Statement of Work

Title: Software Test Engineer
Revision Number: 0
Date: February 12, 2018

Statement of Work for
Software Test Engineer

1.0 INTRODUCTION / BACKGROUND

The Mission Support Alliance (MSA) requires staff augmentation services related to the Information Management Software Engineering work scope. Support will be provided to the MSA Information Management Information (IM) Systems (IS) Software Engineering Services (SES) workgroup.

The Subcontractor is required to provide staff augmentation support as set forth herein:

2.0 OBJECTIVE

The MSA Information Management, IS Software Engineering Services organization requires a Software Test Engineer to support and conduct the testing and validation of various SES applications and reports.

Work will be managed by MSA and must be performed on-site.

3.0 DESCRIPTION OF WORK – SPECIFIC

MSA Software Engineering Services requires a Software Test Engineer to support all phases of testing and validation across many technology platforms. Support will include support for web-based applications developed in Active Server Pages (ASP.NET) with databases developed in Structured Query Language (SQL) and possibly Oracle. The Subcontractor shall provide adequately and appropriately skilled IT professional. The candidate must be able to develop and maintain positive and effective relationships with development teams, business analysts and a broad customer base. This includes communicating effectively, verbally and in writing, exercising sound judgment and discretion, as well as working to critical milestones.

Specific duties and responsibilities include:
• Develop and document application test plans based on software requirements and technical specifications; develop/identify test data; design and execute test cases; ensure design integration; identify any stress/performance concerns
• Develop and document application automation tests to ensure nightly build quality
• Responsible for adherence to controlled software management procedures associated with test management and user acceptance policies
• Analyze product requirements and ensure that testing strategies align with a risk-based test approach that mitigates risk exposure at all phases of testing
• Perform functional, non-functional and data testing; examine code and execution of code in various environments; verify specific action or function of code; perform application security audit tests as needed
• Participate as a team member using Team Foundation Server to develop and collaborate with the team
• Troubleshoot defects and manage defect tracking and resolution processes so that a consistent, documented process is used and followed
• Maintain well organized records of test results and historical analysis of test results
• Work with development team to establish and/or improve automated testing where possible
• Look at business rules to validate requirements and define acceptance criteria
• Assist with Application Support, including problem research, analysis and resolution
• Assist in shaping the overall QA process by suggesting improvements, best practices, and new approaches to testing workflow

4.0 QUALIFICATIONS

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements as applicable.

Basic Qualifications

• BA/BS degree in an IT related field plus or applicable experience in the IT field.
• 3-5 years of recent experience developing, creating and executing manual/automated test cases in an Agile environment.
• 3-5 years of recent experience testing database objects; writing, executing and validating backend using SQL
• 3-5 years of recent experience with User Interface (UI) testing, including ASP.NET Model-View-Controller (MVC) web-based platforms
• 2-3 years of recent experience with Team Foundation Server and Agile Framework
Experience in documenting requirements analysis, software development/configurations testing and implementation activities

- Excellent interpersonal skills with proven ability to work in a team-oriented collaborative environment
- Highly self-motivated and self-directed
- Strong customer relationship skills
- Ability to work during non-standard business hours.

**Desired Qualifications**

- 5-8 years of recent experience developing, creating and executing manual/automated test cases in an Agile environment
- 2-3 years of recent experience across the domain of testing types/phases, including Functional, Integration, Regression, System and User-Acceptance Testing
- Familiarity with object-oriented programming languages such as Visual Basic (VB), or C#; relational database design patterns with Microsoft SQL Server

**5.0 REQUIREMENTS**

**General**

Subcontractor shall operate to MSA policies, procedures, and processes. MSA will supervise and direct the day to day work activities of the Subcontractor’s personnel.

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On-Site Services Special Provisions, will apply to Subcontractor personnel.

**5.1 Environmental, Safety, & Health Requirements**

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor’s work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
• Analyze hazards and implement controls;
• Perform work within controls; and
• Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

5.2 Government Property

The Subcontractor will be responsible for managing the Government-owned property as required in the Subcontract Provisions.

6.0 PERSONNEL REQUIREMENTS

6.1 Training

A. Hanford site-specific general training requirements to safely perform this work will be designated by the Buyer’s Technical Representative (BTR).

B. The following types of training qualifications are required:
   - Hanford General Education Training (HGET)/MSA General Education Training (MGET) is required.
   - Other site specific training may be required as determined during performance of this scope of work.

6.2 Security and Badging Requirements

A. For any on site work, see Special Provisions – On-Site Services for details.

B. The Subcontractor shall wear a Buyer-issued security badge identifying themselves. A minimum of two working days advance notice is needed for site badging.

C. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

6.3 Work Location/Potential Access Requirements:

The primary work location is 2261 Stevens, Richland Washington or other Hanford work areas such as the Federal Building (subject to change).
6.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday. Alternative schedules (example – 8 x 9 schedule) may be coordinated with and approved by the BTR.

There might be occasions for work to be performed outside normal operating hours. This work shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

6.4.1 Telecommuting

The Subcontractor shall have the ability to telecommute based on the following conditions:

- Subcontractor must have a telecommute policy that has been provided to the MSA BTR or Manager, and the scope of work allows for the ability to telecommute.
- Subcontractor shall provide a written request with a valid reason to telecommute to their MSA BTR or Manager.
- Subcontractor shall obtain written approval from their MSA BTR or Manager.
- Subcontractor has the resources to perform the scope of work while telecommuting.
- Subcontractor provides day(s) and time(s) telecommuting in the comments section of CLTR.

7.0 MEETINGS, SUBMITTALS

Subcontractor shall participate in all meetings as required by the Buyer’s Technical Representative (BTR).

8.0 SCHEDULE REQUIREMENTS

8.1 Schedule

Start date: March 1, 2018 (or as soon as possible)
Completion date: September 30, 2019*

*Option Periods for fiscal years 2020, 2021, and 2022.