

**CONTRACT MANAGEMENT PLAN**  
**OCCUPATIONAL MEDICAL SERVICES AT HANFORD**  
**CONTRACT NO. DE-EM0002043**



U.S. Department of Energy  
Richland Operations Office

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## LIST OF ACRONYMS AND ABBREVIATIONS

CAO	Contract Administration Office
CMP	Contract Management Plan
CMT	Contract Management Team
CO	Contracting Officer
COOP	Continuity of Operations
COR	Contracting Officer's Representative
CPAR	Contractor Performance Assessment Report
CR	Cost Reimbursement
CRD	Contractor Requirements Document
D4	Deactivation, Decontamination, Decommissioning, and Demolition
DEAR	Department of Energy Acquisition Regulation
DOE	Department of Energy
EEOICPA	Energy Employees Occupational Illness Compensation Program Act
EM	DOE HQ Office of Environmental Management
FAR	Federal Acquisition Regulation
FDO	Fee Determining Official
FFP	Firm Fixed Price
FOH	Federal Occupational Health
GFP	Government Furnished Property
GFS/I	Government Furnished Services/Information
HCA	Head of Contracting Activity
HCAB	Hanford Contract Alignment Board
HQ	Headquarters
IDIQ	Indefinite Delivery Indefinite Quantity
IGCE	Independent Government Cost Estimate
O	Order
OAM	Office of Acquisition Management
OMB	Office of Management and Budget
OPMO	Organizational Property Management Officer
ORP	Office of River Protection
PA	Property Administrator
PAR	Price Analyst Report
PEMP	Performance Evaluation and Measurement Plan
PNNL	Pacific Northwest National Laboratory
PSD	Procurement Support Division
PWS	Performance Work Statement
QA	Quality Assurance
REA	Request for Equitable Adjustment
RIMS	RL Integrated Management System
RL	Richland Operations Office
SME	Subject Matter Expert
SOW	Statement of Work

**CONTRACT MANAGEMENT PLAN****PURPOSE OF PLAN**

This Contract Management Plan (CMP) has been developed to serve as a detailed reference of how contract management is conducted with respect to Contract Number DE-EM0002043.

The purpose of this CMP is to provide guidance to Richland Operations Office (RL) employees involved with the management and administration of the Hanford Site Occupational Medical Services contract. Such guidance should be a useful tool to help the Department of Energy (DOE) ensure that the contractor and RL comply with all terms and conditions that govern the contract.

This CMP was developed with the guiding principles that it shall:

- Be a useful tool for administering the contract;
- Be an executive summary of the roles and responsibilities of the contracting parties;
- Identify who is responsible for various contract administration activities; and
- Be flexible and adapt to changing circumstances.

This CMP does not include every action that RL must take to make the contract successful. Instead, it summarizes the higher-level requirements, deliverables, and tasks necessary, and describes the overall process with which the tasks are performed. It describes the various contract management processes and how they fit together, but does not contain all of the step-by-step details of those processes. Many of these details are contained in the RL Integrated Management System (RIMS) processes and procedures, and specific desk instructions and documents. Familiarization with this CMP and its related references is vital to all DOE employees involved in contract management, and each staff member involved in overseeing the contract is required to read the current contract.

**1.0 Contract Summary and Background of the Scope of Work**

Contractor Name	HPM Corporation
Contract Number	DE-EM0002043
Current Period of Performance	October 1, 2012 – September 30, 2018
Current Contract Value	\$98,813,065.34 (includes transition)
Contract Type	- Transition - \$98,184.33 - Firm Fixed Price with Award Fee - \$72,694,163.94 - Cost Reimbursement with no fee - \$26,020,717.07 - Indefinite Delivery/Indefinite Quantity - the total amount allotted for this scope is not known until task orders are issued; Indefinite Delivery/Indefinite Quantity value defined at the task order level
Contractor Key Personnel	See Clause H.11 of the Contract

Approximately 14,000 personnel currently work on or near the Hanford Site. Pacific Northwest National Laboratory (PNNL) and Bechtel National Inc. have their own contracts for occupational medical services; therefore, the contractor maintains a "readiness to serve" capability sufficient to support approximately 8,000 employees. The Hanford Site personnel are employed by a diverse group of site prime contractors, numerous site major subcontractors and DOE. The contractor operates a primary clinic in Richland and an on-site clinic in the 200 West Area.

Examples of cleanup work scope ongoing on-site include the following:

- Facility deactivation, decontamination, decommissioning and demolition (D4);
- Stabilization and storage of nuclear materials in a variety of forms;
- Processing and storage of radioactive, chemical and/or mixed wastes; and
- Soil and groundwater remediation involving a variety of radiological and chemical waste streams.

The facility D4 work scope exposes workers to the risk of chemical and radiological hazards as well as construction-related hazards. The stabilization and management of special nuclear materials exposes workers to the risk of radiological hazards. Site restoration and waste management operations also expose workers to the risk of chemical and radiological hazards.

The objectives of the Hanford Site occupational medical services contract are:

- Provide timely, appropriate and cost-effective tests and examinations, as required in support of the Hanford Site missions (including outsourced/subcontracted ancillary testing and laboratory work);
- Provide timely and limited initial and urgent treatment of injuries or occupationally-related diseases;
- Provide a medical monitoring program for prior exposures and current potential exposures from chemical substances and/or physical agents, with a commensurate action/response program that protects human health and the future well-being of Hanford Site workers;
- Enhance worker health and wellness;
- Provide occupational medical service processes and systems that are consistent with an efficient and effective operation;
- Provide appropriate medical support for emergency preparedness planning, drills, and response to actual emergencies;
- Conduct data gathering and analyses in support of a long-range role of the contractor in assuring the protection of employee health and a reduction of agency liability;
- Conduct efforts to reduce the incidence of work-related illnesses and injuries; and
- Develop and implement innovative approaches and adopt practices that foster continuous improvement in rendering of occupational medical services at the Hanford Site.

The contract type is a hybrid Firm Fixed Price (FFP) with Award Fee, Cost Reimbursement (CR) with no fee, and Indefinite Delivery/Indefinite Delivery (IDIQ) performance-based services contract.

The FFP scope consists of a majority of the contract's price and includes a significant portion of the overall clinic operation. The occupational medical program provides workers both preventive services and promotion of health and well-being. The occupational medical program is an integral component of the site safety management system and is critical for maintaining the health and safety of Hanford Site employees. Fitness-for-duty evaluations, first aid services, drug screening, medical qualifications, medical monitoring, and emergency medical preparedness planning are just a few examples of the occupational medical services necessary for safe execution of the Hanford Site cleanup mission. In addition, there is an obligation to support epidemiological studies of current and former Hanford employees and implementation of programs such as the Chronic Beryllium Disease Prevention Program and the Energy Employees Occupational Illness Compensation Program Act (EEOICPA). Furthermore, the

Government has a legal obligation to maintain and protect the medical records of current and former Hanford workers. For these reasons, employment of a professional, occupational medical services provider onsite is essential to the successful accomplishment of the Hanford mission.

The CR with no fee scope includes pass through costs that are highly variable in quantity and frequency. These services are not explicitly identified as FFP or IDIQ include equipment, legacy pension and benefit plan contributions, laboratory services, vaccine services, travel medicine, government vehicles, x-ray, infrastructure costs, off-site facility, and EEO/CPA requirements.

The IDIQ portion of the contract is defined as, "Work that is of a recurring nature but that cannot be sufficiently identified or quantified in advance to be included in the Firm-Fixed Price portion of the Contract." RL determined it was appropriate to maintain some flexibility for emerging requirements or tasks that cannot be sufficiently quantified in advance of contract award. Two examples of IDIQ work are discussed in Performance Work Statement (PWS) Section C.2.3. Although this adds flexibility to the contract, it is imperative that federal staff do not conduct communications with the contractor that could be interpreted as issuing official direction and potentially invoking a ratification action as defined in Federal Acquisition Regulation (FAR) 1.602-3. The Contracting Officer's Representative (COR) and Contracting Officer (CO) shall be notified of emerging requirements as defined in Section H.43, Task Ordering Procedure.

## **2.0 Identification of Key Contract Management Team Members, Including Roles and Responsibilities**

The DOE Headquarters (HQ) Office of Environmental Management (EM); Associate Deputy Assistant Secretary for Acquisition and Project Management is the Head of Contracting Activity (HCA) for RL. As the Contract Administration Office (CAO), RL is responsible for the contract.<sup>1</sup> The Contract Management Team (CMT) is the group within the CAO that has the primary responsibility for assuring that the contractor delivers the needed occupational medical services. The CMT consists of the RL Manager as the Fee Determining Official, the COR, and the designated CO. The COR has the overall technical and management cognizance over the contract. Other RL functional organizations support the CMT and their individual roles and responsibilities are described in the sections below.

### **2.1 Manager, Richland Operations Office**

The RL Manager provides the EM onsite presence and is responsible for implementing DOE-HQ policy and direction. The RL Manager has line-management authority and responsibility to integrate administrative and operations requirements into program missions.

These responsibilities include, but are not limited to:

- Establish and communicate expectations, integrate DOE requirements, and provide feedback to the contractor;
- Serve as the Fee Determining Official (FDO);
- Monitor overall operations, review work and coordinate activities related to assigned programs and projects;
- Maintain and protect Federal assets; and

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<sup>1</sup> FAR Subpart 2.1 - Definitions

- Manage RL staff and administrative systems to assure effective operations.

## **2.2 Contracting Officer (CO)**

The RL CO is appointed by the EM HCA and is the functional leader of the CMT. Contracts may be entered into and signed on behalf of the Government only by a warranted CO. The CO has the responsibility and authority to administer the contract and make related determinations and findings. Pursuant to Clause H.1, Modification Authority, only a CO is authorized to accept nonconforming work, waive any requirement of the contract, or modify any term or condition of the contract. A CO/COR List is available on the Hanford website, which includes CO/COR authorities and limitations. CO Responsibilities and Authorities are described in the Federal Acquisition Regulation Subpart 1.602.

## **2.3 Contracting Officer Representative (COR)**

The COR leads the programmatic oversight of the occupational medical services contract. The primary role of a COR is to assist the CO in performing certain technical functions in administering the contract. A COR is officially designated in writing by the CO who provides a formal Letter of Designation that defines the COR's specific roles and responsibilities. A COR acts solely as a technical representative of the CO. The COR can provide technical clarification of the work scope, but is not authorized to perform any function that results in a change in the scope, price, or terms and conditions of the contract. Technical direction provided by a COR is defined in Department of Energy Acquisition Regulation (DEAR) 952.242-70, Technical Direction. Within the contract, the Technical Direction clause is found at section H.10.

A COR has the following responsibilities, and shall:

- Monitor Technical Compliance;
- Provide performance oversight to ensure the products and services for which the COR is responsible are delivered by the contractor in accordance with the terms and conditions of the contract, including quality;
- Keep the Contracting Officer informed of the contractor's progress and provide prompt notification of any contractual problems or issues;
- Review and where authorized, approve drawings, testing, samples, and technical information to be delivered under the contract;
- Perform inspection and acceptance of work, as required;
- Conduct periodic reviews, audits, and surveillances of the contractor to ensure compliance with the contract, as required;
- Provide technical and/or administrative direction to the contractor in accordance with Clause H.10, DEAR 952.242-70 Technical Direction, and the COR's Letter of Designation;
- Monitor the Administrative and Funds Aspects;
- Monitor expenditures;
- Perform periodic reviews of the contractor to evaluate invoices, payments, and recommend final fee;
- Monitor Property Management;
- Monitor Security Requirements;
- Maintain a Contract File;

- Verify Safety Compliance; and
- Assist in Closeout of the Contract.

#### **2.4 Subject Matter Experts**

Federal staff members provide specific technical assistance to project staff and management involved in the oversight of an assigned Hanford Cleanup project as part of the overall program. General federal staff responsibilities, accountabilities, and authorities are available in the Functions, Responsibilities, and Authorities Manual in RIMS.

Federal staff responsibilities include:

- Supporting the project teams;
- Delivering assigned Government Furnished Services and Information (GFS/I) consistent with the contract;
- Maintaining in-depth operational awareness in the assigned subject areas;
- Assisting the COR in developing timely recommendations to the Manager and CO to correct performance consistent with the contract;
- Providing the COR with accurate and objective information regarding program performance;
- Assisting in the development of the RL Contractor Performance Assessment Report (CPAR) and fee determinations; and
- Promptly notifying management of events that significantly affect program performance.

#### **2.5 Legal Counsel**

The Office of Chief Counsel has primary responsibility for providing technical direction related to the area of litigation management and legal policy.

#### **2.6 Finance/Budget**

The Finance Division is responsible for overseeing the contractor by making recommendations to the CO for reasonable assurance that the contractor's accounting and billing systems are adequate and reflect accurate reporting of costs along with all aspects of financial management including executing procedures, policies, and programs related to budgeting, accounting, financial review, audit, and financial analysis activities. With the support of a contract auditor, Finance is responsible for managing contract audits for RL and making recommendations to the CO based on the audit findings.

The Budget Division is responsible for coordinating with RL line organizations for budget preparation and tracking, and provides funds control for all RL and Office of River Protection (ORP) funds.

#### **2.7 Industrial Relations/Human Resources**

The Procurement Support Division (PSD) is responsible to ensure that the contractor conducts oversight of the legacy benefit plans, post-contract responsibilities for pension and other benefits, and no third party beneficiaries.

## **2.8 Certified Realty Specialist**

The Certified Realty Specialist provides the review and approvals required to acquire, manage, and dispose of real property. They provide all approvals and recommendations to the CO. In accordance with regulations and DOE guidance, only the CO can provide approval of real estate actions to the contractor.

## **2.9 Organizational Property Management Officer**

The Organizational Property Management Officer (OPMO) establishes and administers the personal property management program within their organizations consistent with applicable laws, regulations, practices, and standards and is responsible for:

- Planning, acquisition, control, management, and disposition of personal property in the custody of DOE offices; and
- Conducting oversight and periodic management reviews of DOE personal property management activities at least every three years to ensure:
  - Personal property management program expectations are met; and
  - Applicable policies, procedures, practices, and standards are followed.

## **2.10 Property Administrator**

The Property Administrator (PA) is an authorized representative of the CO appointed in accordance with the agency procedures, responsible for administering the contract requirements and obligations relating to Government property in possession of a contractor (FAR 45.101)

The PA responsibilities are as follows:

- Perform delegated contract administration functions for contract requirements relating to Government personal property;
- Develop and apply an oversight program, resolve property administration issues, and make recommendations concerning the acceptability of contractor personal property management systems;
- Advise Contracting Officers of any contractor non-compliance with approved procedures, or other significant problems that cannot be resolved, and recommend appropriate action; and,
- Oversight in screening, distribution, and redistribution of Government owned personal property in the hands of the contractor.

## **2.11 Federal Occupational Health**

The RL COR utilizes the independent reviews and analyses contracted from the Federal Occupational Health (FOH), a unit of the Department of Health and Human Services, and a component of the United States Public Health Service. These independent services are used to assess the contractor's performance of the contract requirements.

## **2.12 Other Contract Administration Parties**

DOE-HQ Office of Acquisition Management (OAM) provides coordination and contract management guidance for the occupational medical services through the RL Procurement Division. The oversight focuses on RL management of the contract.

DOE-HQ EM provides overall technical guidance and direction for the occupational medical services through the HCA, which, for RL, is the EM Associate Deputy Assistant Secretary for Acquisition and Project Management (EM-5.2).

CohnReznick LLP, or other contract auditor, under contract with DOE HQ is responsible for performing contract audits for the DOE. RL issues task orders against the DOE HQ contract for support.

The Small Business Administration provides review and oversight activities and may participate in compliance reviews.

The CMT works in coordination with other CMTs in both ORP and RL to ensure coordinated contract administration practices are followed across the Hanford Site.

## **3.0 Contract Management Process**

### **3.1 Contract Communication Protocol**

#### **3.1.1 Formal Communications with the Contractor**

All formal direction to the contractor is issued by the CO, or the COR within designated authority. Such direction should be in writing, but may be provided orally in meetings, briefings, phone, or video conferencing. A written record of direction should be created for such oral directions. All formal written correspondence to the contractor should include the contract number within the subject line. Correspondence includes the following statement, where applicable:

"The Government considers this action to be within the scope of the existing contract and therefore, the action does not involve or authorize any delay in delivery or additional cost to the Government, either direct or indirect."

The following caveat should be included within the body of correspondence issued by CORs:

"If, in my capacity as a Contracting Officer's Representative (COR), I provide any direction which your company believes exceeds my authority you are to immediately notify the Contracting Officer and request clarification prior to complying with the direction."

The CO must be on concurrence for all correspondence to the contractor (e.g., technical direction by the COR) and receive a copy when issued. Only the CO

has the authority to interpret the contract terms and conditions or make changes to the contract.

To ensure correspondence control, all formal correspondence is addressed to the contractor's President. Correspondence cites the contract number in the letter's subject line and applicable contract provision in the letter's body. Formal communication from the contractor should follow a formal contract correspondence tracking system with commitments appropriately assigned and tracked for timely completion.

### **3.1.2 Informal Communications**

Informal communications can occur between a DOE employee and any contractor employee. This type of communication is non-binding for both the Government and the contractor and does not constitute contract direction (i.e., formal communication). Informal communication can take the form of electronic mail, retrievable databases, telephone, facsimile, presentations, meetings, and other means.

Informal communications between DOE and contractor staff are needed for proper oversight coordination as well as execution of the contract services. This communication should be constructive in nature. Avoid requesting information obtainable by other means. In their informal communications, DOE employees need to avoid the impression the communications are formal. Particularly, when COs or CORs are engaging in informal communications, they must be careful to identify those communications as non-binding. CORs should inform the contractor as to whether or not the communications or portions thereof are formal or informal. More specific expectations for RL interfaces with contractors are described in the RIMS Oversight Performance crosscutting processes.

### **3.1.3 Outside Communications**

The contractor is required to communicate with other entities in conjunction with its responsibilities and work scope.

The following parties (not all inclusive) most likely to be involved are as follows:

- The management and employees of other Hanford Site contractors;
- Doctors' offices;
- Hospitals and others within the medical professional community;
- Other Federal and State agencies and offices including Hanford Site regulators;
- The Government Accountability Office;
- The Defense Nuclear Facilities Safety Board;
- The Hanford Advisory Board;
- The Hanford Atomic Metal Trades Council;
- Tribal Nations;
- Inspector General;
- CohnReznick, or other contract auditor;
- ORP; and
- The general public.

Because these entities are outside of the contractual relationship between the contractor and RL, their communications to the contractor may not be construed as contractual direction to change the scope or terms and conditions of the contract. It is expected, however; that these "stakeholder" communications are coordinated or monitored by the CO, COR, or other CMT participant as described in RIMS Inter-Governmental Affairs and Public Affairs crosscutting processes (subject to applicable personal privacy laws, regulations and policies).

#### **3.1.4 Internal Communications**

The CMT is responsible for assuring that the contractor delivers the products and services necessary to achieve the overall contract objectives and comply with applicable regulatory requirements. All members of the CMT shall routinely provide relevant information from their respective areas to the appropriate Subject Matter Expert (SME) to facilitate management of the contract. Each member of the CMT attends regularly scheduled and ad-hoc meetings as necessary to minimize issues from occurring. If issues arise, action items are assigned and tracked to resolve them. CMT members are to effectively manage their area(s) of the contract and keep each other informed to maintain continuity of occupational medical services. The CO and COR provide daily oversight of the contract and shall frequently communicate, at a minimum of once a week to remain current and actively involved. The CO primarily seeks assistance from the CMT and engages the SMEs as appropriate to make sound business decisions. Any external stakeholders are consulted as necessary when unique circumstances require their assistance. The COR meets with and advises CMT members to ensure RL management initiatives are addressed.

### **3.2 Government Furnished Property and GFS/I**

The Government has a responsibility to enable contract performance by ensuring that Government Furnished Property (GFP) and GFS/I are available, timely and of the required quality. Typical GFS/I include RL approval of contractor deliverables and submittals such as decision documents and reports, management reports, and subcontract reviews and consent. If GFS/I and GFP are not furnished as specified in the contract, the contractor may be due an equitable adjustment.

The PWS of the contract and Section H, Special Contract Requirements, describes the GFP and GFS/I requirements. Clauses H.19, Additional Government Furnished Property and Services, and H.35, Government Owned Property and Equipment Responsibilities for Contract Transition Period, describe the Government's obligations. In addition, contract Section J Attachment J-6, GFP Inventory, and Attachment J-7, Government Furnished Information Technology Systems List, contains listings of applicable GFP and GFS/I. If additional contractor requested GFP and GFS/I can be supported by RL, the CO will modify the Section J Attachment J-6 or Attachment J-7 as a RL commitment to the contractor.

The contractor's property management program is governed by Clause I.84, FAR 52.245-1 Government Property – Alternate I, and Contractor Requirements Document (CRD) Order (O) 580.1A, Department of Energy Personal Property Management Program. The contractor will establish and maintain a program in accordance with

Clause I.84 and the CRD. The program will be reviewed and, if satisfactory, approved in writing by the CO. Once the system is approved, it will be monitored by the assigned OPMO/PA utilizing the contractor's Personal Property Management Program, Clause I.84, and DOE O 580.1A. The contractor shall submit a Personal Property Inventory Report on an annual basis for review, utilizing the schedule contained in the Personal Property Management Program.

### **3.3 Inspection/Surveillance and Acceptance Process**

Inspection of the contractor's services is accomplished on a daily basis. Any Federal or contractor employee that receives the contractor's services may fill out and submit a customer satisfaction survey. Additionally, an Interagency Agreement with FOH assists RL in evaluating the contractor's performance against the contract PWS from a medical perspective. The CO and COR inspect and evaluate the contractor's performance on a regular basis. The CO and COR keep records of correspondence for purposes of evaluating the contractor's quality of service from a business perspective. As stated in Section E.1 of the contract, the CO or designee has the right to inspect all products, reports or services required by the contract. The Government shall perform inspections and tests in a manner that does not unduly delay the work. Additional terms and conditions pertaining to inspection are identified in Sections E.3, Fixed Price Clauses, and E.4, Cost Reimbursement Clauses.

An additional requirement in this contract is Section E.5, Consequences of Contractor's Failure to Perform Required Services for Firm Fixed Priced Work. The Government has the capability to deduct from the contractor's invoice or otherwise withhold payment for any items of nonconforming service as specified in Section E.5. The CO will give the contractor written or verbal notice of deficiencies prior to deducting for non-performed or unsatisfactory work.

A method of surveillance for this contract includes Section E.7, Performance Requirements Summary, which has a table that identifies the required services, a summary of the expected service level for each identified service, an acceptable quality level, method of surveillance and the deductions for services not performed to the acceptable quality level. The contractor is required by Section E.6, Contractor's Self-Evaluation of Performance, to submit the monthly report identified in Section F.6, Reporting Requirements, regarding their performance of the requirements of Section E.7.

The PWS describes the performance objectives for the service areas covered in the contract. To earn award fee for superior performance beyond the minimum contract requirements, the Performance Evaluation and Measurement Plan (PEMP) provides the performance measures and performance expectations associated with the FFP PWS objectives for superior performance. The PEMP is developed annually. Throughout the performance period, the RL CMT monitors the contractor's performance against the objectives, measures and expectations established in the PWS and PEMP through periodic status meetings with the contractor and via periodic progress reports from the contractor. In accordance with Section H.18, the contractor provides an annual performance self-assessment to the COR and the CO. The COR and CO use the information contained in the contractor's self-assessment and obtain feedback from the customers assessing the contractor's performance. The contractor is continuously monitored by customers visiting their facility on a daily basis. The contractor receives

feedback through customer satisfaction surveys. Quarterly customer satisfaction surveys are submitted to RL and reviewed to indicate the quality, timeliness and overall level of service provided by the contractor. In addition, information is gathered from periodic meetings and reports to draft the annual award fee determination. Further, members of the CMT will evaluate each action required of the contractor and keep records that are used during the fee determination period.

Ratings of the contractor's performance relative to the service area performance objectives are described annually in the Contractor Performance Assessment Report. Ratings of the contractor's performance relative to the PEMP are described annually in the award fee determination report.

### **3.4 Stop-work Authorities**

Clauses F.4, FAR 52.242-15 Stop-Work Order, F.5, FAR 52.242-15 Stop-Work – Alternate I, and I.98, DEAR 952.223-71 Integration of Environment, Safety, and Health to Work Planning and Execution, allows the CO to issue an order stopping all or any part of the work in the event the contractor fails to comply with said standards and requirements of DOE. If a stop-work order issued is canceled or the period of the order or any extension thereof expires, the contractor shall resume work. Clause I.98, DEAR 952.223-71, a start order for resumption of the work may be issued at the discretion of the CO, and the contractor shall not be entitled to an extension of time or make no claim for an extension of time or for compensation or damages by reason of or in connection with such work stoppage.

### **3.5 Contract Payment Method**

In accordance with Section G.2, Submission of Vouchers/Invoices, the contractor shall electronically submit a monthly Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal, to the Vendor Inquiry Payment Electronic Reporting System. Due to the hybrid nature of this contract, there are multiple requirements for invoice data:

- Firm-Fixed Price –The payments shall be submitted in accordance with Clause I.123A, FAR 52.232-32 Performance-Based Payments;
- Cost Reimbursable Billing Costs – The voucher must include a statement of cost and supporting documentation of services rendered. The cost statement should breakout all CR costs for the current billing period and cumulatively for the entire contract. Costs claimed must be only those recorded costs authorized for billing by the payment provisions of the contract. Costs claimed for reimbursement on the Statement of Cost must be adequately supported. The level of detail provided must clearly indicate where the funds were expended. Clause I.127, FAR 52.216-7 Allowable Cost and Payment, requires the contractor to submit an invoice or voucher supported by a statement of the claimed allowable cost for performing this contract;
- IDIQ Task Orders – Payments shall be submitted in accordance with the terms and conditions of the base contract and any additional invoicing clauses identified in the task order; and

- Fee Invoices – Upon final determination of the award fee for the annual evaluation period, the contractor shall invoice for the fee amount due in accordance with Section J, Attachment J-10 Performance Evaluation and Measurement Plan.

Although invoices are normally paid by the Government within 30 days of payment request, Office of Management and Budget (OMB) Memorandum M-11-32, dated 9/14/2011, Accelerating Payments to Small Businesses for Goods and Services, requires invoices from small business should be paid as quickly as practicable with a goal of paying within 15 days. OMB Memorandum M-12-16, dated 7/11/2012, Providing Prompt Payment to Small Business Subcontractors, states that agencies should, to the full extent permitted by law, temporarily accelerate payments to all prime contractors in order to allow them to provide prompt payments to small business subcontractors. This memorandum does not affect the application of the Prompt Payment Act's late-payment interest penalty provisions. OMB Memorandum M-17-13, dated 1/11/2017, Extension of Policy to Provide Accelerated Payments to Small Businesses and Small Business Subcontractors, further extends the temporary policy established in Memorandum M-12-16. DOE Policy Flash 2012-53, dated 7/18/2012, Accelerating Payment to Small Business Subcontractors, required DOE to immediately begin accelerating payments of all approved invoices within 15 days. The approving official should attempt to review and approve invoices within 10 calendar days. The RL invoice review and approval process is further described in the Contract Management crosscutting process and the Procurement procedure PRO-020 in RIMS.

### **3.6 Performance Evaluation and Measurement Plan (PEMP) and Fee Administration**

Performance measures and performance expectations are established annually in the PEMP, to gauge the degree to which the contractor has exceeded the performance objectives in specific service areas. In accordance with Acquisition Guide 71.1, prior to the beginning of each fiscal year, OAM issues a data call to the field to identify Business Clearance Review documents that are submitted for the coming year. The PEMP is submitted as part of this process. The PEMP is developed by the COR, with input from other DOE SMEs and functional organizations as needed. The PEMP is coordinated for local RL review in accordance with Procurement procedure PRO-045, undergoes independent review by the EM HCA and OAM for review and approval. The finalized PEMP is then incorporated by modification to the contract.

Contract clauses regarding fee include:

<b>Contract Section</b>	<b>Title</b>
B.18	Award Fee For CLINS 002, 005, 008, 011 and 014
F.6, Item #5	Annual Self-Assessment Report
G.2(c)	Fee Invoices
H.18	Performance Evaluation and Measurement Plan
I.7	Price or Fee Adjustment for Illegal or Improper Activity
Section J, Attachment J-10	Performance Evaluation and Measurement Plan

The award fee is administered in accordance with Clauses H.18 and Section J, Attachment J-10 Performance Evaluation and Measurement Plan. The contractor submits an Annual Self-Assessment Report by November 29th of each year. The COR prepares a draft evaluation recommendation to the FDO for approval. In accordance with HCA Directive 1.0, the fee decision is issued to the contractor via official letter signed by the FDO. The award fee information is processed through the Office of Communications and External Affairs and the releasable information is published on the Hanford Site's public website.

### **3.7 Contract Change Control Process**

During the contract performance period, the Government may identify a need to change the contract. The anticipated change requires the CMT to perform a comprehensive evaluation of the need to determine whether any, and/or which portions of the contract are affected. The required change may affect the FFP, CR or IDIQ line items within the contract. If the new requirement can be specifically quantified in advance, then most-likely the FFP or CR line items within the contract will be affected. If the new requirement is recurring and cannot be specifically quantified in advance, use of the IDIQ line item is more appropriate. If the IDIQ line item is utilized, the change shall be implemented via issuance of a task order in accordance with the procedures contained in Clause H.43 of the contract.

Once the need for a change has been identified, the COR/SME must schedule an internal review of the requirement and obtain approval to proceed with implementation. The means for obtaining RL approval to proceed with the change is the Hanford Contract Alignment Board (HCAB) change control process. HCAB approval ensures that potential impacts to other Hanford Site contractors are identified and addressed by affected stakeholders.

Once HCAB approval is received, the COR/SME shall identify the funds required (roughly estimated) to implement the change and prepare a Requisition within the Strategic Integrated Procurement Enterprise System (STRIPES). The requisition shall include a Statement of Work (SOW)/PWS which is a thorough description of the change requirement, stated in terms of performance expectations/outcomes desired, not as a description of how-to. At the same time, the COR/CO shall request that the PSD, Federal Estimating Team prepare an Independent Government Cost Estimate (IGCE) of the SOW/PWS. The IGCE provides a more accurate estimate of the change and is used by the technical review team and cost price analysts to validate the contractor's change proposal.

The CO will forward the SOW/PWS to the contractor and request a formal Change Proposal. The request from the CO will identify the proposal submittal due date and contain a schedule for reviewing and approving the contract change.

Upon receipt of the contractor's Change Proposal, the CO will task the COR/SME to conduct a technical review of the proposal. The technical review will often require clarification discussions with the contractor in order to reconcile any questions the COR/SME may have concerning the contractor's proposed technical approach and/or assumptions. Simultaneously, (if the proposed value is >\$750,000.00) the CO shall request certified cost and pricing data. If the contract price is based on certified cost and

pricing data, RL shall request an audit of the contractor's proposal by an approved Government audit entity (typically CohnReznick, LLC or other contract auditor to provide audit services) prior to the negotiations. The threshold for audits are \$750,000.00 for FFP/FFP for economic adjustments and \$1,500,000.00 million for all other contract types. Upon completion of the COR/SME's technical review and receipt of the audit report for the contractor's proposal, the Government's cost/price analyst will conduct an analysis of the contractor's proposed cost/price and prepare the Price Analyst Report (PAR). The cost/price analyst utilizes the COR/SME's technical review report and the Audit Report in preparing the PAR. The PAR will identify all recommended adjustments to the contractor's proposed costs and fee and the rationale for each recommended adjustment. [Note: If the contract change is required urgently, the CO can issue a unilateral Change Order modification directing the contractor to begin work on the changed scope immediately. The Change Order modification will include a not-to-exceed cost threshold which is generally an estimate of the cost of the limited work scope authorized for the period preceding proposal negotiations and issuance of the definitizing bilateral contract modification. No fee is included in the unilateral Change Order and no fee is added to the contract until and unless it is negotiated bilaterally in the definitizing contract modification.]

Once the Technical Report, the Audit Report (if required), and the PAR are complete, the CO will utilize the information contained in these documents to prepare the Pre-Negotiation Memorandum (Pre-Neg). The Pre-Neg will establish the Government's negotiation objectives, establishing a target and maximum (ceiling) negotiation position for negotiating the proposed contract change.

Though unlikely to occur, if the absolute value (summation of added and subtracted costs and fee) of the contractor's proposal exceeds \$25,000,000.00, then business clearance approval of the Pre-Neg is required by the HCA before any negotiations can begin. If the absolute value of the proposed change exceeds \$50,000,000.00, then business clearance approval is required by the HCA and OAM.

Additional information about the RL Change Control process can be found in the RIMS crosscutting procedures for Integrated Baseline Management.

### **3.8 Review of Contractor's Requests for Equitable Adjustments (REAs)**

The difference between an REA and a change proposal submitted in response to a Government request is that the REA is initiated by the contractor when it believes it has been adversely impacted within the terms and conditions of the contract, by the Government's action (or failure to act). The process for Government review, approval and implementation of the contractor's REA is the same as the change control process described in Section 3.7 above. However a key requirement of the REA review by the Government is a determination of whether/if, and to what degree, the contractor is entitled to any additional fee associated with the REA. For example, a work scope cost increase identified in an REA may be valid within the terms of the contract, but may not warrant additional fee because the work scope itself has not been changed. Additional information about the RL Change Control process can be found in the RIMS crosscutting procedures for Integrated Baseline Management.

### **3.9 Contractor Litigation Management Plan**

Per 10 Code of Federal Regulation (CFR) 719.5, Contractor Legal Management Requirements, this is not applicable. The government is not responsible for directly reimbursing the contractor for legal costs.

### **3.10 Contract Human Resource Management**

The PSD is responsible to ensure that the contractor conducts oversight of the Legacy benefit plans, Post-contract responsibilities for pension and other benefits, and No third party beneficiaries. The RIMS procedure, RL Oversight of Contractor Human Resource Programs, describes PSD's oversight activities. Contract requirements related to Contractor Human Resource Programs are included in Clauses H.7, H.8, H.9 and H.20.

### **3.11 Contract Records**

All records acquired or generated by the contractor in performance of the contract are the property of the Government except for those defined as "contractor-owned" in Clause I.108, DEAR 970.5204-3 Access to and Ownership of Records. Additional contractor requirements concerning records management are found in Section C.2.1.9.

All occupational medical records generated during the performance of Hanford-related activities are maintained by the Occupational/Medical Services contractor and are the property of DOE. All radiation exposure records generated during the performance of Hanford-related activities are the property of DOE and are maintained by Battelle staff at PNNL.

### **3.12 Contract Closeout**

The verification process of contract completion and initiation of contract closeout will commence when the contract expires. RIMS addresses the major elements of contract closeout in the Contract Management crosscutting process. Contract closeout will conform to the requirements of FAR 4.804, Closeout of Contract Files.

### **3.13 Continuity of Operations Planning**

During emergency situations and in accordance with DOE O 150.1, Continuity Programs, RL has set up delegations of authority to ensure continuity of operations in the event that the RL and ORP Continuity of Operations (COOP) Plan is activated. Members of the CMT will continue operations in accordance with the COOP Plan. The Assistant Manager for Business and Financial Operations is responsible to ensure contractor payments occur in the Finance Division and also is responsible to ensure the Procurement Division provides the acquisition of resources. The Assistant Manager for Mission Support is responsible for ensuring communication and information systems are functioning.

## **4.0 Contract Deliverables**

Deliverables are identified throughout the PWS and consolidated in Section F.6, Reporting Requirements. A listing of the contract deliverables is included as Attachment A of this

document. These deliverables are monitored by the CMT staff assigned responsibility in RL's Functions, Responsibilities and Authorities Manual.

### 5.0 Key Contract Vulnerabilities or Performance Risk Areas

The Risk Management Program Description and Project Risk Management procedure in RIMS document RL's approach to identify, analyze, prioritize, mitigate, and monitor the risks associated with the DOE cleanup initiatives.

The provision of occupational medical services to Hanford Site employees does not, by itself, present an inherent risk. However, these risk areas are worth noting:

Risk Description	Basis	Mitigation Strategy
Very tight job market (high demand) for medical professionals (e.g., nurses, clinicians, physician assistants)	Low	<ul style="list-style-type: none"> <li>Work with contractor management and the FOH representatives to monitor the medical profession job market situation to ensure contractor succession planning is in place and the workforce remains stable.</li> </ul>
Continuously changing DOE Directives that impact contract cost	Low	<ul style="list-style-type: none"> <li>Precise specification of directive applicability.</li> <li>Have a questioning attitude. Why does this apply, how does it apply, what is the specific cost.</li> <li>Request waivers for those that don't provide a direct benefit.</li> <li>There is an established process of review, accountability, coordination, and tracking of proposed directive changes.</li> </ul>
Financial market fluctuations that adversely impact costs to sustain/meet pension plan and retirement benefit commitments	Medium	<ul style="list-style-type: none"> <li>Work with contractor industrial relations representatives to ensure financial market fluctuation impacts to pension and retirement benefit obligations are closely monitored and</li> <li>Address funding necessities as quickly as feasible given current (existing) circumstances.</li> </ul>
Unexpected Emergency	Low	<ul style="list-style-type: none"> <li>Regularly practice site-wide emergency response plus maintain professional liaison with local community health organizations.</li> <li>Emergency response planning integrated in operation planning internally, site-wide and community planning.</li> </ul>
Loss of Key Personnel	Low	<ul style="list-style-type: none"> <li>Contract requires RL approval of replacement personnel.</li> <li>RL approval of replacement candidates, depth of internal contractor cross and succession planning.</li> </ul>
Decline in quality of services	Low	<ul style="list-style-type: none"> <li>Regular RL review of Quality Assurance (QA) plan and independent outside medical reviews in support of DOE.</li> <li>Perform robust medical QA and review system to catch trending and promote appropriate corrective response.</li> </ul>

Medical Malpractice	Low	<ul style="list-style-type: none"> <li>• Medical providers maintain professional licenses (regular training, etc.) and are subject to peer review.</li> <li>• The medical providers maintain malpractice insurance.</li> </ul>
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## 6.0 Contractor Past Performance Reporting Requirements

The RL Contractor Performance Reporting process is described in the Contract Management crosscutting process in RIMS. This procedure outlines the necessary steps to ensure the contractor Performance Assessment Reporting System is utilized for past performance reporting. The CO fulfills assessing official duties and the COR performs the program official duties to complete the annual CPAR.

## 7.0 Contractor Assurance System

DOE O 226.1B is not applicable to this contract.

## 8.0 Agreements with State, Community, or Other Entities

The contractor and/or DOE are parties to agreements and understandings with Federal, State, and local Government agencies as mentioned in the contract PWS, section C.1.1.1, The Hanford Site. Specifically the Hanford Federal Facility Agreement and Consent Order, commonly called the Tri-Party Agreement, is maintained collectively by DOE, the U.S. Environmental Protection Agency, and the State of Washington Department of Ecology.

### 8.1 Worker's Compensation

DOE has a Memorandum of Understanding with the State of Washington Department of Labor and Industries for the purposes of identifying which contractors and subcontractors at the Hanford Site are covered under this program and identifying the areas in which this program is unique because the self-insured is a Federal agency.

DOE's a self-insured employer for purposes of Washington State Industrial Insurance. DOE establishes which prime contractors and other contractors engaged in work related to the Hanford Site will comprise the covered group, as defined under the Revised Code of Washington Title 51, Industrial Insurance. Contractors identified as members of the covered group shall be insured for purposes of workers' compensation under DOE's Department of Labor and Industries self-insurance certificate. Compensation awards and benefits shall be payable only for claims of workers injured in the course of their employment related to the Hanford Site. As a self-insurer, DOE is responsible for making quarterly payments to the Washington State Department of Labor and Industries. Clause H.20, Worker's Compensation, requires that the contractor withhold and forward appropriate employee and employer contributions, plus the employer-matching amount to RL on a timely basis. Clause H.20 also contains various reporting requirements, payroll certification requirements, and the annual evaluation and analysis of workers' compensation claims which help to ensure appropriate processing of workers' compensation claims. The RL Finance Division regularly reviews workers' compensation payments (monthly) in the process of monitoring and funding the accounts from which claims are paid.

## **8.2 Intra-Agency Coordination**

The contractor may coordinate their operational activities with other agencies to execute this contract. These activities would likely be in support of delivery of occupational medical services in response to natural health threats (e.g. pandemic), health emergencies (natural or man-made disaster), or preventive measures (e.g. vaccination campaign).

## **9.0 Unique Contract Terms and Conditions and Deviations**

The unique contract terms and conditions are contained in Section H.

## **10.0 Other Special Emphasis Areas**

The contract performance and administration experience should be reviewed and evaluated for lessons learned. The RIMS Lessons Learned program description explains RL's approach at a high level.

**Attachment A – Contract Deliverables**

- A. The following tables are excerpted from the contract and contain the deliverables identified throughout scope of work contained in Section F.

**Table F.6, Glossary:**

<b>Acronym/Abbreviation</b>	<b>Definition</b>
AMSE	Assistant Manager for Safety and Environment
BAWR	Beryllium Associated Worker Registry
BeMSP	Beryllium Medical Support Plan
CIO	Chief Information Officer
CIR	Contractor Industrial Relations Team
CO	Contracting Officer
COR	Contracting Officer's Representative
ECP	Employee Concerns Program
EMCBC	Environmental Management Consolidated Business Center
ESQ	Environmental, Safety and Quality Division
M	Manual
MSA	Mission Support Alliance
ORISE	Oak Ridge Institute for Science and Education
ORP	Office of River Protection
PEMP	Performance Evaluation and Measurement Plan
Penser	Penser North America, Inc.
PRB	Post Retirement Benefits
RL	Richland Operations Office
RMFO	Records Management Field Officer
SEI	Security, Emergency Services and Information Management Division
SHD	Safety and Health Division
SOMD	Site Occupational Medical Director's
SSD	Site Stewardship Division

Table F.6, Summary of Contract Deliverables:

Incident Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
1.	Exposure, Injury, or environmental release incident report	Report the DOE Health & Safety Office, exposure to any substance, possible exposure to any substance, and all accidents resulting in death, trauma, occupational disease, bodily injury, or environmental release. Additional specific reporting requirements may apply per DOE O231.1A Chg.1 Environment, Safety, and Health Reporting and DOE M231.1-2 Occurrence Reporting and Processing of Operations	DOE M 231.1B, DOE O 580.1A	Daily	CO, COR, AMSE, ORP-SHD  (via email)	Information	Immediate
2.	Property loss or damage incident report	A full report of all instances of loss, damage, destruction, and theft of Government property per DOE reporting guidelines. Suspected incidents of vandalism or purposeful destruction of property shall be reported to the Hanford Patrol (and Richland Police, as applicable) for investigation.	DOE O 580.1A	Per Occurrence	CO, COR, SSD, Hanford Patrol	Information	Immediate upon discovery

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
3.	Transition Plan	Per Section C.2.1.23	C.2.1.23 Contract Transition	N/A	CO, COR	Review and Approval	5 days after award of contract
4.	Annual Execution Plan	Description of the proposed annual work scope to be accomplished, linked to regulatory or other "drivers" for the work scope, full-time equivalent (FTE) requirements and associated direct and indirect costs, broken-out by work breakdown structure (WBS) element	C.2.1.22 Project Controls and Management	Annually	CO, COR	Review and Approval	August 31
5.	Annual Self-Assessment Report	Self-assessment survey of occupational medical program, facilities, and professional staff annual performance relative to the Performance Evaluation and Measurement Plan for preceding Fiscal Year. Includes self-evaluation and supporting data on contractor performance relative to PEMP elements. Data must be adequate to support DOE verification. DOE reserves the right to perform independent assessment(s).	H.18 and J-10 PEMP	Annually	CO, COR	Information	November 29

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
6.	Site Occupational Medical Director's (SOMD) Annual Report	<p>A comprehensive, detailed report that identifies trends and analyzes effects, presents conclusions of medical surveillance analyses, and makes recommendations for improvements in protecting worker safety and health</p> <p>i. Ensure that the report provides/presents:</p> <ol style="list-style-type: none"> <li>1. Information on the relationship of site activities to the health and safety of site personnel,</li> <li>2. Any trends and an analysis of their effects,</li> <li>3. Conclusions of the medical surveillance analyses and recommendations to the DOE for improvements in protecting worker safety and health,</li> <li>4. The results of any special studies directed by the DOE CO, or designee,</li> <li>5. A description of the analyses, the bases for conclusions, a discussion of the urgency of the recommendations, and</li> <li>6. An explanation of the benefits to the health and safety of the site workers and the DOE.</li> </ol> <p>ii. Ensure that the report meets the standards for analyses and report preparation comparable to that required for acceptance by a peer-reviewed medical journal.</p> <p>iii. Present the results verbally to the Government at a time specified by the DOE CO after the report has been submitted.</p>	C.2.1.2 Medical Surveillance Data	Annually	CO, COR	Information	January 31
7.	Epidemiological Quarterly Report	A summary report on the health status of the Hanford workforce, collectively and sorted by grouping, location, employer, and by job function, including results of any epidemiological studies. The data analyses shall be aimed at early identification of patterns of findings, sentinel events, or changes in worker health that may be indicative of trends or weaknesses in worker protection features and programs.	C.2.1.2 Medical Surveillance Data	Quarterly	CO, COR	Information	45 days after the end of each quarter

8.	Contractor Quality Assurance Plan	<p>A Quality Assurance Plan in accordance with the applicable standards/requirements from the Accreditation Body: Accreditation Association for Ambulatory Health Care (AAAHC).</p> <p>(i) In accordance with the plan, conduct self-assessments to ensure continuous quality improvement and report the results to DOE.</p> <p>(ii) Report the Quality Assurance outcomes and improvement actions taken, to the DOE Program Manager as part of the SOMD's Report.</p> <p>(iii) Ensure that the report includes trending, analyses, detailed improvement plan(s) where indicated by predetermined thresholds, and assessments of how well the Contractor is meeting performance improvement goals.</p> <p>(iv) Ensure that, in addition to the Contractor's own performance indicators, the following DOE indicators are addressed:</p> <p>1. Unusual Events: At a minimum the following must be included in the Quality Assurance Plan and reports: any sentinel events such as deaths and serious injury, needle sticks, blood borne pathogen and body fluid exposures, medication errors, falls within the clinics or adjacent walking and parking areas, all customer complaints, injuries attributable to or associated with care or services, and any event that puts the Government or the Contractor at medical/legal risk. In addition to scheduled reporting, all unusual events shall be brought to the attention of the DOE Program Manager with notification that that the event occurred no later than the next business day, and all follow-up documentation within a mutually agreeable timeframe, generally not to exceed two weeks.</p> <p>2. Customer Satisfaction Surveys: Customer satisfaction surveys must be available to all clients in all major areas that deliver direct services. At a minimum, satisfaction surveys must include: efficiency in scheduling appointments, prompt attention upon arrival, courtesy of staff, explanation of procedures, privacy/confidentiality of the environment, explanation of results, answers to questions, clarity of follow-up actions that the client is to take, helpfulness of education and information provided, and overall satisfaction of services.</p>	H.14 Accreditation Requirements; AAAHC Standards Requirement; C.2.1.13 Transition Requirement; DOE O 414.1D	Annual	CO, COR, ESQ	Review and Approval	Initial w/ transition plan, 5 and 10 days after award of contract;  Then Annually by Oct 15
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9.	Tier II Emergency and Hazardous Chemical Inventory	Contractor chemical inventory is included in the site document compiled by the Hanford Mission Support Contractor (MSA), as required by the Emergency Planning and Community Right-To-know Act 312.	Emergency Planning and Community Right-To-know Act 312	Annually	CO, COR, ESQ, MSA	Information	January 21
10.	Dangerous Waste and Biennial Waste Minimization Report	Report includes shipping information, waste description and category, and recycling credit for RCRA Wastes (compiled by the Hanford Mission Support Contractor [MSA])	Resource Conservation and Recovery Act (RCRA)	Annually	CO, COR, MSA	Information	February 1
11.	Toxic Chemical Release Inventory Report	Report lists release of EPCRA 313 chemical quantities	Emergency Planning and Community Right-To-know Act 312	Annually	CO, COR, ESQ, MSA	Information	Feb 15
12.	Occupational Medical Services Utilization Report	Report that details the numbers and types of clinical and Employee Assistance Program (EAP) services provided, such as walk-ins, exams and immunizations, by job category and contractor employer.	G.2 Submission of Vouchers and Invoices	Monthly	CO, COR, BUD	Information	N/A
13.	Employee Concerns Report.  Implementation Plan	1) Information on status of employee concerns program -- cumulative, for the fiscal year.  2) Describes ECP per DOE O 442.1A and DOE G 442.1-1 (Section H.26)	H.26; DOE O 442.1A, DOE G 442.1-1.	1) Quarterly  2) 90 days from award of contract	CO, COR, ECP, MA	1) Information on 2) Review	1) January 15 <sup>th</sup> , April 15 <sup>th</sup> , July 15 <sup>th</sup> , October 15 <sup>th</sup>  2) 90 days from award of contract
14.	Collective Bargaining Agreement	Copy of the Agreement	H.5 Labor Relations	End of negotiations	CO, COR, CIR	Information	When Signed

15.	Worker's Compensation Website	Per H Clause Workers Compensation Website	H.20 Worker's Compensation	Once	CO, COR, CIR	Information	Within 45 days of close of transition
16.	Reportable Costs Report	Incurred outside cost related to workers' compensation claim.  At the end of every month DOE's Third Party Administrator sends the Occ Med Provider by encrypted email a list of both new and closed workers' compensation claims for that month. The OMP reviews their records and advises the DOE's Third Party Administrator via encrypted email if they have incurred any outside cost that need to be reported to L&I under the workers' compensation claim.	C.2.1.3(b); C.2.1.4 Monitored Care; C.2.1.12 Case Management	Monthly	Penser	Information	5 days after receipt of list
17.	Pension Management Plan (PMP)	Per H Clause	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO, COR, CIR	Review and Approval	As requested
18.	Investment Policy	Per H Clause	H.7. Legacy Benefit Plans: Pension and PRB	Initial: Within 90 days of end of transition  Thereafter: as changed	CO, COR, CIR	Information	Initial: Within 90 days of end of transition  Thereafter: as changed
19.	Administrative Cost Incurred	Per H Clause	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO, COR, CIR	Information	60 days after plan year end
20.	Benefit-Value Study	Per H Clause	H.7. Legacy Benefit Plans: Pension and PRB	Within 18 months of contract award, no later than (March 31, 2014)	CO, COR, CIR	Review and Approval	Within 18 months of contract award, no later than (March 31, 2014)

21.	Form 5500	Per H Clause Copies of IRS 5500 forms with schedules, within nine (9) months of the last day of the current pension plan year; and	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO, COR, CIR	Information	According to Internal Revenue Service Schedule
22.	Form 5300	Per H Clause Copies of all forms in the 5300 series that document the establishment, amendment, termination, spin-off, or merger of a plan	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO, COR, CIR	Information	According to Internal Revenue Service Schedule
23.	FAS 87 and FAS 106	Per H Clause Copies of the FAS 87 and FAS 106 reports and updates for the plans	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO, COR, CIR	Information	As requested
24.	Annual Actuarial Report	Per H Clause Actuarial Valuation reports and Funding reports for the pension plan	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO, COR, CIR	Information	As requested
25.	Public Voucher (SF-1034)  1) Fixed Price and Cost Invoices  2) Fee invoices	1) Fixed Price and Cost Invoice.	1) G.2 Submission of Vouchers and Invoices Instructions  2) G.2 Submission of Vouchers and Invoices Instructions; B.18(d)	1) Monthly  2) Annually upon final determination of the award fee for the annual evaluation period by the FDO	CO, COR	1) Review and Approval  2) Review and Approval	1) 15 <sup>th</sup> of Month for previous month  2) The contractor may invoice immediately upon final determination of the award fee for the annual evaluation period by the FDO

26.	Billing Rate Variance Report	Variance between estimated and actual rates for services.	C.2.1.22 Project Controls and Management	Monthly	CO, COR, BUD	Information	15 <sup>th</sup> of Month for previous month
27.	Program Performance Report (PPR)	Contractor's monthly Self-evaluation of Performance Report: backup and analyses for all work completed in performance of this contract.	E.6 Contractor's Self-Evaluation of Performance	Monthly	CO, COR	Review (approval as part of the Fee Evaluation)	15 <sup>th</sup> of Month for previous month
28.	Controlled Substances Inventory	Indicates control and protection of Government property	C.2.1.3 Diagnosis and Treatment of Injury or Illness	Semi-annually	CO, COR, SSD	Information	October 15, April 15
29.	Report of Records Holdings (REMOVED)						
30.	Records Management Plan	The Records Management Plan is a high-level program document that shall describe, at a minimum: how the Contractor will manage all life-cycle phases of Government-owned records, records management training to all contractor personnel; the safeguarding, protection and maintenance of records use of NARA approved Records Disposition Schedules;; and the Contractor's procedures for implementation of the records management program as a whole, including relationships with other programs that cannot respond properly without sound records search and retrieval capabilities (e.g., processing claims received by the Department of Labor pursuant to the EEOICPA, FOIA, etc.).	C.2.1.9 Information and Records Management; 36 CFR Chapter 12	Within 60 days of contract award	CO, COR, DOE – EMCBC RMFO	Review and Approve	Within 60 days of contract award
31.	Records Inventory and Disposition Schedule (RIDS) - Records File Plan	A RIDS (file plan) is a comprehensive outline that includes the records series title and description, active file locations, file arrangement, file cutoff, retention period, file transfer instructions, disposition instructions, and other specific instructions that provide guidance for effective management of records, including vital records.	C.2.1.9 Information and Records Management; 36 CFR, Chapter 12	Within 6 months of contract award	CO, COR	Review and Approve	Within 6 months of contract award
32.	Records File Plan Update	Biennial submittal of any revisions to the Records File Plan	36 CFR Chapter 12	Biennial	CO, COR, SEL,	Review and Approve	12 Months after contract award July 1

33.	Records Disposition Plan	The Records Disposition Plan shall document the contractor's disposition process which shall include processing records to storage (e.g., on-site, commercial and/or the Federal Records Center) and the destruction process. This plan shall be developed and submitted for DOE approval prior to any records disposition activities.	C.2.1.9 Information and Records Management; 36 CFR, Chapter 12	Within 6 months of contract award	Program Office; CO	Review and Approve	Within 6 months of contract award
34.	Vital Records Program / Plan	Describes how the contractor will identify records needed for performing essential functions and a plan to protect vital records and the recovery of any records affected by an emergency or disaster. Plan to include list of vital records.	C.2.1.9 Information and Records Management; DOE O 243.1B Chg.1	Within 6 months of contract award	Program Office; CO	Review and Approve	Within 6 months of contract award
35.	Vital Records Update	Annual submittal of any revisions to the vital records listing.	C.2.1.9 Information and Records Management	Annually	CO, COR, SEI	Review and Approve	12 Months after contract award July 1
36.	Privacy Act List of Systems of Records	The Contractor shall prepare and submit for DOE approval, in accordance with Federal Acquisition Regulation clause 52.224-2, Privacy Act (APR 1984) and DOE O 206.1 DOE Privacy Program: (1) a list of the systems of records that fall under the Privacy Act and (2) note the design, development, or operation work that will be performed, and (3) the responsibility of each system. Systems currently covered by the Privacy Act can be found in the Federal Register.	C.2.1.9 Information and Records Management; DEAR 970.5204-3; FAR 52.224-2; DOE O 206.1	Within 90 days of contract award	CO, COR, OCE	Review and Approval	Within 90 days of contract award
37.	Records Inventory and Disposal Schedules	Identifies active records and approved schedule for disposition of records	C.2.1.9 Information and Records Management	Annually	CO, COR, SEI	Information	As requested
38.	Customer Satisfaction Report	A report that summarizes the results of customer satisfaction surveys from end-users and site contractor management.	J-10 PEMP	Quarterly	CO, COR	Information	5 days after receipt of survey results from vendor
39.	Accreditation Requirements Reports	H Clause "Accreditation Requirements": 1) Communications to and from the AAAHC; 2) Action Plan; 3) monthly progress report, and 4) quality indicators submitted to the AAAHC	H 14 Accreditation Requirements	As required	CO, COR	Information	1) 5 business days, 2) 10 business days, 3) monthly, 4) as required

40.	Organizational Chart; Standards and procedures	Per H Clause	H.36 DEAR 970.5203-3 Contractor's Organization	As required	CO, COR	Information	Upon award and subsequent updates
41.	System Categorization; Computer Security Threat and Vulnerabilities Statement and Computer Security Risk Assessment and Mitigation document; System Security Plan	Per H Clause "Information Technology"	H.40 Information Technology	N/A	Program Office, DOE-RL CIO, COR, CO	Review and Approval	March 31, 2013
42.	Recommended improvements to enhance Hanford occupational and preventive health programs	Recommended improvements to enhance Hanford occupational and preventive health programs, based on contractor review of Federal, State, and DOE documents, and trade publications. Reports shall determine applicability and impact of any new or proposed regulations or best practices on operations, and alert the CO, of regulation and program changes affecting this contract, and recommend an implementation plan for identified changes.	C.2.1.7 Health Program Improvement	As identified	CO, COR	Information	As identified
43.	Facility/Site Visit Form	Worksite Visit Reports following the monthly coordinated visits to the worksite by Occupational Health providers, including the SOMD, all physicians and all mid-level practitioners. This requirement does not apply to casual visits, coordinated presentations, or brief consultative visits.	C.2.1.11 Field / Facility Worksite Visits (WSV)	As WSV completed	Worksite visit POC of the host organization	Information	By end of month for previous month
44.	Consultative Reports	The Occ Med contractor will be requested to provide industrial hygiene support and expert consultation. When written reports are requested, the quantity and depth of these reports shall be adequate for the purpose.	C.2.1.20 Industrial Hygiene Support	As requested	Requesting Organization	Information	As requested

45.	Beryllium Registry Submittal	Data for each beryllium-associated worker is to be submitted to the Beryllium Registry semi-annually. The Occupational Medicine Contractor has been identified as the lead coordinator by the Hanford Site-Wide Chronic Beryllium Disease Prevention Program (DOE-0342). The Oak Ridge Institute for Science and Education (ORISE) maintains the Beryllium Associated Worker Registry (BAWR) for the U.S. Department of Energy (DOE) Office of Health, Safety and Security (HSS).	C.2.1.5 Legacy Health Issues; 10 CFR 850.39(h);	Semi-annual	ORISE BAWR	Information	July 30 <sup>th</sup> for the time period January 1 <sup>st</sup> through June 30 <sup>th</sup> ; and by January 30 <sup>th</sup> for the time period July 1 <sup>st</sup> through December 31 <sup>st</sup>
46.	Illness and Injury Monthly Report (REMOVED)						
47.	Illness and Injury Roster Quarterly Update (REMOVED)						
48.	Worker Safety & Health Program (WSHP)	Safety and Health Program (WSHP)	C.2.1.14 Participation in Site Safety & Health Efforts; 10 CFR 851	Once	Program Office, CO, COR	Approve	45 days after contract signing
49.	Worker Safety and Health Program annual update	Safety and Health Program (WSHP) annual update	C.2.2.12 Worker Safety & Health Program Updates; 10CFR851	Annually	CO, COR, AMSE	Review	Annually on anniversary of initial plan approval
50.	Initial nomination of Physical Protection Medical Director (PPMD)	The Contractor must nominate in writing a nominee for the PPMD position, providing appropriate documentation for review.	10 CFR 1046.4(1)	As required	CO, COR, SEI	Approve	Within 60 days of designation of assignment

51.	Initial nomination of Designated Physician (DP)	The PPMD must nominate in writing one or more nominees for Designated Physician positions, providing appropriate documentation for review.	10 CFR 1046.4(b) & (c)	As required	CO, COR, SEI	Approve	Within 60 days of designation of assignment
52.	Retention or replacement of PPMD	The PPMD's supervisor of record must send a letter reporting on the current credentials of the PPMD recommending retention or replacement. Immediate notification must be made if a PPMD is relieved of duties or replaced.	10 CFR 1046.4(f)	Annually	CO, COR, SEI	Approve	June 30
53.	Annual Activity Report	The PPMD must review the current credentials of each DP and make a recommendation to the employer to either retain or replace each incumbent. Notification from the employer of any changes is required.	10 CFR 1046.4(e)	Annually	CO, COR, SEI	Approve	June 30
54.	Medical Activity Summary	The PPMD must submit a letter summarizing the medical activity conducted during the previous year. The letter submitted must comply with applicable DOE requirements specifying report content.	10 CFR 1046.4(g)	Annually	CO, COR, SEI	Approve	June 30
55.	SOMD Annual Report	The SOMD must submit a written report summarizing HRP medical activity during the previous year. The SOMD must comply with any DOE directives specifying the form or contents of the annual report.	10 CFR 712.34(c)	Annually	CO, COR, SEI	Review and Approval	March 1
56.	Nomination for Designated Physician and Designated Psychologist	The SOMD must nominate a physician to serve as the Designated Physician and a clinical psychologist to service as the Designated Psychologist. Each nominee must describe the nominee's relevant training, experience, and license, and include a curriculum vitae and a copy of the nominee's current state or district license.	10 CFR 712.34(a)	As applicable	CO, COR, SEI	Review and Approval	As Applicable
57.	Re-nomination Report	The SOMD must submit a re-nomination report with a statement evaluating the performance of the Designated Physician and Designated Psychologist during the previous designation period. Each re-nomination must include a copy of the valid, unrestricted state or district license of the Designated Physician and Designated Psychologist.	10 CFR 712.34(b)	Biennially	CO, COR, SEI	Review and approval	At least 60 days before the second anniversary of the initial designation or the last re-designation, whichever applies

58.	Beryllium Medical Support Plan (BeMSP)	The Contractor shall provide a BeMSP and any revisions to the BeMSP that implements the Medical Surveillance program or SOMD requirements defined in 10 CFR 850.	10 CFR 850, C.2.1.5(ii) Legacy Health Issues	As required	CO, COR, AMSE, AMRP	Approval	As required
59.	Investment Performance Self-Assessment	Per H Clause	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO, COR, CIR	Review and Approval	60 days after plan year end