

Portfolio Management Task Order 18-001

Title: PMTO 18-001 - HANFORD Site-Wide Contractor Assurance System

Implementation Support Phase 2

Revision Number: 0

Date: November 8, 2017

Start: December 1, 2017

Finish: September 30, 2018

1.0 DESCRIPTION

Mission Support Alliance (MSA) Portfolio Management (PFM) will provide the United States Department of Energy (DOE), Richland Operations Office (RL), Assistant Manager for Safety and Environment (AMSE) with contractor assurance system (CAS) support focused on providing development and implementation of site-wide management requirements/standards/systems for Requirements Management and Contractor Assurance.

Mission Support Alliance (MSA) Portfolio Management (PFM) will provide AMSE support in the following areas:

- Benchmark Hanford's requirements management and CAS against other DOE sites and/or industry best practices;
- Make recommendations for development of site-wide business standards for management, implementation, and deployment of effective and efficient requirements management and CAS;
- Develop software process configuration and specification documents for requirements management and the Hanford CAS;
- Develop benchmark reports for the CAS;
- Assist with the development of a project schedule and provide periodic input;
- Perform document reviews;
- Participate in briefings and presentations;
- Make recommendations for improving RL's oversight process;
- Develop presentation materials, including briefings, white papers, position papers, research documentation, and assessment reports, as requested;
- Integrate the procurement, testing, configuration and implementation of the selected Commercial-off-the-Shelf (COTS) software solution;

- Assist with the development and implementation path forward for the Hanford site wide business Standard(s) for contractor assurance system functions;
- Assist in the implementation of Hanford Site-wide CAS, including training development and delivery;
- Assist in the identification, standardization and implementation of Hanford CAS performance indicators and assessment effectiveness criteria;
- Assist with assessment of the prime contractors' management of requirements management and CAS implementation and effectiveness;
- Assist with development of the RL continuous improvement processes, as requested;
- Assist with procurement of the Federal Contractor Assurance System software.

The MSA PFM will ensure that the work effort is performed in a competent, professional manner that meets established milestones and delivery schedules as negotiated with the AMSE or his designee. Work products will be thorough, accurate, appropriately documented, and comply with established criteria. Deliverables will be produced using Microsoft Office products such as Word, Excel, Project, Visio, and PowerPoint, as appropriate along with Primavera P6.

The MSA PFM will ensure that the qualified Subject Matter Expert (SME) supporting this task possesses the following educational and professional experience:

- Substantial commercial and government experience in project management, requirements management, quality assurance, contractor assurance, and performance assurance programs;
- History of successful performance in developing and leading projects and comprehensive assurance systems and management programs in commercial and government environments;
- Experience as an interpretive authority and subject matter expert for assurance system requirements in a Department of Energy (DOE) environment;
- Experience in transitioning manual requirements management processes to electronic systems (experience with DOORS™ is preferred);
- Substantial experience in developing and implementing assurance system software applications in a DOE environment;
- Substantial commercial and government experience in developing and leading process/continuous improvements, implementing change management, and effecting cultural changes within DOE program frameworks;
- Bachelor's degree in a related field of study or sufficient field experience to provide a similar base of knowledge;
- Master's Degree in Project Management is a plus;

- Project Management Professional (PMP);
- Working knowledge of DOE EM missions and activities;
- Excellent communications skills;
- Proficient in Microsoft Office Word, Excel, Project, Visio, and Power Point; and
- Must be a U.S. Citizen.

2. DELIVERABLES

MSA PFM will provide the following FY2018 Phase II deliverables:

- Deliver and assist in presentation of an integrated contractor assurance system (iCAS) vision presentation for DOE RL and DOE ORP.
- Develop a Product Demonstration Script to be used in Software Business Enterprise Suite vendor selection. This product will be used as real-time input for selected vendors as a component of the technical selection criteria.
- Deliver an iCAS Basic Structure and Lexicon document as a visual presentation tool. This will be developed in Visio. Final graphics work will be managed by DOE RL.
- Deliver a CAS Forum Charter.
- Present iCAS approach at Spring 2018 EFCOG in Savannah River.
- Prepare a Site-wide Business Standard for Contractor Assurance Systems.
- Develop a CAS Principles document to be used as a communication tool for the CAS community.
- Develop a draft Change Management Plan to guide the implementation approach for selected (new) Hanford Site Contractors.
- Deliver at least three (3) CAS Forum meetings. Subjects TBD based on input from AMSE staff.

2.0 ASSUMPTIONS AND CONSTRAINTS

- It is assumed that travel to Savannah River in the spring of 2018 will be required but the cost of travel to other DOE sites has not been included in this estimate.

- Deliverables will be completed by 9/30/2018. Individual deliverable dates will be determined and agreed to by the SMEs. Deliverables will be provided by the subcontractor directly to RL.
- Services will be provided on either a straight 40 hour work week (4 working days per week) or on the current DOE-RL Alternative Work Schedule (AWS). Prior written authorization will be requested from the Contracting Officer for all additional hours and the additional hours will be coordinated with RL in advance. 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 task order:
 - *Tim Corbett*
 - *Laurette Beitz*