

U.S. DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION

Contract No: 89233123CNAXXXXXX

Task Order No: 89233123FNAXXXXXX

Africa I Regional Statement of Work
January 17, 2023

Task Order Title: Africa I Region

Scope: The Contractor shall provide counter nuclear smuggling (CNS) system deployment services within the Africa I region to include the following countries:

Algeria	Niger
Cape Verde Djibouti	Nigeria
Egypt	Senegal
Ghana	Seychelles
Guinea-Bissau	South Africa
Kenya	Tanzania
Mauritius	Tunisia
Morocco	

1. **Task Order Requirements:**

- 1.1. The following requirements describe areas of support that *may be* required under this Task Order. Specific activities, tasks, deliverables, and other requirements will be included in individual Work Authorizations (WA) and deployment Groups.
 - 1.1.1. Services including deployment of new systems, upgrades or correction of previously deployed systems, re-build or replacement of damaged systems, site / area assessments, and other services.
 - 1.1.2. Procurement, design, integration, construction, and/or deployment of systems, and supporting infrastructure.
 - 1.1.3. Logistical services to include in-country coordination; in-country air/land travel arrangements; translation/interpretation; permitting; procurement; and subcontracting; in-country storage and delivery of equipment; VAT exemption processing, and/or other services as defined.
 - 1.1.4. Training services to include the delivery of equipment or system-specific training for operations or maintenance activities and the provision of on-the-job training through subject matter experts.
 - 1.1.5. Maintenance and/or repair services for any equipment or systems provided under this effort or existing equipment or systems.
 - 1.1.6. Any other services or supplies within the scope of the Master Contract

2. **Project Management:** The Contractor shall provide Project Management services for all WAs and Deployment Groups including

- 2.1. **Personnel Roster:** The Contractor shall provide a Personnel Roster including the name, title, company, phone number, and e-mail address for the following positions:

2.1.1. Task Order Manager (TOM)

2.1.2. Any changes to this Personnel Roster at any time during the period of performance (POP)

must be approved in advance by the Contracting Officer's Representative (COR).

- 2.2. The Contractor shall participate in project conference calls, video conferences, and meetings as requested.
- 2.3. Cost Variance Report (CVR). Separate CVR shall be maintained for each WA and Group
- 2.4. Schedule. The Contractor shall maintain schedule projections in MS Project format according to the standard NSDD Work Breakdown Structure (WBS). Separate schedules shall be maintained for each WA and Group. The Contractor shall maintain the MS Project WBS for work activities at the task level as indicated in the WA, in accordance with the WBS. The Contractor shall maintain a list of Program milestones and test events, with critical path activities highlighted in red and visible from date of award through acceptance. Original start and end dates shall be included for each task. If estimated start and end dates change during any reporting period, the Contractor shall highlight them in blue for the next schedule iteration. The Contractor shall also highlight high-risk schedule items or potential schedule changes/delays in yellow. The Government may request an updated schedule in iterations at any time during the reporting period.
- 2.5. Daily Site Reports: The Contractor shall submit daily site reports in NSDD standard format for each day contractor or subcontractor personnel are in-country.

Daily reports shall be submitted via e-mail and shall include a Word version as an attachment. OUO information shall not be transmitted in daily reports. If any discussion information is OUO, the Contractor shall submit it in a separate document to the Country Manager (CM) and Project Support only, following all applicable NSDD Program guidance on markings and transmission.

- 2.6. Weekly Reports: the Contractor shall submit a weekly report to cover all work under this Task Order, organized by WA, in contractor format, to include at a minimum:

- Work progress, including subcontractor work;
- Client stakeholder interface;
- Issues, to include possible cost/schedule or configuration management impacts; and
- Lessons Learned.

Weekly reports shall be submitted via e-mail and shall include a Word version as an attachment. OUO information shall not be transmitted in weekly reports. If any discussion information is OUO, the Contractor shall submit it in a separate document to the CM and Project Support only, following all applicable NSDD Program guidance on markings and transmission.

- 2.7. Logistics Services: The Contractor shall provide logistics services in support of this WA including, but not limited to: in-country coordination; in-country air/land travel arrangements; training efforts; translation/interpretation; permitting; procurement; and subcontracting. The Contractor shall arrange for any in-country storage and provide delivery of equipment. *If travel is not possible the Contractor shall submit a plan for approval to perform tasks remotely.* These services shall include coordination and shipment of equipment purchased by other NSDD organizations upon request of the COR.
- 2.8. VAT Exemption processing: The Contractor shall, with guidance from NSDD, the U.S. Embassy and the partner government, obtain Value Added Tax (VAT) exemption for all equipment, materials and services provided by subcontractors in accordance with applicable documentation and requirements.

3. **Work Authorizations:** The following activities can be tasked in writing by the COR through WAs. WAs will be assigned numbers by the COR. All deliverables will refer to WAs by number.

- 3.1. Point of Entry (POE) Design Work Authorizations: for WAs designated “POE Design” the following activities shall be performed by the Contractor. Activities are to be excluded from or added to a specific WA, will be detailed in the specific WA.
- 3.1.1. Engineering Survey: The Contractor shall perform a combined engineering survey for each of the sites listed in the WA. Enough information shall be gathered to produce a System Requirements Document (SRD) and develop a design solution with appropriate certainty. The engineering survey shall include team members identified by the NSDD CM. The Contractor shall develop and submit a draft SRD in accordance with agreements reached during the survey directed by the CM. All SRDs should be developed in accordance with the Implementation SRD Template. Follow-up engineering surveys or visits may be necessary to obtain sufficient information to complete the SRD and designs.
- 3.1.2. Pre-Design Meeting: The Contractor shall schedule, host, and participate in a Pre-Design Meeting to review the draft SRD and discuss design elements with NSDD team members within 20 days of completion of the final engineering surveys. Secondary or follow-up meetings may be required. The Contractor shall submit a Pre-Design Meeting Summary detailing, at a minimum, items discussed, issues raised, solutions agreed upon, and remaining open action items. The Pre-Design Meeting Summary shall also contain a listing of all current Program guidance applicable to the Task Order.
- 3.1.3. Preliminary System Design Solution (SDS) Package: The Contractor shall submit a Preliminary System Design Solution Package. The Preliminary SDS shall consist of integrated General Arrangement (GA) drawings and preliminary equipment lists. The Preliminary SDS shall be in accordance with the NSDD agreements with the Partner Country and other U.S. Government agencies, and as discussed in meetings, in baselined SRDs, and all other current Program guidance and requirements.
- 3.1.4. Preliminary SDS Review (CONUS): The Contractor shall schedule, host, and participate in a Preliminary SDS Review to review the GA Drawings and equipment lists with the Implementation team members identified by the CM at the contractor’s U.S. location, NSDD HQ, other domestic site, or via teleconference as identified by the CM.
- 3.1.5. Partner Country SDS Review: The Contractor shall arrange and participate in preliminary design solution reviews with partner country and other stakeholders. Partner Country Preliminary SDS may be held at the contractor’s U.S. location, NSDD HQ, other OCONUS or domestic site, or via teleconference as identified by the CM
- 3.1.6. Revised Preliminary SDS: The Contractor shall update the Preliminary SDS Package in accordance with agreements reached during each Preliminary SDS Review and with the concurrence of the NSDD CM.
- 3.1.7. Final SDS: The Contractor shall deliver a final SDS including a final equipment list and final engineering designs that provide for a fully integrated, constructible, and fully functional system in accordance with the NSDD agreements with the Kingdom/Government of Country identified in the WA and other U.S. Government agencies, and as determined in scoping meetings, SRD, and all other current Program guidance and requirements. The Final SDS will not be accepted until constructible designs for all items to be installed or constructed are included in final version and in English
- 3.2. Non-POE Work Authorization: for WA designated “Non-POE Design” the following activities shall be performed by the Contractor. Activities that are to be excluded from or added to a specific WA will be detailed in the specific WA.
- 3.2.1. Kickoff Meeting: The Contractor shall schedule, host, and participate in an initial Kickoff Meeting within 5 business days of WA. Secondary or follow-up meetings may be required. The Kickoff meeting shall at a minimum include discussion and review of the SDS, proposed WBS Schedule format, all equipment procurements associated with the effort, export control and licensing requirements, VAT exemption processes, project risks and opportunities, design process, Remote CNS System installation support, and procedures for safely operating in the

field. The Contractor shall submit a Kickoff Meeting Summary detailing, at a minimum, items discussed, issues raised, solutions agreed upon, and remaining open action items. The Kickoff Meeting Summary shall also contain a listing of all current Program guidance applicable to the Task Order.

- 3.2.2. Preliminary Equipment List (PEL): If a PEL is not provided with the WA, the Contractor shall develop a PEL that includes all equipment associated with procurements under this effort. At a minimum, the PEL shall include equipment type, manufacturer, model number and quantity as information becomes available. The list shall specify which equipment can and cannot be tagged. The initial PEL delivery shall be based on the discussions held with the Government during the Kickoff Meeting. The PEL shall then be updated based on relevant project activities and included as part of the Preliminary SDS. The PEL shall be provided in English, but shall be translated into Partner Country language at the request of the COR.
- 3.2.3. CNS Assessment and Equipment Discussion: The Contractor shall perform a CNS Assessment. Specific details of the CNS Assessment relevant to project will be included in the WA. Follow-up assessments may be required to obtain all necessary information. The Contractor shall concurrently facilitate an equipment discussion with the NSDD CM and the partner country stakeholders to review and finalize the PEL. The Contractor shall provide a meeting summary of the equipment discussion meetings in English, which shall be translated into partner country language at the request of the COR.
- 3.2.4. Market Research Report: The Contractor shall provide a Market Research Report. The Market Research Report shall at a minimum include a summary of all equipment that will be provided under this effort, high risk personal property review certifications for each type of equipment, export control requirements and procedures, identification of vendors that will provide equipment, anticipated lead times, costs for each type of equipment, summary of all components that will be provided for each item, summary of all manuals or other equipment documentation that will be provided, methodology for NSDD identification numbers, summary of document translation requirements, existing training materials available for equipment, VAT exemption procedures, spares and consumables, warranty information, and any additional information that the Contractor believes should be highlighted due to significant potential impact on cost, schedule, or performance of the effort. The Market Research Report shall also identify long-lead equipment items that have a significant impact on project schedules and propose strategies for mitigating any potential negative schedule impact. The report shall also identify the impacts of procuring equipment that is outside the suite of equipment that is in-use by the partner organization at the time of CNS Assessment.
- 3.2.5. System Design Solution (SDS): The Contractor shall provide a SDS encompassing all components of the system that is being provided under this effort. The SDS shall demonstrate that the system is able to meet operational requirements of the SRD, withstand environmental conditions, integrate into existing infrastructure or systems, and facilitate long term operation and maintenance by partners. Any unique design requirements will be included in the SRD. The Preliminary SDS Package shall consist of basic designs, assumptions related to observations made during site surveys, and updated PEL. At a minimum it shall include a basic layout of sites, description of equipment placements, and identification of any issues, risks, and opportunities. The Contractor shall provide a SDS in the following sequence:
- 3.2.5.1. Interim SDS Packages: Interim SDSs Package shall be submitted for review at up to three points during the design process, 30%, 60% and 90% as defined in the WA. The SDS must be provided in English, which shall be translated into the language identified in the WA at the request of the COR.
- 3.2.5.2. Interim SDS Review: The Contractor shall schedule, host, and participate in a Interim SRS Package Reviews beginning within 10 days of the completion of the assessment or as described in the WA.
- 3.2.5.3. SDS Critical Design Review (CONUS/OCONUS): Following the 90% Interim SRS

Review, the Contractor shall schedule, host, and participate in an OCONUS SDS Critical Design Review with host country partners to review the SDS Critical Design Package. The OCONUS SDS Critical Design Review will also include a review of the Market Research Report and the Equipment List. The Contractor shall provide a meeting summary in English, which shall be translated into the language identified in the WA at the request of the COR.

- 3.2.5.4. Final SDS: Following approval of the SDS Critical Design Review Package, the Contractor shall deliver the Final SDS Package in English, which shall be translated into the language identified in the WA at the request of the COR.

3.3. Other non-Design Work Authorizations: for WAs designated “Other non-Design” specific activities shall include logistical services, engineering and design services, and training services to be performed by the Contractor will be detailed in the specific WA.

- 4. **Deployment Groups**: Deployment Groups may be added to the requirements via contract modification by the Contracting Officer if a Justification for Exception to Fair Opportunity is approved in accordance with FAR requirements. Groups will be assigned numbers by the COR. All Deliverables will refer to the Group by number.
 - 4.1. Deployment Groups will be issued with numbered Group Statements of Work that describe activities and deliverables to be included in addition to the activities and deliverable described in Section 2 above.
 - 4.2. Deployment Groups may include provision of equipment, installation, integration, testing and/or other activities.
 - 4.3. The POP for this Task Order may be extended to coincide with continuing Deployment Groups that are initiated within the current POP.
- 5. Deliverables/Reporting Requirements: The Contractor shall submit separate deliverables, including cost reporting, as specified in the Group SOW and requirements documents.

	SOW Section	TO/ POE / Non-POE/ Requirement	Item	Due Date
5.1	2.1	TO	Personnel Roster	5 calendar days after Task Order award and 5 business days before any change is implemented
5.2	2.3	TO	Cost Variance Reports	10 th of every month throughout the POP
5.3	2.4	TO	Schedules	10 th of every month throughout the POP
5.4	2.5	TO	Daily Site Reports	Daily when in-country
5.5	2.6	TO	Weekly Reports	5PM EST Fridays
5.6	3.1.1	POE	System Requirements Document	10 days after engineering surveys
5.7	3.1.2	POE	Pre-Design Meeting Summary	7 calendar days after the Pre- Design meeting
5.8	3.1.3	POE	Preliminary SDS Package	<i>15 days after SRDs are baselined</i>
5.9	3.1.6	POE	Revised Preliminary SDS Package	10 calendar days after each Preliminary Design Solution Review
5.10	3.1.7	POE	Final SDS	25 calendar days after acceptance of Revised Preliminary Design Solution Package
5.11	3.2.1	Non-POE	Kickoff Meeting Summary	Within 5 business days of the Kickoff Meeting
5.12	3.2.2	Non-POE	Preliminary Equipment List	21 calendar days after the Kickoff Meeting and on the 15th of every month throughout the POP
5.13	3.2.3	Non-POE	Assessment Report	Within 10 calendar days of the Assessment
5.14	3.2.4	Non-POE	Market Research Report	Within 35 calendar days of the Site Survey
5.15	3.2.5.1	Non-POE	Interim SDS Packages	Within 10 Calendar days of the conclusion of the engineering survey and within 15 days of review of previous Interim SDS Package
5.16	3.2.5.3	Non-POE	SDS Critical Design Review Meeting Minutes	Within 7 calendar days after each of each SDS Critical Design Review Meeting
5.17	3.2.5.4	Non-POE	Final SDS Package	10 calendar days after the Critical Design Review Meeting

6. Period of Performance: The POP for this Regional Task Order will be one-year from date of award with six one-year options.
7. Government Furnished Property: If applicable, GFP will be specified in individual Group SOW and requirements documents.
8. Directed Subcontractor: If applicable, directed subcontractors will be specified in individual Group SOW and requirements documents.
9. Invoices: Invoices under this Task Order shall be submitted no more frequently than bi-weekly. Invoices shall be submitted in accordance with Master Contract Clause XXX “Billing Instructions.” Invoices shall be broken down and formatted as requested by the COR.
10. Other Pertinent Information or Protocols:
 - 10.1. Packaging and Marking: The Contractor shall follow the requirements outlined in Guidance for Department of Energy National Nuclear Security Administration Office of Nuclear Smuggling Detection and Deterrence (NSDD) Contractors on Information Protection in the Conduct of NSDD Program Activities, Rev. 1.0 dated April 2010.
 - 10.2. Acceptance will be performed by the COR with the assistance of the CM.
 - 10.3. NSDD previously baselined Program guidance documents are incorporated by reference.