

Portfolio Management Task Order 16-002

Title: DOE-RL and DOE-ORP Property Management Structured Improvement Activity

Revision Number: 0

Date: April 12, 2016

Start: April 18, 2016

Finish: September 30, 2016

1.0 DESCRIPTION

The contractor 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 and Office of River Protection property management processes and procedures using Lean Six Sigma methodology.

The subject matter experts will have training and background experience in project management and operating excellence. The services will be performed in accordance with Contract DE-AC06-09RL14728, C.2.5.3, Independent Assessment and Analysis.

The project manager and facilitator/s will work with the DOE team to define, standardize, streamline and improve the overall quality and efficiency of personal property management activities. Activities include transfer of personal property between contractors and the processes for declaring and dispositioning excess personal property no longer needed for support of the Hanford Mission.

The project manager and facilitator/s will work with the DOE-RL and DOE-ORP team to define the current processes and structured improvements utilizing lean six sigma tools and methodology. Activity includes planning, pre-work, SIA, and closeout activities.

Task 1 – Facilitation Support

MSA will be supporting the SIAs with Lean Six Sigma trained Black Belt / Green Belt facilitators to facilitate the activity and for pre-work, planning, and post-activity actions. A Green Belt facilitator will be provided by the MSA 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 the SIA including charter development and high-level process mapping for the SIA
- Facilitation support for a 3 day Structured Improvement Activity
- Support development and documentation for a path forward action plan.

Task 2 – Project Management Support Deliverables:

- Management of the SIA budget and resources
- Coordination of logistics for a 3 day SIA
- Provide activity status, progress, and reporting
- Oversight of path forward action plan and cost savings/avoidance initiatives for each SIA
- The final written report deliverable to be submitted no later than 9/30/2016 will include documented future state process flow, Get-to-Excellence path forward action plan, and Out Brief presentation

3.0 ASSUMPTIONS AND CONSTRAINTS

- It is assumed that there is one three-day Structured Improvement Activity to be conducted the week of 4/18/16- 4/22/2016.
- It is assumed that skill set required of MSA will be one Certified Project Management Professional Project Manager and Lean Six Sigma certified Black Belt / Green Belt facilitator(s) trained in Lockheed Martin's lean six sigma methodology.
- It is assumed that there will be no travel required on the part of the facilitator(s).
- 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:
 - *Tim Corbett*
 - *Laurette Beitz*

4.0 SCHEDULE

The period of performance for this effort will be from April 18, 2016 through September 30, 2016.
