirements	Review	N/A	As requested, June 30 th and September 30 th	<i>Directives, Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," DOE O 534.1B</i>
86	Institutional Cost Report	Review	N/A	Annually	
87	Accruals and Supporting Detail	Review	N/A	Monthly	
88	Maintenance of Facilities and Equipment Reports	Review	N/A	Quarterly	
89	Reports and Information Supporting 3rd and 4th Quarter DOE Financial Statement Disclosures	Review	N/A	Annually, by October 30th	
90	Management Representation Letter, as required by GAGAS	Review	N/A	Annually	
91	Workers' Compensation Analysis Support	Review	N/A	Semi-Annually	<i>Section J, Attachment J-2, Requirement Sources and Implementing Documents, J.2 List B., Applicable DOE Directives, Table J-2.1., "DOE Directives, Regulations, Policies, and Standards," DOE O 534.1B</i>
92	Capitalized Property Reports including Software Capitalization	Review	N/A	Monthly	
93	Inventory Reports and Reconciliations	Review	N/A	Annually	
94	Technology Transfer Reports	Review	N/A	Annually	
95	Internal Audit plans with audits consistent with Institute of Internal Audit (IIA) audit standards	Review	N/A	Annually	<i>Section C.3.6.9, Internal Audit</i>
96	Subcontract report in Excel®	Review	N/A	Quarterly	
97	Subcontract Audit plans with audits consistent with IIA and/or Generally Accepted Government Auditing Standards (GAGAS) audit standards	Review	N/A	Annually	

Table J-10.2. Summary of Contract Administration Deliverables

Deliverable		DOE		Contract Deliverable Due ²	Contract Reference
		Action	Response Time		
98	International Transactions and Foreign Currency Report	Review	N/A	Quarterly	Section I, FAR 52.216-7, <i>Allowable Cost and Payment</i>
99	Labor Timekeeping data in Excel® format	Review	N/A	Quarterly	
100	P-card transaction reports in Excel® format	Review	N/A	Quarterly	
101	Unallowable Cost reports showing costs taken off contract in Excel® format along with invoice credit to the Government directly following	Review	N/A	Quarterly	
102	Overtime reports and plans in Excel® format	Review	N/A	As required and requested	Section H, Clause H.58, <i>Overtime Control Reporting</i>
103	Conference Management Reports	Review	N/A	Annually	Section H, Clause H.35, DOE-H-2068, <i>Conference Management</i>

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