

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 01/24/2019		2. CONTRACT NO. (If any) 89304019DEM000007		6. SHIP TO: a. NAME OF CONSIGNEE Office of River Protection	
3. ORDER NO. 89304019FEM400006		4. REQUISITION/REFERENCE NO. See Schedule		b. STREET ADDRESS U.S. Department of Energy Office of River Protection P.O. Box 450 Richland WA 99352	
5. ISSUING OFFICE (Address correspondence to) Office of River Protection U.S. Department of Energy Office of River Protection P.O. Box 450 Richland WA 99352		c. CITY Richland		d. STATE WA	e. ZIP CODE 99352
7. TO: SHIRLEY OLINGER		f. SHIP VIA		8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
a. NAME OF CONTRACTOR Independent Strategic Management Solutions, Inc.		b. COMPANY NAME		REFERENCE YOUR: Proposal dtd 1/03/2019	
c. STREET ADDRESS 491 Adair Dr		d. CITY Richland		e. STATE WA	f. ZIP CODE 99352
9. ACCOUNTING AND APPROPRIATION DATA See Schedule		10. REQUISITIONING OFFICE Office of River Protection		Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if anv. including delivery as indicated. Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input checked="" type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input checked="" type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 01/31/2020	
				16. DISCOUNT TERMS NET 30	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The United States Department of Energy, Office of River Protection (ORP), requires Technical Support Services at the Hanford Site. This is a Time and Materials/Labor Hour task order for ORP Emergency Management in support of ORP's Safety and Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME OR for ORP						\$116,126.00
	b. STREET ADDRESS (or P.O. Box) U.S. Department of Energy Oak Ridge Financial Service Center P.O. Box 6017						\$116,126.00
c. CITY Oak Ridge		d. STATE TN	e. ZIP CODE 37831				

22. UNITED STATES OF AMERICA BY (Signature) Signature on File		01/24/2019	23. NAME (Typed) Shelby N. Schuller TITLE: CONTRACTING/ORDERING OFFICER	
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ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/24/2019	CONTRACT NO. 89304019DEM000007	ORDER NO. 89304019FEM400006
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
00001	<p>Health Division. This task order is approved under the IDIQ contract 89304019DEM000007 and the Small Business Administration (SBA) Office--via email dated 11/02/2018 from Business Opportunity Specialist, John Dicus. Period of Performance: 02/01/2019 to 01/31/2020</p> <p>Base Period- ORP Emergency Management Indefinite Delivery/Indefinite Quantity Requisition No: 19EM000587</p> <p>Accounting Info: Tank Farm Funds Fund: 01250 Appr Year: 2019 Allottee: 34 Report Entity: 421301 Object Class: 25422 Program: 1110909 Project: 0001481 WFO: 0000000 Local Use: 0000000 Funded: \$52,256.00</p> <p>Accounting Info: WTP Operations Fund: 01250 Appr Year: 2019 Allottee: 34 Report Entity: 421301 Object Class: 25422 Program: 1111669 Project: 0004625 WFO: 0000000 Local Use: 0000000 Funded: \$11,614.00</p> <p>Accounting Info: WTP - LAW Fund: 01260 Appr Year: 2019 Allottee: 34 Report Entity: 421301 Object Class: 32004 Program: 1111710 Project: 0001482 WFO: 0000000 Local Use: 0421573 Funded: \$18,985.00</p> <p>Accounting Info: WTP - LAB Fund: 01260 Appr Year: 2019 Allottee: 34 Report Entity: 421301 Object Class: 32004 Program: 1111710 Project: 0001482 WFO: 0000000 Local Use: 0421574 Funded: \$697.00</p> <p>Accounting Info: WTP - BOF Fund: 01260 Appr Year: 2019 Allottee: 34 Report Entity: 421301 Object Class: 32004 Program: 1111710 Continued ...</p>				116,126.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$116,126.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/24/2019	CONTRACT NO. 89304019DEM000007	ORDER NO. 89304019FEM400006
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Project: 0001482 WFO: 0000000 Local Use: 0421575 Funded: \$1,916.00 Accounting Info: WTP - DFLAW/EMF Fund: 01260 Appr Year: 2019 Allottee: 34 Report Entity: 421301 Object Class: 32004 Program: 1111711 Project: 0001482 WFO: 0000000 Local Use: 0421586 Funded: \$2,787.00 Accounting Info: WTP - HLW Fund: 01260 Appr Year: 2019 Allottee: 34 Report Entity: 421301 Object Class: 32004 Program: 1111714 Project: 0001482 WFO: 0000000 Local Use: 0421587 Funded: \$17,419.00 Accounting Info: WTP - PT Fund: 01260 Appr Year: 2019 Allottee: 34 Report Entity: 421301 Object Class: 32004 Program: 1111716 Project: 0001482 WFO: 0000000 Local Use: 0421588 Funded: \$10,452.00					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORP Performance Work Statement (PWS)

Date: January 22, 2019

Period of Performance: February 1, 2019 – January 31, 2020

Division – TRS Safety and Health Division (SHD)

Title: ORP Emergency Management

Revisions:

	Description of Change
00	Original

SCOPE OF WORK

The Contractor shall provide **one part-time (960 Labor Hours) senior emergency management Consultant II** to meet programmatic and project requirements. This position will serve as the technical expert to advise and perform professional, scientific, or technical work concerned with Emergency Management/Preparedness.

Under the direction of the SHD Division Director, this resource will have responsibility for this work scope. SHD is responsible for functional areas for the DOE-Waste Treatment Plant (WTP) and Tank Farms (TF) including the following: startup testing, commissioning, readiness, operations, and maintenance. This oversight is conducted to assure the WTP can be safely operated while treating Hanford tank waste. The work scope will ensure hazards assessments and hazards surveys are adequately performed, documented and updated as necessary.

The Contractor shall:

- Evaluate comprehensive onsite tests of emergency plans, procedures and processes to assure that prompt and adequate responses take place
- Ensure that emergency plans and teams of qualified personnel are available and sufficient to cope with emergency conditions that may arise
- Conduct field walk downs to ensure facilities are prepared to respond to emergencies, personnel are trained, and equipment is available to respond to emergencies
- Review documents, assessments, procedures, etc. are adequate to support emergency response at site facilities and readiness programs

DELIVERABLES

- Review Comment Record forms for EP-related document reviews
- Drill reports for observed field drills and exercises
- Operational awareness database entries for contractor oversight, procedure reviews, field walk downs, etc. as assigned

Deliverables shall be accomplished in accordance with the directions provided by the SHD Director. All deliverables will be processed through the SHD Director prior to internal and/or external publication and availability.

QUALIFICATIONS:

- Comprehensive knowledge of a full range of principles, concepts, and methodology associated with the Emergency Management Program sufficient to plan, coordinate, integrate and resolve conflicts in policy and program objectives
- Comprehensive knowledge of a broad range of administrative laws, policies, regulations and precedents applicable to the various programs (e.g., safety, security, etc.).
- Expert knowledge of DOE orders, standards, policies and procedures providing requirements and guidance for safe startup of nuclear facilities.
- Executive experience with direct interface with senior management
- Knowledge of Hanford Site mission, activities and priorities.
- Excellent verbal and written communications skills.
- The contractor shall maintain proficiencies in the following through periodic training:
 - HGET
 - WTP Site access

Reference Section J – Attachment 1 – IDIQ Schedule of Rates and Labor Category Qualifications, Hanford Site Technical Support Services Solicitation Contract

QUALITY ASSURANCE REQUIREMENT: All work performed under this task order must be in compliance with the requirements set by the ORP Quality Assurance Program Description ([MGT-PM-PL-04 R4](#)).

Task Order: ORP Emergency Management

SECTION B – SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 Type of Task Order and CLIN

This is a TIME-AND-MATERIALS/LABOR HOUR task order issued under CLIN 00001.

B.2 OBLIGATION OF FUNDS

The ceiling amount of this task order is \$116,126.00

B.3 AVAILABILITY OF APPROPRIATED FUNDS

The duties and obligations of the DOE hereunder calling for the expenditure of appropriated funds shall be subject to the availability of funds appropriated by the U.S. Congress, which DOE may legally spend or obligate for such authorized purposes. Any work performed that exceeds funds obligated by task order and specific limitations identified in contract modifications without the written consent of the DOE Contracting Officer shall be at the Contractor's risk.

B.4 OTHER DIRECT COSTS

Travel costs for transportation, lodging, meals, and incidental expenses will be reimbursed only to the extent specified in Federal Acquisition Regulation (FAR) Subsection 31.205-46 Travel Costs.

Miscellaneous: Other related requirements not otherwise priced herein (Hanford-specific training, supplies, etc.) may be required in the performance of this contract. The contractor shall obtain advance Contracting Officer written approval prior to the incurrence of any such costs.

SECTION C - DESCRIPTION/SPECS/WORK STATEMENTS

C.1 PERFORMANCE WORK STATEMENT

The Contractor shall provide all resources as stated in the Performance Work Statement (PWS) (Pages 4-5), entitled ORP Emergency Management.

SECTION D – PACKAGING AND MARKING

D.1 DELIVERY POINT

Deliveries, if applicable, for this task order shall be made FOB destination to 2440 Stevens Center Place, Richland, WA 99354.

SECTION E – INSPECTION AND ACCEPTANCE

E.1 INSPECTION AND ACCEPTANCE

Reference Section E, clause E.3, *DOE-E-2001 INSPECTION AND ACCEPTANCE (OCT 2014)* of the base contract for inspection and acceptance.

SECTION F – DELIVERIES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE

The period of performance for this task order is February 1, 2019 through January 31, 2020.

F.2 PLACE OF PERFORMANCE

The place of performance for this task order shall be: 2440 Stevens Center Place, Richland, WA 99352.

F.3 OFFICE SPACE

For this task order, the Government will provide office space and cubicles at: 2440 Stevens Center Place, Richland WA. The office space will be equipped with computer(s) and phone(s) at the Government's expense.

SECTION G – CONTRACT ADMINISTRATION DATA

G.1 TASK ORDER ADMINISTRATION

Designated Contracting Officer:
Shelby Nicole Schuller

Designated Task Order Contract Specialist:
Isidro C. Chavez

Designated Contracting Officer's Representative:
Glyn Trenchard

Designated Task Order Technical Monitor:
Ricky Bang

G.2 SUBMISSION OF VOUCHERS FOR PAYMENT

Reference Section G.7, *DOE-G-2005 BILLING INSTRUCTIONS – ALTERNATE I (OCT 2014) (FOR T&M/LABOR HOUR TASK ORDERS)* of base contract for submission of vouchers for payment instructions.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

All clauses flow down from base contract to awarded task order and are in full effect.

Below are referenced clauses specific to this task order:

- H.2 MODIFICATION AUTHORITY
- H.4 DOE-H-2032 ORDERING UNDER A MULTIPLE AWARD CONTRACT (OCT 2014) (REVISED)
- H.9 DISPUTES
- H.10, DOE-H-2033 ALTERNATIVE DISPUTE RESOLUTION (OCT 2014)
- H.11 DOE-H-2048 PUBLIC AFFAIRS – CONTRACTOR RELEASES OF INFORMATION (OCT 2014)
- H.15 SECURITY REQUIREMENTS
- H.16 DOE-H-2049 INSURANCE REQUIREMENTS (OCT 2014)
- H.19 ENVIRONMENTAL LAWS
- H.20 CONFIDENTIALITY OF INFORMATION
- H.21 PROHIBITION OF PERSONAL SERVICES
- H.22 WITHDRAWAL OF WORK
- H.25 CONTRACTOR TRAINING
- H.26 EXTRAORDINARY LEAVE
- H.27 INDEMNIFICATION
- H.28 DOE-H-2047 FEDERAL HOLIDAY AND OTHER CLOSURES (OCT 2014) (REVISED)
- H.29 ORP SPECIFIC ATTENDANCE DIRECTIVE FOR CONTRACTOR EMPLOYEES IN FEDERALLY OWNED FACILITIES
- H.36 DOE-H-2065 REPORTING OF FRAUD, WASTE, ABUSE, CORRUPTION, OR MISMANAGEMENT (OCT 2014)

SECTION I – CONTRACT CLAUSES

All clauses flow down from base contract to awarded task order and are in full effect.

Below are referenced clauses specific to this task order:

- FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)
- FAR 52.232-7 PAYMENTS UNDER TIME-AND-MATERIAL AND LABOR HOUR CONTRACTS (AUG 2012)

FAR 52.232-19	AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1994)
FAR 52.232-22	LIMITATION OF FUNDS (APR 1984)
FAR 52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER – CENTRAL CONTRACTOR REGISTRATION (JUL 2013)
FAR 52.243-3	CHANGES – TIME-AND-MATERIAL OR LABOR HOURS (SEP 2000)
FAR 52.249-2	TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE) (APR 2012)
FAR 52.249-8	TERMINATION – (COST REIMBURSEMENT) – ALT IV (MAY 2004)
DEAR 952.204-2	SECURITY REQUIREMENTS (AUG 2016)
DEAR 952.204-77	COMPUTER SECURITY (AUG 2006)
DEAR 952.209-72	ORGANIZATIONAL CONFLICT OF INTEREST (AUG 2009)
DEAR 952.242-70	TECHNICAL DIRECTION (DEC 2000)

SECTION J – LIST OF ATTACHMENTS

Attachment 1, Organizational Conflict of Interest Form

Attachment 2, Personal Conflict of Interest Form