

HANFORD MISSION SUPPORT CONTRACT



ADVANCE UNDERSTANDING ON COST REVISION 10.0

REVISED June 5, 2019

CHANGE HISTORY

Version	Date	Change Author	Change Summary
10.0	June 5, 2019	Ricky Churchman	Update to the Executive/Key Personnel Compensation Methodology effective October 1, 2018
9.3	September 27, 2018	Ricky Churchman	Update Hiring/Signing and Retention bonus language to include Recruitment and Retention Bonus Plan; and once approved, MSA shall follow. Annually, by November 15, provide requirements outlined in the approved Plan and noted as Deliverable CD1073 in Section J-11.
9.2	July 3, 2018	Ricky Churchman	Incorporate FAR Deviation approval for Paramedic Training on Overtime
9.1	December 7, 2017	Ricky Churchman	Incorporate that all Wage Determinations will be made effective the following pay cycle regardless of effective date
9.0	October 24, 2017	Ricky Churchman	Incorporate MSA and DOE agreement on the methodology to compute budget for the Annual Safety and Service Recognition programs
8.0	November 8, 2016	Robert Robertson	Incorporate MSA and DOE agreement on the methodology to compute allowable executive compensation
7.0	August 22, 2016	Robert Robertson	1) Remove the current language related to the "Use of Government Vehicles for Transportation Offsite (Personal Use) and add new language that reflects the criteria embodied in the referenced DOE letter 16-PRO-0127.
6.0	December 31, 2014	Ricky Churchman	Updated to incorporate: Retention as a part of the Hiring/Signing bonuses
5.1	August 26, 2014	Ricky Churchman	Updated to incorporate: Use of Government/Contractor Leased Vehicles for Offsite Transportation
5.0	November 1, 2013	Robert Robertson	Updated to incorporate: 1) Informational items for Volpentest HAMMER Training and Education Center 2) Rehabilitation supplies for emergency responders 3) Hanford Fire Department offsite fire emergency event support to others
4.0	March 14, 2013	Robert Robertson	Updated to incorporate February 26, 2013, Memorandum of Understanding - FY 2009-2011, Requests for Equitable Adjustment Fee Settlement
3.0	May 24, 2012	Ricky Churchman	Updated to incorporate Extended Assignments
2.3	April 20, 2010	Ricky Churchman	Updated to incorporate DOE comments
2.2	February 23, 2010	Ricky Churchman	Updated to incorporate DOE comments
2.1	November 6, 2009	Ricky Churchman	Updated to incorporate DOE comments
2.0	August 18, 2009	Robert Robertson	Added reference column to table.
1.0	July 23, 2009	Robert Robertson	Formal baseline version
0.1	July 21, 2009	Robert Robertson	Initial draft

1.0 INTRODUCTION

The Mission Support Alliance LLC, (MSA) will engage its members of the MSA, LLC (Leidos and Centerra Group – formally Lockheed Martin Integrated Technology, LLC, Jacobs Engineering Group, Inc. and G4S (formally WSI)) and various subcontractors in performance of the Mission Support Contract (MSC) mission.

In accordance with Section H.14 entitled, “Advanced Understanding on Cost,” this attachment sets forth the basis for determining the allowability of costs associated with expenditures that have cost implications under the Contract, that are not identified in other documents requiring the review and approval of the Contracting Officer. Unless a date is provided within an item of cost identified below, all items within this table are considered to be applicable for the three contract periods defined in Section F, “Period of Performance.” This will be a living document that will be changed according to contract or regulatory changes or interpretations throughout the period of performance, as necessary, by the Contracting Officer.

2.0 PURPOSE

To set forth in accordance with Section H.14 of the U.S. Department of Energy Contract DE-AC06-09RL14728 an ADVANCE UNDERSTANDING ON COST.

Areas of Cost -Description	Allowable Y/N		Reference			
			MSC	FAR	CAS	DEAR
Purchasing from Contractor-Affiliated Sources	Y	Support to and from Corporate Affiliates: The contractor may provide intermittent support to and receive intermittent support from corporate affiliates on a full cost recovery basis without fee subject to the conditions specified elsewhere in the contract in clause B.11, "Allowability of Subcontractor Fee," and H.39, "Parent Organization Support Plan."	—	31.205-26	—	970.4402-3
Limited Personal Use of Government Office Equipment Including Information Technology	Y	Non-interfering use (i.e., use outside the employees' regular schedule) of government property (such as computers, telephones, copiers, fax machines or other office equipment) or commercially leased facilities necessary for use in any allowable activity such as from employees use in performing work related educational activities is allowable. DOE Order 203.1	—	—	—	—
Employee Annual Safety Recognition	Y	An amount of no more than \$35 per person per year is considered reasonable to recognize and foster a safety culture. Costs incurred for safety recognition are also subject to receipt and Contracting Officer approval of an Annual Safety Recognition Plan and subject to the cost principles and limitations on allowability set forth in the <i>Federal Acquisition Regulation</i> (FAR) (e.g., entertainment costs, costs of alcoholic beverages, etc.). The budget is established by using headcount from the most current Force Report and an estimated headcount for the employees in the Contracted Labor Time Recording (CLTR) system. The total headcount is then multiplied by the established budget number of \$35 per head. Headcount will be reviewed on a quarterly basis and adjusted accordingly.	Correspondence No. 1705080A/DOE-RL: 18-PSD-0003; dated 10/23/2017	31.205-6(f)	—	—
Beryllium Testing/Travel and Assistance	Y	Costs associated with testing expenses, such as travel for the individual being tested and the individual required to provide travel assistance, will be allowable to the extent the costs are in accordance with approved travel policies and Federal Travel Regulations (FTR). However, if an employee has an accepted workers' compensation claim for the injury/illness, then all associated costs must be completely and accurately reported through the workers' compensation claim by means of RL's Third Party Administrator contractor.	—	31.205-6	—	—

Areas of Cost -Description	Allowable Y/N		Reference			
			MSC	FAR	CAS	DEAR
Hiring/Signing/Retention Bonuses	Y	Hiring/signing and retention bonuses will not exceed \$200,000 total payments in any government fiscal year beginning October 1, associated with recruiting and retaining critically skilled and certain technical personnel. MSA will submit to DOE for approval a Recruitment and Retention Bonus Plan; and once approved, MSA shall follow. Annually, by November 15, MSA will provide reporting requirements outlined in the MSA approved Hiring/signing and Retention Bonus Plan and noted as Deliverable CD1073 in Section J-11.	Correspondence No. 1405400A DOE-RL: 15-AMB-0005; dated 12/17/14 Email, M. J. Skelton, MSA, to T. E. Corbett, RL, J.8 Language, MSA-1805186, dated December 6, 2018.	31.205-6, 31.201-3	—	—
Employee Service Recognition and Employee Morale, Health and Wellness	Y	MSA has established an amount not to exceed \$50 per person per year. This amount is considered reasonable for employee service recognition and employee morale, health and wellness. However, costs incurred for employee service recognition and employee morale, health and wellness are subject to receipt and Contracting Officer approval of an annual Employee Service Recognition and Employee Morale, Health and Wellness Plan and subject to the cost principles and limitations on allowability set forth in the FAR (e.g., entertainment costs, costs of alcoholic beverages, etc.). The budget is established by using headcount from the most current Force Report and an estimated headcount for the employees in the Contracted Labor Time Recording (CLTR) system. The total headcount is then multiplied by the established budget number of \$50 per head. Headcount will be reviewed on a quarterly basis and adjusted accordingly.	Correspondence No. 1705080A/DOE-RL: 18-PSD-0003; dated 10/23/2017	31.205-13	—	—
Public Relations and Advertising Cost	Y	Allowability is limited to public relations costs related to the MSC, community relations, and general public information, in accordance with FAR 31.205-1 paragraph (e)(2).	—	31.205-1	—	—
Business Cards	Y	Allowability is limited to supervisors and above except for Procurement personnel having routine contact with offsite vendors and Human Resource/ Communication personnel having routine contact with offsite personnel relative to training, recruiting, or compliance activities.	—	31.201-3	—	—

Areas of Cost -Description	Allowable Y/N		Reference			
			MSC	FAR	CAS	DEAR
Community Services Activities	Y	In accordance with FAR 31.205-1 paragraph (e)(3), cost of participation in company-sponsored community services (e.g., blood bank drives, charity drives, savings bond drives) is allowable. Anticipated costs are limited to participation and use of Government equipment and facilities on a non-interfering basis.	—	31.205-1	—	—
Domestic Personnel Extended Assignments	Y	As of June 1, 2012, for personnel on extended travel more than 30 days, reimbursement of lodging/other subsidies will be limited to actual expenses, and together with other subsidies, the total will not exceed 55% of the Federal per diem rate; MSA will not reimburse costs associated with salary premiums, per diem, or lodging/other subsidies for employees on domestic extended personnel assignments after 3 years.	MSC-RD-10956	31-205-35, 31-205-46		DOE M 552.1-1A
Material Cost Associated with Worker Safety	Y	<ul style="list-style-type: none"> • Winter protective clothing such as coats, jackets, vests, hoods, sweatshirts, long underwear, stocking caps, and coveralls is an allowable expense for field workers. • Bottled water and electrolyte solutions or supplements are allowable expenses for workers performing duties in adverse conditions. • Bottled water where potable water is not available is an allowable expense. • Personnel Protective Equipment (PPE) such as safety shoes including orthotics, safety glasses, gloves, ear protection, etc., as delineated in the contractor's PPE procedure is allowable. • Water sediment filter systems to filter potable water where it is not practicable to replace aging infrastructure is allowable. 	—	31.205-26	—	—
Insurance and Indemnification	Y	Insurance required by contract is allowable. If commercial insurance will be used, the Contractor will provide analysis of commercial versus the DOE's Retrospective Insurance Program in accordance with DOE Acquisition Guide, Chapter 70.28, "Contractor Insurance," by June 30 of each year of contract performance.	I.133	31.205-19	—	952.231-71

Areas of Cost -Description	Allowable Y/N		Reference				
			MSC	FAR	CAS	DEAR	
Travel and Relocation	Y	Travel and relocation shall be in accordance with the MSA travel and relocation policies subject to the allowability provision of the MSC and the FTR. The travel cost of individuals on temporary assignment returning home every 4 weeks is allowable.	—	31.205-35, 31.205-46	—	970.3102-05-46	
Signage	Y	Signage cost incurred as a result of the change in contractors shall be an allowable cost. This cost is recognized as ordinary and necessary for the conduct of the Contractor’s business.	—	31.201-3	—	—	
FY 2009-2011 Requests for Equitable Adjustment (REAs) Fee Settlement	Y	DOE Fee settlement for FY 2009 – 2011 REAs is listed below:	H.39 & DOE /MSA MOU- FY9-11 REAs Fee dated February 26, 2013				
		Fiscal Year					Total
		2013					\$ 3,590,396
		2014					\$ 700,000
	Total	\$ 4,290,396					
(Volpentest HAMMER Training and Educational Center (HAMMER) Informational Videos		Development of HAMMER informational videos for prospective program areas. Total expenditures not to exceed \$5,000 annually.	C.2.1.2- Background C.2.1.2- General Scope and Outcome C.2.1.2- HAMMER Facility Management and Operations	31-205-1(d)(1)			

Areas of Cost -Description	Allowable Y/N		Reference			
			MSC	FAR	CAS	DEAR
Rehabilitation supplies in support of Hanford Fire Department (HFD) Emergency Response Activities	Y	The cost of providing rehabilitation supplies (food and hydration) to Hanford Fire Department (HFD) emergency responders during an unplanned emergency (onsite or offsite) may be allowable. The cost of rehabilitation supplies (food and hydration) provided to each emergency responder is limited to one meal for every six hours of work regardless of event duration, and is allowable only to the extent that: (1) minimum rehabilitation supplies (i.e., Meals, Ready-to-Eat [MREs]) on hand have been fully expended; and (2) responders are required as a consequence of the unplanned emergency to remain at work beyond their scheduled shift without any opportunity to leave the Site and return to work. Each meal shall cost no more than what is allowable on the GSA rate schedule. A separate charge number shall be established for each unplanned emergency event. Rehabilitation support to emergency responders is limited to firefighters and Emergency Operations Center personnel. The cost of stocking and maintaining the minimum rehabilitation supplies to meet the Washington State Fire Mobilization Guidelines is also allowable. The MSA HFD Standard Operating Guideline, Appendices A and B, shall reflect the rehabilitation procurement practices hereto agreed to with the DOE in the advanced understanding of cost.	Section J, Mod 191 29 CFR 1910.146 CRD O 420.1B— Appendices “A” & “B” of the HFD Standard Operating Guideline	31.201-3 31.201-4		

Areas of Cost -Description	Allowable Y/N		Reference			
			MSC	FAR	CAS	DEAR
Hanford Fire Department Offsite Fire Emergency Event Support to Others	Y	The cost of the HFD support of offsite fire emergency events will be accumulated in unallowable accounts and billed to sponsoring entity in accordance with the reimbursement standards established by the applicable cooperative agreement. Once the credits are received, any remaining balance will be charged to the Mission Support Contract provided MSA billed the sponsoring entity in an appropriate and timely manner. The MSA HFD Standard Operating Guideline, Appendices A and B, shall reflect the practices hereto agreed to with the DOE in the advanced understanding of cost.	Section J, Mod 191 29 CFR 1910.146 CRD O 420.1B— Appendices “A”&“B” of the HFD Standard Operating Guideline	31.201-3 31.201-4		
Use of Government or Contractor Leased Vehicles for Transportation Offsite (Personal Use)		<p>A government vehicle (contractor leased vehicles are not allowed) will be provided for transportation offsite to impacted employees only for “extenuating circumstances” which include the following:</p> <ul style="list-style-type: none"> • Use related to safety or security operations • Use related to compelling operational considerations • Use determined as cost-effective to DOE’s interest. <p>The use of a government vehicle to transport an employee from home to work is not authorized. The use of a government vehicle is for drop off only and must be returned directly back to the Federal facility. Justification will specify the particular nature of the extenuating circumstance. Convenience of the employee receiving the service is not a basis for the exception. MSA will provide the following documentation for each trip on a monthly basis:</p> <ul style="list-style-type: none"> • Name and Title of the employee • Reason of the use • Duration <p>MSA will ensure that usage is restricted to unplanned and unplannable overtime for employees with no ability to arrange for their own transportation. Usage will be restricted to 40 uses of the service per fiscal year for all Hanford contractors.</p>	DOE Motor Vehicle Management Handbook Chapter 5; MSC-PRO- 57561 Use of Government Vehicles for Transportation Offsite; 41 CFR 109-38.301- 1.50(b)	FAR 31.205- 46(d) FAR 31.205- 6(m)(2)		

Areas of Cost -Description	Allowable Y/N		MSC	FAR	CAS	DEAR
Allowable Executive Compensation	Y	MSA and RL reached an acceptable, updated methodology effective October 1, 2018 to compute allowable executive compensation that is embodied in the reference 2 documents. Prior to October 1, calculations were in accordance with the methodology in reference 1.	1. DOE RL 15-FIN-010, 1 dated August 26, 2015 and MSA 1502842, dated July 1, 2015 2. MSA 1901611, dated May 1, 2019 and DOE RL 19-FIN-0093, dated June 4, 2019			
Wage Determination Effective Date	Y	Updates to the Wage Determination rates will be made effective the following pay cycle regardless of the stated effective date to avoid having to implement in the middle of a pay cycle.	Email dated December 4, 2017 from T.E. Corbett to J.A. Jahner, Subject: Wage Determination effective 12/4			
Paramedic Training on Overtime	Y	MSA and RL reached an acceptable agreement on a FAR deviation for paramedic training on overtime. Only paramedic training in accordance with the limitations and from the date of the referenced approval letter is allowable.	DOE RL 18-PRO-0140 dated June 25, 2018 and MSA 1502674.7 dated September 19, 2017 and updated March 1, 2018 email from A.D. Basche, MSA to RL, MSA-1802600			

- CAS = Cost Accounting Standard.
- DEAR = Department of Energy Acquisition Regulation.
- DOE = U.S. Department of Energy.
- FAR = *Federal Acquisition Regulation.*
- FTR = Federal Travel Regulation.
- MSC = Mission Support Contract.
- POSP = Parent Organization Support Plan.
- REA = Request for Equitable Adjustment