

# Attachment J-16

## Portfolio Management Task Order 14-001

### Statement of Work

**Title: AMRP PBS 41 - Project Management / Project Controls Support**

**Revision Number: 0**

**Date: September 17, 2013**

**Start: October 1, 2013**

**Finish: September 30, 2014**

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#### 1.0 DESCRIPTION

Mission Support Alliance (MSA) Portfolio Management (PFM) 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).

Mission Support Alliance (MSA) Portfolio Management (PFM) will provide support in the following areas:

1. Provide support to assist in ensuring compliance with project requirements to include:
  - a) Assist with monitoring and analyzing project performance using Earned Value Management principles to ensure project resources are being utilized effectively;
  - b) Integrate monthly variance analyses through workbook and meetings with input from the contractors and the RL Subject Matter Experts (SMEs) for inclusion in PARS 2;
  - c) Support the FPD in preparing for project reviews (e.g., QPRs, etc.) and/or other presentations to RL Management, EM-HQ Management, etc.;
  - d) Maintain performance data files;
  - e) Assist with reviews of invoices, baseline submittals, and other contractor change packages;
  - f) Assist with baseline reviews, HQ PEER Reviews, EVMS Surveillance Reviews, and other reviews as required; includes recommendations and assessments of technical and non-technical project issues;
  - g) Assist with evaluation and review of statements of work and work scope strategy for appropriateness and accuracy;
  - h) Maintain and evaluate for accuracy the data for project metrics for waste sites and facilities, TPA and Performance milestones, Contingency, Key Performance Goals (KPGs), and Footprint Reduction
  - i) Analyze and evaluate current ETCs, EACs, and schedule data and analyze the Critical Path schedules to determine completion date and accurate EAC for the project
  - j) Assist with integrated budget request and lifecycle planning

2. Provide support in review and analysis of Independent Government Estimates.

## 2.0 DELIVERABLES

Mission Support Alliance (MSA) Portfolio Management (PFM) will ensure that duties are performed in a competent, professional manner that meets established milestones and delivery schedules as determined by the FPD.

- Mission Support Alliance (MSA) Portfolio Management (PFM) will provide a weekly status report to the Federal Project Director (FPD) and the Project Control Officer (PCO) concerning any and all specific deliverables within the scope of this task as identified by the Federal Project Director, the FPD Deputy, and /or the Project Control Officer.
- Mission Support Alliance (MSA) Portfolio Management (PFM) will provide data, analysis and recommendations based on evaluations to the FPD, as required.
- Mission Support Alliance (MSA) Portfolio Management (PFM) will provide other draft presentations related to the FPD, as required.

## 3.0 ASSUMPTIONS AND CONSTRAINTS

- It is assumed 1 Portfolio Management Full Time Equivalent (FTE) will be required to provide LOE Support to the listed tasks. Portfolio Management FTEs are estimated @ 1880 hours for FY2014.
- Only 1 FTEs can be accommodated within this Portfolio Management Task Order (PMTO), additional FTE support will require a separate PMTO.
- 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*
  - *Mark French*

**MSA Technical POC:**     Morris Legler      
**MSA Finance POC:**     Andrew Davis