

Portfolio Management Task Order 19-003

Title: PMTO 19-003 – Development of National Park Operations Contract (NPOC) and Collections Management Contract

Revision Number: 1

Date: March 14, 2019

Start: April 8, 2019

Finish: July 8, 2019

1.0 DESCRIPTION

Mission Support Alliance, LLC (MSA) will provide two Statements of Work (SOW) as described below:

- 1) A SOW for a new National Park Operations Contract (NPOC) for management and operation of the Manhattan Project National Historical Park facilities and lands at Hanford; and
- 2) A SOW for a new Collections Management Contract (CMC) for the curation and managing of Hanford's historic artifacts and archive collections and to provide historic information to the U.S. Department of Energy (DOE).

Using the DOE provided outlines of the primary programmatic functions for the NPOC and CMC scopes, MSA will:

- Assist with providing additional specificity such that the SOWs are clear enough to allow potential bidders to reasonably estimate the cost of work scope.
- Identify all requirements that apply to the scope of work (e.g. laws, Executive Orders, DOE orders, DOE directives, etc.). This includes, but is not limited to, such requirements as the National Historic Preservation Act; Executive Order 13287 -- "Preserve America;" HR3979, Section 3039 Manhattan Project National Historical Park; and Memorandum of Agreement between U.S. Department of the Interior and U.S. Department of Energy for the Manhattan Project National Historical Park, November 10, 2015.
- Identify site wide programs that require a DOE decision on whether to require of the NPOC. MSA will provide recommendation and rationale for consideration.
- Identify and incorporate (and modify as needed) portions of the Hanford Mission Essential Services Contract (HMESC) that apply to the NPOC and collections work.
- Identify and articulate required interfaces between the NPOC and the HMESC, and the NPOC and other contractors at Hanford as applicable (e.g. Plateau Remediation Contract for disposal at Environmental Restoration Disposal Facility (ERDF), mandatory site wide reporting, sharing of cultural resource information, implementation of DOE's site wide programs).
- Develop deliverable matrix that identifies mandatory or optional items.
- Solicit input from the Richland Operations Office (RL) and contractor subject matter experts on both SOWs.

- Based on MSA's experience, identify any issues/concerns/questions that MSA thinks will need to be resolved and propose resolution for incorporation into final SOWs.
- Receive feedback from DOE on draft product and incorporate DOE's changes into the final products.
- MSA will meet weekly with DOE to provide status updates, work through questions and issues, and to ensure that the products are on the right track.

2.0 TECHNICAL APPROACH

MSA will participate in a DOE hosted kickoff workshop within 3 days of the Portfolio Management Task Order (PMTO) award. The purpose of the workshop will be to discuss DOE's overall strategy and approach for this work, walk through the SOW to answer any questions, and to align the parties' vision for the end products required.

MSA intends to assemble a team of personnel who are subject matter experts in the areas of contracting and technical support and support associated with the conduct of sections C.2.1.8.3, Environmental Surveillance, C.2.1.8.5, Cultural and Historic Resource Program, C.2.2.12.1, B-Reactor, and C.2.2.12.2, White Bluffs Bank, of the current Mission Support Contract as well as ancillary support such as public works and other MSA direct support. Upon a thorough review of the current MSC scope, MSA will propose a realignment of scope based on the PMTO draft contract outlines and the HMESC SOW provided in the final request for proposal. MSA will then prepare drafts of SOWs, interface documents and any special requirements and terms and conditions.

3.0 QUALIFICATIONS

Personnel provided under this PMTO will possess the qualifications, certifications, and any other attributes required to complete the assigned work with an emphasis on the expertise in their associated field.

MSA will ensure that the work effort is performed in a competent, professional manner that meets established milestones and delivery schedules as negotiated with the DOE-RL. Work products will be thorough, accurate, appropriately documented, and comply with established criteria. If electronic formatted documents are required, the documents will be viewable using Microsoft® Windows®, Microsoft® Office, Primavera® P6 or Adobe® Acrobat® software.

4.0 DELIVERABLES

Deliverables:

- MSA will provide draft products for DOE review on May 10, 2019, followed by a meeting to receive feedback from DOE.
- MSA will provide final products to DOE by July 8, 2019.
- Deliverables and information including reports, presentations, and other documents will be submitted in either hard copy or electronic format as designated by DOE-RL.

5.0 ASSUMPTIONS AND CONSTRAINTS

- The acquisitions will occur concurrent or after the award of the HMESC.
- Work performed under the MSC contract will conclude November 25, 2019.
- Deliverables will not extend beyond the current MSC completion date of November 25, 2019.
- MSA will provide direct support to DOE on the two acquisitions and DOE will perform solicitation and award of the contracts.
- MSA's participation in the preparation of these solicitations in no way presents a conflict of interest regarding the award of the HMESC.
- It is understood that the following individuals are allowed to request services on this task order:
 - *Timothy Corbett*
 - *Stephanie Hargroves*