Statement of Work

For

Staff Augmentation Support

Title of Scope: GIS Professional
Date: 10/22/2019
Revision Number: 0
Requisition Number: 332839
1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance (MSA) requires full time staff augmentation services related to the Information Management Geospatial Information Technology Services work scope. Support will be provided to the MSA Information Management (IM) Information Systems (IS) Geospatial Information Technology Services (GITS) workgroup.

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

2.0 OBJECTIVE

The MSA IM organization requires Geographic Information System (GIS) Professional support and specialization in support of various legacy, customized and Commercial off the Shelf (COTS) applications related to the GIS field.

The GIS Professional assigned to this subcontract will, at all times, remain employees of the Subcontractor, but work will be managed by MSA.

3.0 DESCRIPTION OF WORK – SPECIFIC

Provide GIS professional support to create, develop, operate and maintain software programs and systems at the Hanford site. GIS professional support also includes the assessment, maintenance, documentation, modernization, testing, and implementation functions. Responsibilities may include the support of legacy systems and the production of new systems.

GITS requires a GIS Professional who will provide development and support for a variety of customized applications, Commercial Off the Shelf (COTS) products, enterprise GIS, geospatial data management, geospatial data analysis, and map products. Support also includes the operation and maintenance support for legacy systems and website applications.

The GIS Professional should be able to:

- Demonstrate a strong understanding of concepts related to the geospatial field, including but not limited to, enterprise geodatabases, geospatial analysis, GPS data collection, and consuming location data via custom and COTS applications
- Troubleshoot software production issues
- Design geospatial databases
- Develop using .NET technology, as well as other programming languages
- Understand and follow established Software Development Process
- Assist with providing estimates
**Mission Support Alliance**

- Assist with gathering requirements from customers
- Develop technical documentation
- Communicate effectively with good written and communication skills

The GIS Professional will work with other GIS Analysts and GIS Professionals, interface with the GITS Manager, and meet with customer subject matter experts as needed.

### 4.0 QUALIFICATIONS

**Basic Qualifications**

- BA/BS degree in Computer Science/IT/Geoscience related field OR a minimum of 5 years’ equivalent experience in GIS-related work OR a combination of education and work experience (2 years of work experience is considered equivalent to 1 year of formal education)
- A minimum of 3 years’ experience working with an enterprise GIS
- A minimum of 3 years’ experience in the implementation, use, and support of Esri ArcGIS enterprise software (i.e. ArcGIS Desktop, Portal, ArcGIS Server, GIS Services)
- A minimum of 2 years’ experience developing projects using .NET technology
- A minimum of 2 years’ experience with Team Foundation Server and/or Agile Framework
- Ability to work in a multi-task, multi-project development environment
- 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**

- A minimum of 5 years’ experience in the implementation and support of Hanford Enterprise COTS applications
- A minimum of 5 years’ experience with C#, Visual Studio, MVC, JavaScript, and SQL
- A minimum of 3 years’ experience in the implementation and support of the Hanford enterprise GIS architecture
- A minimum of 3 years’ experience in the implementation and support of Hanford applications that collect, manage, and/or make use of location information
• A minimum of 3 years’ experience in the implementation, use, and support of GeoCortex Essentials software

• Experience in development of Hanford Site applications, systems and infrastructure

• Experience in development of Hanford Site Enterprise Service Platform technology

• Experience in development of Hanford Site project controls, risk management or portfolio management applications/systems.

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

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 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

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(s) are required:

- Hanford General Employee Training (HGET) and/or MSA General Employee Training (MGET) is required.

C. The Subcontractor shall bear all costs for the travel, registration, per diem, and labor costs to meet the following annual training requirements:

   a. Minimum of 16 hours total of tracked training course time directly related to the GIS Professional workscope and provided by the current GIS vendor of MSA’s enterprise GIS OR as approved by MSA GIS Manager/BTR

   b. Attend Esri’s annual GIS User Conference (typically held in San Diego during the summer months, but is subject to change in location and/or time) OR attend Esri’s annual Federal GIS User Conference (typically held in Washington D.C. during the winter months, but is subject to change in location and/or time) OR a similar GIS-related conference approved by the MSA GIS Manager/BTR

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. If the Subcontractor under this scope of work will be required an access authorization (security clearance), then 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 individuals’ 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 facilities must be cleared as a “non-possessing facility.”

6.3 Work Location / Potential Access Requirements

The work location is 2261 Stevens, Richland Washington (subject to change), as well as on the Hanford Site located 35 miles north of Richland, WA. Work including meetings may also be conducted on the Hanford site at various locations.

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. Alternate work schedules may be coordinated with and approved by the BTR.
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 AND SUBMITTALS

Subcontractor shall participate in all meetings as required by the BTR.