

Portfolio Management Task Order 17-001

Title: Hanford Site-Wide Contractor Assurance System

Implementation Support

Revision Number: 1

Date: April 27, 2017

Start: May 23, 2017

Finish: November 30, 2017

1.1 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 Corrective Action/Issues Management.

MSA understands portions of the scope of work included in this proposal are expected to be conducted in Fiscal Year (FY) 2017 and FY2018. As a result, MSA has broken down the work tasks, separated by fiscal year, as Phase One and Phase Two. Phase One consists of those tasks MSA understands will occur in FY2017/FY2018. Phase Two consists of tasks MSA understands will be performed in FY2018.

MSA has included only the cost for Phase One in this response. The cost for Phase Two will be provided near the completion of Phase One once the requirements and approach are identified.

MSA's PFM organization will provide AMSE support in the below areas.

Phase One – FY2017/FY2018

- Benchmark Hanford's requirements management and contractor assurance system against other DOE sites 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 in 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 of CAS; and
- Develop presentation materials, including briefings, white papers, position papers, research documentation, and assessment reports, as requested.

Phase Two - FY2018 (Cost Not Included in this Estimate)

The following tasks represent MSA's current understanding of the scope to be completed in FY2018. However, the FY2018 tasks are subject to change based on additional information.

- Integrate the procurement, testing, configuration and implementation of the selected Commercial-off-the-Shelf (COTS) software solution;
- Assist with the development and implementation of 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 contractor assurance system 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.

The MSA PFM will ensure the work effort is performed in a competent, professional manner that meets established milestones and delivery schedules as agreed between MSA and the AMSE or 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 shall ensure the qualified Subject Matter Expert (SME) supporting this task possesses the following educational and professional experience, as provided by DOE-RL:

- 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 Environmental Management (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.

MSA will utilize its procurement process, through a Best Value weighted analysis, to source a qualified candidate to fill the SME position detailed above. At the conclusion of MSA's sourcing process, but prior to award of a subcontract, MSA will provide an information only copy detailing the qualifications of the selected candidate(s) for RL review. This submittal is intended to be for alignment purposes only and does not seek to obtain RL's approval of the selected candidate.

2.0 SCHEDULE

The period of performance for this proposal is May 23, 2017 and has been extended from September 30, 2017 to November 30, 2017 for Phase One activities only. This extension includes performance of the tasks identified in Phase One.

As an option, MSA has included the tasks identified in Phase Two which encompasses work to be performed for the period of October 1, 2017 to September 30, 2018.

3.1 DELIVERABLES

MSA PFM will provide the following FY2017/FY2018 Phase One deliverables:

- Provide a process schedule and specification document for the development and implementation of the selected CAS software:
 - Prepare a Process schedule that outlines Milestone deliverables and approaches to implementation. Schedule will establish milestones by quarter to be used as talking points for detailed performance and scheduling. This product may be subject to revision and update on a periodic basis. Due: September 25, 2017.

- Provide a recommendation for the configuration of the site-wide business enterprise software:
 - Complete a business case/alternative analysis using the Alternatives Analysis template described in MSC-PRO-309, Revision 5, “Controlled Software Management,” and available at the MSC [Software Quality Assurance](#) webpage. The result of this work product is the selection of a software approach, preferentially a commercial, off-the-shelf business enterprise CAS software. Due: October 30, 2017.
 - Determine a delivery date for the draft “Site Wide Business Standard for Contractor Assurance Systems”. Due by September 25, 2017.
 - Prepare a “Site Wide Business Standard for Contractor Assurance Systems” approach document. This work product is a written and graphical representation of CAS implementation for use in reaching buy-in, alignment, and consensus with the Hanford Site CAS community. This is a predecessor document to the “Site Wide Business Standard for Contractor Assurance Systems.” Due: November 15, 2017.

4.1 ASSUMPTIONS AND CONSTRAINTS

- The following initiation schedule is assumed:
 - 4/27/2017 Submission of technical proposal and cost estimate
 - 5/11/2017 Receipt of contract modification
 - 6/15/2017 Completion of DOE review of selected SME qualifications and alignment discussions
- As the above schedule is based on consecutive tasks, any delay in Government Furnished Information (GFI) will have a direct delay in subsequent tasks.
- Estimated cost for the subcontracted SME is based on typical SME rates. Cost may be adjusted up or down based on actual proposals received and the results of the best value analysis.
- It is assumed that travel to other DOE sites will not be required and therefore no costs for travel efforts are included.
- Only the costs for tasks to be performed in Phase 1 have been included in this proposal.
- MSA will propose on Phase 2 tasks upon receipt of a statement of work from RL.
- The costs associated with the procurement of the CAS system/software is excluded from this proposal.
- Final deliverable dates reflect award of the subcontract on July 12, 2017.
- MSA assumes one (1) week for RL review of the selected subcontract candidate qualifications.
- 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 the AMSE in advance. After hour or weekend support must be coordinated in advance including impact to cost and/or schedule.
- All personnel will be located in MSA offices.

- DOE RL will provide a copy of any prior business cases developed and published in support of the CAS systems/software analysis.
- It is understood that the following individuals are allowed to request services on this task order:
 - *Tim Corbett*
 - *Laurette Beitz*

MSA Technical POC: Morris Legler/Robert B Johnson

MSA Finance POC: Tiffany Cottrell