

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1   4
2. AMENDMENT/MODIFICATION NO. 0347	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. Not Applicable	5. PROJECT NO. (If applicable)
6. ISSUED BY Richland Operations Office U.S. Department of Energy Richland Operations Office P.O. Box 550, MSIN A7-80 Richland WA 99352	CODE 00601	7. ADMINISTERED BY (If other than Item 6) Richland Operations Office U.S. Department of Energy Richland Operations Office P.O. Box 550, MSIN A7-80 Richland WA 99352	CODE 00601
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) MISSION SUPPORT ALLIANCE, LLC Attn: JENNIFER JAHNER POST OFFICE BOX 650 RICHLAND WA 993523562		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE 010605464	FACILITY CODE	x 10A. MODIFICATION OF CONTRACT/ORDER NO. DE-AC06-09RL14728	10B. DATED (SEE ITEM 13) 04/28/2009

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
Not Applicable

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: I.103 FAR 52.243-2 Changes - Cost Reimbursement Alt 1 (a) (1)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This modification revises Portfolio Management Task Order (PMTO) 13-003, which was previously incorporated into the contract in Modification 305. The revision extends the PMTO period of performance through 05/24/2014, but makes no change to the cost or fee negotiated in Modification 305.

By signature on this modification, the Contractor agrees to the following Contractor's Statement of Release:

In consideration of this Modification 347, agreed to herein as complete equitable adjustment, the Contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to this modification.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Timothy E. Corbett, Contracting Officer
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 01/10/2014

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
DE-AC06-09RL14728/0347

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NAME OF OFFEROR OR CONTRACTOR  
MISSION SUPPORT ALLIANCE, LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Attachments: Attachment 1 - Section J-16 PMTO-13-003_R2</p> <p>There are no other changes to the terms and conditions of the contract. Period of Performance: 05/26/2009 to 05/25/2017</p>				

# **Attachment J-16**

## **Portfolio Management Task Order 13-003**

**Title: DOE-RL AMB HGET Training Approval Process SIA**

**Revision Number: 2**

**Date: August 6, 2013**

**Start: August 6, 2013**

**Finish: May 25, 2014**

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### **1.0 DESCRIPTION**

Mission Support Alliance (MSA) will provide subject matter experts to provide facilitation and project management support for an Operating Excellence (OE) Structured Improvement Activity (SIA) for the Department of Energy Richland (DOE-RL) Assistant Manager for Business and Financial Operations (AMB) organization. An SIA is a process improvement activity utilizing Lockheed Martin's (LM) Lean Six Sigma methodology. The subject matter experts will have training and background experience in project management and operating excellence. MSA will ensure that the assigned personnel have the appropriate education, training, experience and skills to accurately perform the DOE requested support. Facilitators will be trained in Lockheed Martin's lean six sigma methodology. The Project Manager will be a Certified Project Management Professional.

The services will be performed in accordance with Contract DE-AC06-09RL14728, C.2.5, Portfolio Management.

The project manager and facilitator/s will work with the AMB SIA team to improve the HGET Training Approval process(es) utilizing lean six sigma tools and methodology. Activity includes planning, pre-work, SIA, and closeout activities.

#### **Task 1 – Facilitation Support**

The Contractor (MSA) will be supporting the SIA with (1) OE Black Belt to facilitate the activity and for pre-work, planning, and post-activity actions. A Green Belt Candidate facilitator will be provided by the AMB organization.

#### **Task 2 – Project Management Support**

The Contractor will be supporting the SIA with (1) Project Manager to support planning, implementation, and closeout of activity.

### **2.0 DELIVERABLES**

#### **Task 1 – Facilitation Support Deliverables:**

- Support pre-work in preparation for SIA including charter development and high-level process mapping
- Facilitation support for 3-5 day SIA

- Support development and documentation for as-is and to-be process mapping, and path forward action plan

**Task 2 – Project Management Support Deliverables:**

- Management of SIA budget and resources
- Coordination of logistics for 3-5 day SIA
- Provide activity status, progress, and reporting
- Oversight of path forward action plan and cost savings/avoidance initiatives

**3.0 ASSUMPTIONS AND CONSTRAINTS**

- It is assumed that the Structured Improvement Activity will last between three and five days.
- It is assumed that a Green Belt Candidate facilitator will be provided by the AMB organization.
- It is assumed that skill set required of MSA will be one Certified Project Management Professional Project Manager and one OE Black Belt Facilitator trained in Lockheed Martin's lean six sigma methodology.
- Services will be provided Monday – Friday between 7am – 4:30pm, excluding Federal Holidays. After hour or weekend support must be coordinated in advance including impact to cost and/or schedule.
- It is understood that the following individuals are allowed to request services on this request:
  - *Gigi Branch*
  - *Greg Jones*

**4.0 SCHEDULE**

August 6, 2013 – May 25, 2014

**MSA Technical POC:**     Morris Legler    

**MSA Finance POC:**     Andrew Davis