Statement of Work
For
Staff Augmentation Support

Title of Scope: Project Management for SAS Security Operations
Date: 4/9/2019
Revision Number: 0

1.0 INTRODUCTION / BACKGROUND


The Subcontract is required to provide staff augmentation support as set forth herein.

2.0 OBJECTIVE

The Subcontractor will develop, coordinate, and oversee the implementation of projects and major initiatives in or for the Safeguards and Security (SAS) organization under the Mission Support Contract (MSC), such as installation or replacement of facilities, security hardware, and alarm and video management systems.

3.0 DESCRIPTION OF WORK – SPECIFIC

The Subcontractor shall provide a qualified and experienced Project Manager who is knowledgeable and experienced in the project management process at the Hanford Site working within the U.S. Department of Energy (DOE) environment.

- Interface with SAS leadership team in strategic planning and vision exercises resulting in the development of initiatives to support the SAS program;
- Identification of customer/user requirements to support activity/project scope development. These requirements are submitted to SAS leadership for consideration and/or incorporation into the Reliability Project Investment Portfolio (RPIP);
- Technical scope identification and management of cross-organizational activities/tasks, including performing the role of Sponsor/Owner/Customer for
activities implemented through Projects, Central Engineering, Information Management, or other Hanford contractors to ensure implementation success;

- Activity schedule development and work/task management of ongoing program activities;
- Manage assigned resources (internal and external to the organization) to accomplish objectives and ensure quality services and products are rendered;
- Perform role of Buyer Technical Representative for assigned subcontracts and procurements;
- Develop Statements of Work for subcontracts, leads/participates in procurement processes;
- Budget development and cost management of projects, activities, and major initiatives, including role of Control Account Manager;
- Develop and manage the work scope definition, schedule and budget baselines.

4.0 QUALIFICATIONS

**Required qualifications:**

- Bachelor’s degree and 10 years’ experience or an equivalent combination of education and experience in a technical field;
- Exceptional verbal and written communication skills;
- Ability to understand and solve complex problems;
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production and leveraging of technologies to the benefit of the mission;
- ****Must be able to obtain and maintain a “Q” security clearance.

**Desired qualifications:**

- Functional Safeguards and Security experience;
- Experience with Hanford project development and related activities;
- Certification in a recognized project management discipline or Institute.

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

5.0 REQUIREMENTS

5.1 General

The 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

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 designation for work activities in this Staff Augmentation Statement of Work is a Quality Level G - Q Level 0 - GS. 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

MSA will provide the following types of training to the selected candidate per the scope of work requirements. Hanford Site-specific general training requirements to safely perform this work will be designated by the Buyer’s Technical Representative (BTR). The BTR or the Project Manager and Contract Specialist will review any additional training not listed below for approval.

A. The following types of training requirements are required:
   - Hanford General Employee Training (HGET) Hanford Site Orientation (HSO), and/or MSA General Employee Training (MGET) is required.
   - Additional Site specific training required during performance of this scope of work: No

The Project Manager/BTR and/or Contract Specialist will approve the above-identified list of training courses prior to course enrollment.

The subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements as applicable to fulfill these duties.

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 (2) 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.
D. The Subcontractor under this scope of work will require an access authorization (security clearance). The security clearance is not necessary to start the work scope, but the process to receive a clearance will need to be underway during first option on this work scope.
Though a facility clearance is not required to start this work scope, the proposal will be reviewed for the Subcontractor’s ability to receive a Facility clearance and FOCI review. The following will apply:

- A security clearance is required for all Subcontractors who will have: (1) access to classified matter, (2) access Special Nuclear Material (SNM), and/or (3) require frequent, unescorted access to secured areas.
  - A facility clearance must be in place at Hanford for the individual’s employer (facility), before a security clearance may be granted Facility Clearance (FCL). Approval will be required for a facility to be eligible to (1) access, handle, or possess classified information, (2) SNM, or other hazardous material presenting a potential sabotage threat, or (3) responsibilities for safeguarding $5M plus of government property. If any of these criteria apply to the SOW, the Contract Specialist needs to be notified immediately, in order to process clearance paperwork. The work cannot begin until an FCL is in place. A new FCL is required for each subcontract meeting the criteria.
  - 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 to facilities and must be cleared as a “non-possessing facility.”

6.3 Work Location / Potential Access Requirements

The Subcontractor will primarily work at 1979 Snyder St., Richland, Washington, 99354. The BTR will provide access to other SAS facilities as needed.

6.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard workweek consists 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 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 the electronic timecard system [Contracted Labor Time Record (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: 9/30/2019

TOTAL ESTIMATED WORK HOURS: 616

Option Term One:

Start date: 10/1/2019  Completion date: 9/30/2020

TOTAL ESTIMATED WORK HOURS: 1850

Option Term Two if applicable:

Start date: 10/1/2020  Completion date: 9/30/2021

TOTAL ESTIMATED WORK HOURS: 1850

Option Term Three if applicable:

Start date: 10/1/2021  Completion date: 9/30/2022

TOTAL ESTIMATED WORK HOURS: 1850
Option Term Four if applicable:

Start date: 10/1/2022  Completion date: 9/30/2023

TOTAL ESTIMATED WORK HOURS: 1850