



Statement of Work

Title: Creative Services

Date: 11/30/2017

Revision Number: 3

1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance (MSA) through the Mission Support Contract with the Department of Energy, is the site services provider at the Hanford Site. Our communications and external affairs (C&EA) organization is responsible for developing internal communications including videos, posters, newsletters (both print and electronic) and periodic staff messages, as well as display ads for local publications. Our external affairs team is responsible for providing support to the Department of Energy, Richland Operations office in the development of media outreach and public involvement, which includes presentation development, posters, videos and an electronic newsletter.

2.0 OBJECTIVE

MSA C&EA requires the services of a comprehensive creative services team to support our communication activities as well as provide strategic and creative counsel.

3.0 DESCRIPTION OF WORK – SPECIFIC

This contract is to develop and deliver communication materials and creative development support on an as-needed basis. The projects may include any or all of the following.

1. Layout, design, production coordination and production of printed and electronic communications materials to include, but not limited to: newsletters, ads, brochures, flyers, posters and signage. Delivery may include electronic format and/or printed materials as requested.
2. Creative services support to include creative input into communications campaigns, creative consultation, creation of logos, designs, style sheets, branding guidelines and similar.
3. Video production, which could involve on-site videography, graphics development, sound mixing, animation and title creation. An individual project may include all or some of these; delivery – final video in electronic format; DVDs.
4. Develop presentation (PowerPoint) to include graphics, photos and text. Would require following existing branding guidelines or customer restrictions; delivery – electronic PowerPoint file.



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5. Photography – portraiture, indoor settings, outdoors, industrial settings, people working in the field, large events, visiting VIPS. Ranging from 2 hour to multi-day requirements; delivery – jpg files of all photography.
6. Graphic design work as needed for presentations, info graphics, Photoshop and similar; delivery – electronic files as needed.
7. Develop, design and coordinate the creation of multi-media communication products that include: visual identity creation, graphics design, software programming, content development and end-product. Example: development of an interactive kiosk where the programming supports the delivery of the communication and final messaging.

4.0 REQUIREMENTS

4.1 General

Will work be performed on site: Some may be performed on site (spec.: videography and photography services)

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.

4.2 Engineering Requirements

Engineering requirements applicable: No

4.3 Environment, Safety, & Health (ES&H) Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of safety and environmental functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. The Subcontractor shall flow down safety and environmental requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Prior to start of work the Subcontractor shall work with the MSA BTR to do a Job Hazard Analysis (JHA).

All subcontractor and sub-tier employees shall have completed OSHA Hazard Communication training that meets the requirements of [MSC-PRO-WP-13299](#), *Hazard Communication*. See [MSC-PRO-WP-10468](#), *Chemical Management Process*, for more information.



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Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with [MSC-PRO-WP-11058](#) for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

Unique or specific requirements: No

4.4 Quality Assurance (QA) Requirements

Are quality assurance requirement applicable to this scope of work: No

4.5 Government Property

Government property **is not** required to be used by the Subcontractor for this effort.

If Government property is permitted or required to be used by the Subcontractor, and controlled by the Subcontractor, to accomplish this statement of work, FAR 52.245-1 is applicable and is incorporated into the subcontract terms and conditions by reference. A list of the Government property is, if applicable, is attached to this scope of work.



5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualifications

Training

No specific training is required.

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

- All Subcontractor personnel shall complete MSA General Employee Training (MGET) (4-hour average per individual) or Hanford Site Orientation (HSO) (sent to the Subcontractor at their location) if applicable.

5.2 Security and Badging Requirements

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

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

Will the scope of work **will not** require access authorization (security clearance).

5.3 Work Location / Potential Access Requirements

N/A



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5.4 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.

6.0 MEETINGS

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

7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables

Deliverables are required to be furnished by the Subcontractor.

Deliverables will be determined on a project-by-project basis.

Projects – Subcontractor will deliver projects within pre-arranged, mutually agreed upon due dates.

Meetings—Subcontractor management and MSA C&EA team will meet 6 – 10 times per year. These meetings may be used to strategize creative plans, review current communication projects, or discuss communication goals.

Schedule

Start Date: TBD

Completion Date: **One Year Period of Performance**

8.0 SPECIAL REQUIREMENTS

Reporting Administration

Include any status reports (e.g. cost and technical), status meetings, accrual submittals, expectations for safety meeting attendance, and requirements for formatting of documents as instructed by the BTR.

Meetings

General purpose of meetings is for the coordination, control, and direction of the Work. In addition to meetings addressed by this Section, Subcontractor may be required by other Sections



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and other Subcontract documents to conduct special-purpose meetings and various safety meetings and briefings.

MSA will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, minutes will identify action items, assigned actionees, and due dates.

- **KICKOFF MEETING** - Before start of the Work, MSA may conduct a conference at a time and location agreed to by Subcontractor and MSA. Invited attendees will include MSA, Subcontractor, key lower tier subcontractors and others having an interest in the work. Purpose of the conference is the coordination of work start up and familiarization of project participants with the work and worksite.
- **PROGRESS MEETINGS** - MSA may conduct a progress meeting at time and location determined by MSA. Invited attendees will include MSA, Subcontractor and key subcontractors. At the progress meeting, Subcontractor shall submit a written report showing actual man-hours expended versus planned and scheduled progress versus actual progress giving details of work completed in relation to the approved schedule, together with a two (2) week "look ahead" which provides details of how the work will be completed.
- The purpose of the meetings is the exchange of work-related information.

Schedule

If option years are needed, they are as shown below:

Option Period 1: 1 year period of performance **Based on initial award – TBD**

Option Period 2: 1 year period of performance **Based on initial award – TBD**

Option Period 3: 1 year period of performance **Based on initial award – TBD**

Option Period 4: 1 year period of performance **Based on initial award – TBD**

Reports

- **PROGRESS REPORT PREPARATION** - Prepare a summary progress report each reporting period, show actual progress versus scheduled progress. Scheduled progress is given by baseline project schedule. Show actual progress in the form of percentages completed for activities or resources.