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 Operations Office (DOE-RL) Assistant Manager for Safety & Environment (AMSE) organization. An SIA is a process improvement activity utilizing Lockheed Martin’s (LM) Lean Six Sigma methodology. 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 AMSE SIA team to improve the Business Rhythms and Reporting process/es utilizing lean six sigma tools and methodology. Activity includes planning, pre-work, SIA, and closeout activities.

Task 1 – Facilitation Support

The Contractor will be supporting the SIA with (1) Black Belt to facilitate the activity and for pre-work, planning, and post-activity actions. A Green Belt facilitator will be provided by the AMSE 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 a 1day 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 a 1 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 one day. To promote flexibility and schedule MSA assumes the work will be concluded by the close of FY14.
• It is assumed that One (1) Green Belt facilitators will be provided by the AMSE organization.
• It is assumed that skill set required of MSA will be one Certified Project Management Professional Project Manager and one LM/MSA Black Belt Facilitators 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:
  o Gigi Branch
  o Jodi Dawson

4.0 SCHEDULE

March 12, 2014 – September 30, 2014