

Task Order 11-004 (Rev. 2)

Title: MSA Support to DOE-RL Project Integration and Control Division (PIC)

Start: February 28, 2011

Finish: September 30, 2011

1.0 DESCRIPTION

This support will provide expert services in the preparation and assembly of a Hanford level Project Controls System Description (PCSD). This effort will include the review of program/project-related documentation, such as Project Execution Plans, System Descriptions, Project Procedures, etc.

These services shall be performed in accordance with Contract DE-AC06-09RL14728, C.2.5.3, Independent Assessment and Analysis, meet delivery schedule as established by the PIC task lead and comply with established criteria.

The contractor shall provide support in the following areas:

1. Provide effective client interface and comprehension of documentation vision and correlation with various site documentation and tasks.
2. Perform duties in a competent, professional manner that meets established milestones as established by the PIC task lead.
3. Demonstrate effective document development and comment resolution skills during preparation.

This effort is required for the period of February 22, 2011 through September 30, 2011.

2.0 DELIVERABLES

- Completion of a comprehensive PCSD that meets the criteria described by this Statement of Work is due September 30, 2011.

3.0 ASSUMPTIONS AND CONSTRAINTS

- It is assumed that the Contractor staff will have knowledge of DOE/RL program/project-related documentation: a knowledge of MS Office tools, with emphasis in Microsoft Word; and excellent written and oral communications skills.
- Services will follow the MSA standard work schedule including Holidays. After hour or weekend support must be coordinated in advance and approved in advance by the Department of Energy Contracting Officer.
- Delays in documentation reviews by DOE-RL may create impacts to the schedule.
- It is understood that the following individuals are allowed to request services on this request:
 - *Jim Rodriguez, PIC POC*
 - *Jon Peschong, PIC Division Director*