

**Attachment J-16**  
**Portfolio Management Task Order 12-001**

**Title: Project Management and Project Controls Services to the River Corridor Closure Project (RCCP)**

**Revision Number: 02**

**Date: October 21, 2011**

**Start: October 1, 2011**

**Finish: September 30, 2012**

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**1.0 DESCRIPTION**

Mission Support Alliance (MSA) will provide the following project management/project controls support services as described below. The services will be performed in accordance with Contract DE-AC06-09RL14728, C.2.5, Portfolio Management, and meet milestones and delivery schedules as established by the RCCP Federal Project Director (FPD), and comply with established criteria.

**Task RCCP-1 Perform Baseline Reviews, Emerging Data Calls, Ad Hoc Requests, Assessments, Audit Support, and other Project Baseline Summary Data Presentations** by providing services to the RCCP FPD in planned and unplanned project reviews, data collection requests, and other project inquiries or reporting, such as monthly, quarterly, and periodic project reporting, as well as Environmental Liability audits, etc.

**Task RCCP-2 Perform Documentation Development or Revision** by reviewing and contributing to the establishment or revision of project-related documentation, including updates to reflect emerging guidance or directives, such as Project Execution Plans, Critical Decision documentation, Lists of Key Structures, Waste Sites, System Descriptions, Project Procedures, Process Documentation, etc. Additionally, develop and contribute to the development of position papers, white papers, briefings, presentations, or other support documentation required throughout the contract period.

**Task RCCP-3 Perform Process Improvement Initiatives** by participating in Integrated Project Team meetings; facilitating project meetings; incorporating any recommendations from prior or emerging assessments; making revisions to the existing project data and information; providing updates to the project artifacts to ensure consistent representation of the project for the current environment, and closing out Corrective Action Issues, etc. Collate, analyze, develop, and refine existing process documentation incorporating appropriate corporate best practices and process improvements, as applicable.

## 2.0 DELIVERABLES

Required weekly reports will be collated into a monthly status report and will be provided to the Technical Point of Contact and in addition Level of Effort (LOE) support in the production and delivery of wide scope of deliverables as described below will be required.

### **Task RCCP-1 Deliverables:**

Perform project reviews, reports, and presentations. Data will be provided to satisfy the objectives of the data requests depending on due dates and timeframes. Relevant information on activity status and progress will be included in a weekly report to the RCCP FPD for deliverables reviewed, developed, and/or refined.

### **Task RCCP-2 Deliverables:**

Project documentation will be developed and/or refined on a schedule applicable to the project supported and due date or timeframe needs determined throughout the performance period. Relevant information on activity status and progress will be included in a weekly report to the RCCP FPD for documentation reviewed, developed, and/or refined.

### **Task RCCP-3 Deliverables:**

Deliverables will include updates to the project documentation, data repositories, and improvements to process-related documentation. Relevant information on activity status and progress will be included in a Weekly Report to the RCCP FPD.

## 3.0 ASSUMPTIONS AND CONSTRAINTS

- It is assumed that 2 Portfolio Management Subject Matter Experts (SME) will be required to provide LOE Support to the listed tasks estimated @ 1920 hours each for FY2012.
- Up to 3,840 hours can be accommodated within this Portfolio Management Task Order (PMTO), additional support will require a separate request.
- It is assumed that skill set required will be one Project Controls Analyst and one Project Manager.
- 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:
  - *Alan Hopko*
  - *Mark French*

**MSA Technical POC:**     Morris Legler    

**MSA Finance POC:**     Andrew Davis