



Statement of Work

Title: MSA Central Engineering Technical Support

Revision Number: 0

Date: September 11, 2017

1.0 INTRODUCTION / BACKGROUND

This contract will support the engineering discipline in completing work scope associated with material procurements, assessments, and resolution of technical issues related to various projects, and management of the Blanket Master Agreement (BMA). The engineering support will manage reviews and approvals of electronic bills of materials (eBOMs), support completion of Central Engineering assessments, support resolution of Central Engineering Issue Identification Forms (IIFs), and support completion of tasks supporting various MSA projects. Projects may include those associated with infrastructure upgrades associated with electrical, roads, and water and sewage treatment systems.

The Subcontractor is requested to provide staff augmentation support that can meet the personnel requirements and perform the tasks described in this SOW.

2.0 OBJECTIVE

The Subcontractor will furnish an experienced engineer to provide staff augmentation support to the MSA Central Engineering organization. Note that this SOW may be used to acquire multiple persons to meet the MSA Engineering organization's needs.

3.0 DESCRIPTION OF WORK – SPECIFIC

The Subcontractor shall provide qualified staff augmentation engineering support as appropriate and requested by the Buyer Technical Representative (BTR) for tasks including, but not limited to the following:

- Manage review and approvals of eBOMs
- Support completion of Central Engineering assessments on subjects such as configuration control, Facility Modification Package development, training, etc.
- Support resolution of IIFs assigned to Central Engineering
- Assist with design reviews and reviewing design deliverables produced by other vendors;



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- Support MSA projects
 - Develop functions and requirements documents;
 - Develop functional design criteria documents;
 - Develop engineering specifications (including the identification of relevant engineering codes and standards);
 - Develop engineering analyses, design change notices, facility modification packages, and other technical reports;
 - Develop subcontracting documentation (e.g., statements of work);
- Manage the BMA design efforts as a technical authority and a Buyer's Technical Representative

EBOM and IIF support will be supported by a Level of Effort. Schedules for the development of specific deliverables will be in accordance with project schedules and mutually agreed upon between the Subcontractor and Central Engineering management.

4.0 QUALIFICATIONS

The Subcontractor is to provide staff to satisfy the following qualifications:

REQUIRED QUALIFICATIONS:

- Bachelor of Science in Mechanical Engineering;
- Minimum of 20 years' engineering experience in complex facilities, operations, and projects;
- Demonstrated high degree of organization and planning ability;
- Excellent written and verbal communication skills;
- Ability to work as an individual contributor or as part of a multi-function team.

DESIRED QUALIFICATIONS:

- Professional Engineer's License
- Previous experience as a Buyer's Technical Representative
- Previous experience with the MSA procurement & submittal processes



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- Documented experience in early project stages engineering planning, studies, alternatives analyses, and design work;
- Previous experience reviewing complex engineering designs and providing constructive input;
- Previous experience with Hanford Site engineering procedures and processes;
- Previous experience with on-location support to Hanford site facilities and projects.

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.

The work will be performed on the Hanford Site at MSA controlled facilities, therefore, the provisions of the On-Site Services Special Provisions, will apply to Subcontractor personnel.

5.1 Engineering Requirements

All engineering work will be in accordance with MSA engineering program and procedures.

5.2 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;



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- 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.

APPLICABLE ES&H& REQUIREMENTS

	Number	Title
1.	MSC-MP-003	Integrated Environment, Safety, and Health Management System Description

5.3 Quality Assurance Requirements

The work activities for this statement of work shall be performed in accordance with the MSA Quality Assurance Program and procedures.

5.4 Government Property

The Subcontractor will only be working on site (i.e., staff augmentation), merely using government-provided computers/work stations).

6.0 PERSONNEL REQUIREMENTS

6.1 Training

The following types of training qualifications are required as a minimum:

- Hanford General Education Training (HGET)/MSA General Education Training (MGET) is required.
- Completion of the MSA Engineer Qualification Card (110044)
- Completion of MSA BTR training
- Subcontractor shall participate in the required training designated by the facility.



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Subcontractor shall contact the BTR prior to start date for instructions and training requirements. An estimated 8 hours of training to be performed on the first day of the on-site visit for HGET/MGET training.

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements. Hanford site-specific general training requirements to safely perform this work will be designated by the Buyer's Technical Representative (BTR).

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:

Must be badged for on-site work. Work location will be in the 200 East Area, primarily in or near 2751E.

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.

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.

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: Date of Award Completion date: September 30, 2019*

*Three one-year option periods may be exercised