Statement of Work

For

Staff Augmentation Support

Title of Scope: Facility Information Specialist
Date: 8/02/2018
Revision Number: 02
Requisition: 312504

1.0 INTRODUCTION / BACKGROUND

The Subcontract is required to provide MSA Real Estate Services/Facilities and Data System’s group staff augmentation support as stated herein.

2.0 OBJECTIVE

This position provides support to the Real Estate Services staff in the areas of FIMS and CareTaker II automated applications auditing, verification, data research, as well as data updates for building, trailers, structures and other facility related information. Support automated application systems in design, testing, production phases, and ongoing maintenance and operations. Manage Real Estate Services MSA web page.

3.0 DESCRIPTION OF WORK – SPECIFIC

Responsibilities typically include but are not limited to: Supporting the Facilities Information Management System (FIMS) database administration with research and providing updates, annual validation preparation reviewing facility and structure asset record information plus reporting, generating current, complete and accurate record information on all real property for the Hanford Site, supporting the development of Corrective Action Plans (CAPs), supporting the Caretaker II database administrator ensuring that the database is accurate by creating, processing, and reviewing Facility Number Requests (FNR), Status Change Notices (SCN), familiarity with the Hanford Fire Marshall Permit system, Stewardship Information Portal (SIP), Integrated Document Management System (IDMS), Hanford Site Structures List (HSSL) support, field visits, supporting the design, testing and production phases of automated applications and ongoing maintenance and operations. Work closely with the Site Information Services (SIS) administrator to process Long Term Stewardship (LTS) requests. Manage the Real Estate Services MSA web page. Support ongoing and initiate new process improvement activities within the Real Estate Services organization. The applicant will be able to apply facility asset information and data processing knowledge of custom, company specific as well as commercial off the shelf applications within the workplace to effectively communicate with a variety of work groups and management.
4.0 QUALIFICATIONS

Required Qualifications:
- Bachelor Degree in Business or Information Technology disciplines with focus in Innovation and Change
- Proficient with Microsoft Office Suite
- Ability to perform V-Lookups and Excel formulas to perform data analysis between facility databases.
- Experience in the Integrated Document Management System (IDMS)
- Experience using the CareTaker II/Manhattan application to complete validation, auditing, accurate data entry, updates, and uploading supporting documents.
- Experience analyzing drawings and supporting documents for auditing purposes.
- Experience as an independent tester for software applications.

Desired Qualifications:
- 1+ years working at the Hanford Site
- Working knowledge with Stewardship Information Portal (SIP)
- Familiarity with the Facilities Information Management System (FIMS) database.
- Ability to research information to improve the quality of data within FIMS.

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

5.0 REQUIREMENTS

5.1 General

Subcontractor shall operate to MSA policies, procedures, and processes. MSA will supervise and direct the day to day work activates 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.

5.2 Engineering Requirements

Engineering requirements applicable: No

None

5.3 Environmental, Safety, and 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.

5.4 Quality Assurance Requirements

The work activities for this Staff Augmentation Statement of Work has been designated as a Quality Level 0. The subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measure necessary to ensure work conforms to referenced codes and standards, and other requirements defined in this SOW.

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 qualification are required:

- Hanford General Education Training (HGET) and/or 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 On-Site Services Special Provisions 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.

- A subcontractor that will not possess classified information or matter, or SNM at the subcontractor’s place of business and will only access such security activities at other cleared facilities must be cleared as a “non-possessing facility.”
6.3 Work Location / Potential Access Requirements
Subcontractor will work with the Real Estate Services (RES) staff and reside in 1979 Snyder Building

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 a.m. and 4:30 p.m. with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the contract Specialist prior to performing the work.

6.5 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.
- Any other BTR/Manager requirements as requested.

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

8.0 SCHEDULE REQUIREMENTS
Basic Term of Service:

Start date: Date of Award
Completion date: 9/30/19*

MSA may exercise one or more options by providing written notice to the Subcontractor prior to the most current Subcontract end date. Lacking written notice by the Buyer, the option(s) will expire with the Subcontract.

Option Period 1: October 1, 2019 through September 30, 2020
Option Period 2: October 1, 2020 through September 30, 2021
Option Period 3: October 1, 2021 through September 30, 2022