

AWARD/CONTRACT	1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING	PAGE OF PAGES 1 109
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2. CONTRACT (Proc. Inst. Ident.) NO. 89303723DEM000011/89303723FEM400277	3. EFFECTIVE DATE See Block 20C	4. REQUISITION/PURCHASE REQUEST/PROJECT NO. See Schedule
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5. ISSUED BY CODE 893037 Savannah River Operations Office U.S. Department of Energy Savannah River Operations P.O. Box A Aiken SC 29802	6. ADMINISTERED BY (If other than Item 5) CODE 00901 Savannah River Operations U.S. Department of Energy Savannah River Operations P.O. Box A Aiken SC 29802 SCD-C
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7. NAME AND ADDRESS OF CONTRACTOR (No., street, country, State and ZIP Code) S&K LOGISTICS SERVICES, LLC Attn: Gail Schmer 138 Peachtree Parkway Byron GA 310084016	8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)
	9. DISCOUNT FOR PROMPT PAYMENT NET 30
	10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN N

11. SHIP TO/MARK FOR CODE PRB8NE3JUDG3 FAC LITY CODE 00902 Savannah River (Loading Dock) Attn: Charlene Stokes-Geter DOE Loading Dock, Bldg. 730B Aiken SC 29802	12. PAYMENT WILL BE MADE BY CODE 00515 OR for Savannah River U.S. Department of Energy Oak Ridge Financial Service Center P.O. Box 6017 Oak Ridge TN 37831
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13. AUTHORITY FOR US NG OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304 (c) () <input type="checkbox"/> 41 U.S.C. 3304 (a) ()	14. ACCOUNTING AND APPROPRIATION DATA See Schedule
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15A. ITEM NO	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
Continued					

15G. TOTAL AMOUNT OF CONTRACT \$475,907.20

16. TABLE OF CONTENTS							
(X)	SEC.	DESCR PTION	PAGE(S)	(X)	SEC.	DESCR PTION	PAGE (S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM		X	I	CONTRACT CLAUSES	
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCR PTION/SPECS./WORK STATEMENT		X	J	LIST OF ATTACHMENTS	
X	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND NSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
X	F	DELIVER ES OR PERFORMANCE			L	NSTRS., CONDS., AND NOTICES TO OFFERORS	
X	G	CONTRACT ADM NISTRATION DATA			M	EVALUATION FACTORS FOR AWARD	
X	H	SPECIAL CONTRACT REQUIREMENTS					

CONTRACTING OFFICER WILL COMPLETE ITEM 17 (SEALED-BID OR NEGOTIATED PROCUREMENT) OR 18 (SEALED-BID PROCUREMENT) AS APPLICABLE

17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return _____ copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)	18. <input type="checkbox"/> SEALED-BID AWARD (Contractor is not required to sign this document.) Your bid on Solicitation Number 89303723REM000035, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your bid, and (b) this award/contract. No further contractual document is necessary. (Block 18 should be checked only when awarding a sealed-bid contract.)
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19A. NAME AND TITLE OF SIGNER (Type or print) John Sims, Jr. President	19B. NAME OF CONTRACTOR S&K LOGISTICS SERVICES, LLC	19C. DATE SIGNED 3/15/2023	20A. NAME OF CONTRACTING OFFICER Marie A. Garvin	20B. UNITED STATES OF AMERICA	20C. DATE SIGNED 03/15/2023
BY (Signature of person authorized to sign)			BY (Signature of the Contracting Officer)		

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
89303723DEM000011/89303723FEM400277

PAGE OF
2 109

NAME OF OFFEROR OR CONTRACTOR
S&K LOGISTICS SERVICES, LLC

ITEM NO. (A)	SUPPL ES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
00001	UEI: PRB8NE3JUDG3 This Award is for Outreach Support under IDIQ Contract No. 89303723DEM000011, Administrative Support Services and Engineering and Technical Services. Delivery: 1 Days After Award Period of Performance: 03/15/2023 to 03/14/2026 Administrative Support Services - BASE Line item value is: \$435,907.20 Incrementally Funded Amount: \$247,946.23 Requisition No: 23EM000990, 23EM000991 Accounting Info: 01259-2023-36-410225-25299-1110944-0001768-0000000 -0411111 Fund: 01259 Appr Year: 2023 Allottee: 36 Report Entity: 410225 Object Class: 25299 Program: 1110944 Project: 0001768 WFO: 0000000 Local Use: 0411111 Funded: \$230,946.23 Accounting Info: 01259-2023-36-410225-25299-1110944-0001768-0000000 -0411110 Fund: 01259 Appr Year: 2023 Allottee: 36 Report Entity: 410225 Object Class: 25299 Program: 1110944 Project: 0001768 WFO: 0000000 Local Use: 0411110 Funded: \$17,000.00				435,907.20
00003	Other Direct Costs - BASE Requisition No: 23EM000991 Accounting Info: 01259-2023-36-410225-25299-1110944-0001768-0000000 -0411126 Fund: 01259 Appr Year: 2023 Allottee: 36 Report Entity: 410225 Object Class: 25299 Program: 1110944 Project: 0001768 WFO: 0000000 Local Use: 0411126 Funded: \$33,656.00 Accounting Info: 01259-2023-36-410225-25299-1110944-0001768-0000000 -0411127 Fund: 01259 Appr Year: 2023 Allottee: 36 Report Entity: 410225 Object Class: 25299 Program: 1110944 Project: 0001768 WFO: 0000000 Local Use: 0411127 Funded: \$6,344.00				40,000.00

Section A - Solicitation/Contract Form 3

Section B - Supplies or Services/Prices 3

Section C - Description/Specifications 5

Section D - Packaging and Marking 5

Section E - Inspection and Acceptance 5

Section F - Deliveries or Performance 5

Section G - Contract Administration Data 5

Section H - Special Contract Requirements 11

Section I - Contract Clauses 16

Section J - List of Documents, Exhibits and Other Attachments 16

Section A - Solicitation/Contract Form

See Standard Form 26 (Page 2)

Section B - Supplies or Services/Prices

Section B of the ID/IQ Base Contract is hereby incorporated by reference unless revised below for purposes of this Task Order.

SECTION B- SUPPLIES OR SERVICES/PRICES

CLIN No.	Statement of Work Description	Total Price
0001	Administrative Support Services – BASE Public Outreach (Year 1)	\$435,907.20
0003	Other Direct Costs (ODC) – Base Public Outreach (Year 1)	\$40,000.00
	TOTAL PRICE (Year 1)	\$475,907.20

**B.1 Ceiling Price and Obligation of Funds for Fixed Price– CLIN 0001 BASE
Administrative Support Services (Public Outreach)**

The total ceiling price for the firm fixed price under CLIN 0001 for Public Outreach work on this contract is \$435,907.20. Total funds in the amount of \$230,946.23 are obligated herewith and made available for payment for work performed under CLIN 001 Base Administrative Support Services for Public Outreach work. The contractor is not authorized to exceed the total amount obligated to this CLIN without additional funds obligated to the CLIN and the express approval of the Contracting Officer. Performance under this CLIN shall be subject to the availability of funds from which payment for accepted work can be made. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract by the Government

The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

(End of Clause)

**B.2 Ceiling Price and Obligation of Funds for Fixed Price– CLIN 0003 BASE
Other Direct Costs (Public Outreach)**

The total ceiling price for the firm fixed price under CLIN 0003, Public Outreach work on this contract is \$40,000.00 for CLIN 0003 BASE Other Direct Costs. Total funds in the amount of \$40,000.00 are obligated herewith and made available for payment for work performed under CLIN 001 Base Administrative Support Services for Public Outreach. The contractor is not authorized to exceed the total amount obligated to this

CLIN without additional funds obligated to the CLIN and the express approval of the Contracting Officer. Performance under this CLIN shall be subject to the availability of funds from which payment for accepted work can be made. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract by the Government

The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

(End of Clause)

Section C - Description/Specifications

Section C of the ID/IQ Base Contract is hereby incorporated by reference unless revised below for purposes of this Task Order.

Section D - Packaging and Marking

Section D of the ID/IQ Base Contract is hereby incorporated by reference unless revised below for purposes of this Task Order.

Section E - Inspection and Acceptance

Section E of the ID/IQ Base Contract is hereby incorporated by reference unless revised below for purposes of this Task Order.

Section F - Deliveries or Performance

Section F of the ID/IQ Base Contract is hereby incorporated by reference unless revised below for purposes of this Task Order.

Section G - Contract Administration Data

- G.1 DOE-G-2001 CONTRACTING OFFICER AUTHORITY (OCT 2014) (Revised)
- G.2 DOE-G-2002 CONTRACTING OFFICER’S REPRESENTATIVE (OCT 2014)
- G.3 DOE-G-2003 CONTRACTOR’S PROGRAM MANAGER (OCT 2014)
- G.4 DOE-G-2004 CONTRACT ADMINISTRATION (OCT 2014)
- G.5 DOE-G-2005 BILLING INSTRUCTIONS (MAR 2019) (Revised) (For Firm-Fixed-Price Task Orders)
- G.6 INVOICE/PAYMENT PROCEDURES
- G.7 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER - SYSTEM FOR AWARD MANAGEMENT. (OCT 2018)
- G.8 DOE-G-2007 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING (JUL 2018)
- G.9 DOE-G-2008 NON-SUPERVISION OF CONTRACTOR EMPLOYEES (OCT 2014)

G.1 DOE-G-2001 CONTRACTING OFFICER AUTHORITY (OCT 2014) (Revised)

The Contracting Officer is responsible for administration of the contract. The Contracting Officer may appoint a Contracting Officer’s Representative (COR), in accordance with the clause entitled, *Contracting Officer’s Representative*, to perform specifically delegated functions. The Contracting Officer is the only individual who has the authority on behalf of the Government, among other things, to take the following actions under the contract:

- (a) Assign additional work within the general scope of the contract.

- (b) Issue a change in accordance with the clause entitled, *Changes*.
- (c) Change the cost or price of the contract.
- (d) Change any of the terms, conditions, specifications, or services required by the contract.
- (e) Accept non-conforming work.
- (f) Waive any requirement of the contract.
- (g) Issue Task Orders.

G.2 DOE-G-2002 CONTRACTING OFFICER'S REPRESENTATIVE (OCT 2014)

Pursuant to the clause at DEAR 952.242-70, *Technical Direction*, the Contracting Officer shall designate in writing a COR for this contract, and provide a copy of such designation to the Contractor, including the delegated responsibilities and functions. The COR does not have authority to perform those functions reserved exclusively for the Contracting Officer.

G.3 DOE-G-2003 CONTRACTOR'S PROGRAM MANAGER (OCT 2014)

- (a) The Contractor shall designate a Program Manager who will be the Contractor's authorized supervisor for technical and administrative performance of all work hereunder. The Program Manager shall be the primary point of contact between the Contractor and the COR under this contract.
- (b) The Program Manager shall receive and execute, on behalf of the Contractor, such technical directions as the COR may issue within the terms and conditions of the contract.

G.4 DOE-G-2004 CONTRACT ADMINISTRATION (OCT 2014)

To promote timely and effective contract administration, correspondence delivered to the Government under this contract shall reference the contract number, title, and subject matter, and shall be subject to the following procedures:

- (a) Technical correspondence. Technical correspondence shall be addressed to the COR for this contract, and a copy of any such correspondence shall be sent to the U.S. Department of Energy (DOE) Contracting Officer. As used herein, technical correspondence does not include correspondence where patent or rights in data issues are involved, nor technical correspondence that proposes or involves waivers, deviations, or modifications to the requirements, terms or conditions of this contract.
- (b) Other Correspondence.
 - (1) Correspondence regarding patent or rights in data issues should be sent to the Intellectual Property Counsel. A copy of such correspondence shall be provided to the Contracting Officer.
 - (2) If no Government Contract Administration Office is designated on Standard Form 33 (Block 24), all correspondence, other than technical correspondence and correspondence regarding patent of rights in data, including correspondence regarding waivers, deviations, or modifications to requirements, terms or conditions of the contract, shall be addressed to the Contracting Officer. Copies of all such correspondence shall be provided to the COR.
 - (3) Where a Government Contract Administration Office, other than DOE, is designated on either Standard Form 33 (Block 24), or Standard Form 26 (Block 6), of this contract, all correspondence, other than technical correspondence, shall be addressed to the Government Contract Administration Office so designated, with copies of the correspondence to the Contracting Officer and the COR.
- (c) Information regarding correspondence addresses and contact information will be provide through official

correspondence:

(1) Contract Specialist:

(A) U.S. Department of Energy
Savannah River Operations Office
Attn: Diana Clark

(B) Telephone number: (803) 952-7474

(C) Address:

U. S. Department of Energy
Savannah River Operations Office
Office of Acquisition Management
P. O. Box A
Aiken, SC 29802

(D) Email address: diana.clark@srs.gov

(2) Administrative Contracting Officer

(A) U.S. Department of Energy
Savannah River Operations Office
Attn: Marie Garvin

(B) Telephone number: 803-952-8238

(C) Address:

U. S. Department of Energy
Savannah River Operations Office
Office of Acquisition Management
P. O. Box A
Aiken, SC 29802

(D) Email address: marie.garvin@srs.gov

(3) Contracting Officer's Representative

(A) U.S. Department of Energy
Savannah River Operations Office

Attn: G. Nicole Ball

(B) Telephone number: (803) 952-7815

(C) Address:

U. S. Department of Energy
Savannah River Operations Office
Office of Acquisition Management
P. O. Box A
Aiken, SC 29802

G.5 DOE-G-2005 BILLING INSTRUCTIONS (MAR 2019) (Revised) (For Firm-Fixed-Price Task Orders)

- (a) Contractors shall use Standard Form 1034, Public Voucher for Purchases and Services Other than Personal, when requesting payment for work performed under each Task Order issued under the Master Indefinite Delivery/Indefinite Quantity (IDIQ) contract. All invoices shall be supported by a billing schedule summarized by funding source.
- (b) Contractors shall submit vouchers electronically through the DOE Vendor Invoicing Portal and Electronic Reporting System (VIPERS). VIPERS allows vendors to submit vouchers, attach supporting documentation and check the payment status of any voucher submitted to the DOE. Instructions concerning contractor enrollment and use of VIPERS can be found at <https://vipers.doe.gov>.
- (c) A paper copy of a voucher that has been submitted electronically will not be accepted.

G.6 INVOICE/PAYMENT PROCEDURES

- (a) The Government will make interim payments to the Contractor by electronic funds transfer not later than thirty days (30) calendar days after receipt of an acceptable invoice from the Contractor.
- (b) The Contractor may submit cost invoices not more often than once every two weeks. Fee invoices will be submitted in accordance with Section G Clause entitled, *DOE-G-2005 Billing Instructions – Alternate I*.
- (c) Any defects in invoices which are discovered after interim payment shall be corrected on subsequent invoices. If the Government discovers such defects, the Contracting Officer will notify the Contractor in writing. The Contracting Officer's written notification will explain the nature of the defect, and will direct the Contractor to reflect the appropriate credit on the next invoice submitted under this Contract. Unless the Contractor reconciles the defect to the satisfaction of the Contracting Officer within seven (7) calendar days, the Contractor shall make the credit as previously directed by the Contracting Officer.
- (d) Any bases for withholding, set-off, or reduction with respect to invoices which are discovered after interim payment will be corrected on subsequent invoices. If the Government discovers such bases for withholding, set-off, or reduction, the Contracting Officer will notify the Contractor in writing. The Contracting Officer's written notification will explain the nature of the bases for withholding, set-off, or reduction, will specify the dollar amount of the withholding, set-off, or reduction and will direct the Contractor to reflect the appropriate credit on the next invoice submitted under this contract. Unless the Contractor reconciles the bases for withholding, set-off, or reduction to the satisfaction of the Contracting Officer within seven (7) calendar days, the Contractor shall make the credit as previously directed by the Contracting Officer.
- (e) Nothing in this clause shall affect the rights of either the Government or the Contractor under the Section I Prompt Payment clauses of this contract. The Government is not limited to thirty (30) calendar days to notify the Contractor of a defective invoice, and may notify and/or initiate withholding, set-off, or reduction until final payment to the Contractor.

G.7 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER - SYSTEM FOR AWARD MANAGEMENT. (OCT 2018)

(a) *Method of payment.* (1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT), except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either-

- (i) Accept payment by check or some other mutually agreeable method of payment; or
- (ii) Request the Government to extend the payment due date until such time as the Government can make payment by EFT (but see paragraph (d) of this clause).

(b) *Contractor's EFT information.* The Government shall make payment to the Contractor using the EFT information contained in the System for Award Management (SAM). In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to SAM.

(c) *Mechanisms for EFT payment.* The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) *Suspension of payment.* If the Contractor's EFT information in SAM is incorrect, then the Government need not make payment to the Contractor under this contract until correct EFT information is entered into SAM; and any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

(e) *Liability for uncompleted or erroneous transfers.* (1) If an uncompleted or erroneous transfer occurs because the Government used the Contractor's EFT information incorrectly, the Government remains responsible for -

- (i) Making a correct payment;
- (ii) Paying any prompt payment penalty due; and
- (iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and -

- (i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or
- (ii) If the funds remain under the control of the payment office, the Government shall not make payment, and the provisions of paragraph (d) of this clause shall apply.

(f) *EFT and prompt payment.* A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) *EFT and assignment of claims.* If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register separately in SAM and shall be paid by EFT in accordance with the terms of this clause. Notwithstanding any other requirement of this contract, payment to an ultimate recipient other than the Contractor, or a financial institution properly recognized under an assignment of claims pursuant to subpart 32.8, is not permitted. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in

the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) *Liability for change of EFT information by financial agent.* The Government is not liable for errors resulting from changes to EFT information made by the Contractor's financial agent.

(i) *Payment information.* The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address contained in SAM.

(End of clause)

G.8 DOE-G-2007 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING (JUL 2018)

- (a) The Contracting Officer will document the Contractor's performance under this Contract (including any Task Orders placed against it, if applicable) by using the Contractor Performance Assessment Reporting System (CPARS). CPARS information is handled as "Source Selection Information," available to authorized Government personnel seeking past performance information when evaluating proposals for award.
- (b) Contractor performance will be evaluated at least annually at the Contract or Task-Order level, as determined by the Contracting Officer. Evaluation categories may include any or all of the following at the Government's discretion: (1) technical/quality, (2) cost control, (3) schedule, (4) management or business relations, and (5) small business subcontracting. Past performance information is available at <http://www.cpars.gov>. It is recommended that the Contractor take the overview training found on the CPARS website. The Contractor shall acknowledge receipt of the Government's request for comments on CPARS assessments at the time it is received and shall respond to such requests within fourteen (14) calendar days of the request.
- (c) Joint Ventures. Performance assessments shall be prepared on contracts with joint ventures. When the joint venture has a unique Commercial and Government Entity (CAGE) code and Data Universal Numbering System (DUNS) number, a single assessment will be prepared for the joint venture using its CAGE code and DUNS number. If the joint venture does not have a unique CAGE code and DUNS number, separate assessments, containing identical narrative, will be prepared for each participating contractor and will state that the evaluation is based on performance under a joint venture and will identify the contractors that were part of the joint venture.
- (d) In addition to the performance assessments addressed above, the Government will perform other performance assessments necessary for administration of the Contract in accordance with other applicable clauses in this contract.

G.9 DOE-G-2008 NON-SUPERVISION OF CONTRACTOR EMPLOYEES (OCT 2014)

The Government shall not exercise any supervision or control over Contractor employees performing services under this Contract. The Contractor's employees shall be held accountable solely to the Contractor's management, who in turn is responsible for contract performance to the Government.

Section H - Special Contract Requirements

- H. 1 52.16-18 ORDERING (AUG 2020)
- H. 2 FAR 52.216-19 ORDER LIMITATIONS (OCT 1995)
- H. 3 FAR 52.216-20 DEFINITE QUANTITY (OCT 1995) (OCT 1995)
- H. 4 FAR 952.242-70 TECHNICAL DIRECTION. (DEC 2000)
- H. 5 FEDERAL HOLIDAYS AND OTHER CLOSURES (JUL 2021) - ALTERNATE I
- H. 6 DOE-H-7024 WORKERS' COMPENSATION INSURANCE (SEP 2017)
- H. 7 DOE-H-2053 WORKER SAFETY AND HEALTH PROGRAM IN ACCORDANCE WITH 10 CFR 851 (OCT 2014)
- H. 8 WAGE DETERMINATION RATES

H. 1 52.16-18 ORDERING (AUG 2020)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from March 15, 2023 through March 14, 2026 [insert dates].

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) A delivery order or task order is considered "issued" when—

(1) If sent by mail (includes transmittal by U.S. mail or private delivery service), the Government deposits the order in the mail;

(2) If sent by fax, the Government transmits the order to the Contractor's fax number; or

(3) If sent electronically, the Government either—

(i) Posts a copy of the delivery order or task order to a Government document access system, and notice is sent to the Contractor; or

(ii) Distributes the delivery order or task order via email to the Contractor's email address.

(d) Orders may be issued by methods other than those enumerated in this clause only if authorized in the contract.

(End of clause)

H. 2 FAR 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than (Based on FTEs required by DOE-SR) [insert dollar figure or quantity], the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor—

(1) Any order for a single item in excess of (Based on FTEs required by DOE-SR) [insert dollar figure or quantity];

(2) Any order for a combination of items in excess of \$24,000,000.00 (IDIQ CONTRACT) [insert dollar figure or quantity]; or

(3) A series of orders from the same ordering office within 3 Year Period of Performance, March 15, 2023 through March 14, 2026 days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (*i.e.*, includes the Requirements clause at subsection [52.216-21](#) of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within _____ days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

H. 3 FAR 52.216-20 DEFINITE QUANTITY (OCT 1995) (OCT 1995)

(a) This is a definite-quantity, indefinite-delivery contract for the supplies or services specified, and effective for the period stated, in the Schedule.

(b) The Government shall order the quantity of supplies or services specified in the Schedule, and the Contractor shall furnish them when ordered. Delivery or performance shall be at locations designated in orders issued in accordance with the Ordering clause and the Schedule.

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that time shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after March 14, 2026 [insert date].

(End of clause)

H.4 FAR 952.242-70 TECHNICAL DIRECTION. (DEC 2000)

(a) Performance of the work under this contract shall be subject to the technical direction of the DOE Contracting Officer's Representative (COR). The term "technical direction" is defined to include, without limitation:

(1) Providing direction to the Contractor that redirects contract effort, shift work emphasis between work areas or tasks, require pursuit of certain lines of inquiry, fill in details, or otherwise serve to accomplish the contractual Statement of Work.

(2) Providing written information to the Contractor that assists in interpreting drawings, specifications, or technical portions of the work description.

(3) Reviewing and, where required by the contract, approving, technical reports, drawings, specifications, and technical information to be delivered by the Contractor to the Government.

(b) The Contractor will receive a copy of the written COR designation from the Contracting Officer. It will specify the extent of the COR's authority to act on behalf of the Contracting Officer.

(c) Technical direction must be within the scope of work stated in the contract. The COR does not have the authority to, and may not, issue any technical direction that-

(1) Constitutes an assignment of additional work outside the Statement of Work;

- (2) Constitutes a change as defined in the contract clause entitled "Changes;"
- (3) In any manner causes an increase or decrease in the total estimated contract cost, the fee (if any), or the time required for contract performance;
- (4) Changes any of the expressed terms, conditions or specifications of the contract; or
- (5) Interferes with the Contractor's right to perform the terms and conditions of the contract.

(d) All technical direction shall be issued in writing by the COR.

(e) The Contractor must proceed promptly with the performance of technical direction duly issued by the COR in the manner prescribed by this clause and within its authority under the provisions of this clause. If, in the opinion of the Contractor, any instruction or direction by the COR falls within one of the categories defined in (c)(1) through (c)(5) of this clause, the Contractor must not proceed and must notify the Contracting Officer in writing within five (5) working days after receipt of any such instruction or direction and must request the Contracting Officer to modify the contract accordingly. Upon receiving the notification from the Contractor, the Contracting Officer must-

- (1) Advise the Contractor in writing within thirty (30) days after receipt of the Contractor's letter that the technical direction is within the scope of the contract effort and does not constitute a change under the Changes clause of the contract;
- (2) Advise the Contractor in writing within a reasonable time that the Government will issue a written change order; or
- (3) Advise the Contractor in writing within a reasonable time not to proceed with the instruction or direction of the COR.

(f) A failure of the Contractor and Contracting Officer either to agree that the technical direction is within the scope of the contract or to agree upon the contract action to be taken with respect to the technical direction will be subject to the provisions of the clause entitled "Disputes."

(End of Clause)

H.5 FEDERAL HOLIDAYS AND OTHER CLOSURES (JUL 2021) - ALTERNATE I

The Contracting Officer shall insert the following clause in solicitations and contracts for services when the regular duty station of the Contractor's employees is at a Federally-owned or -controlled site or facility, the site or facility is closed in observance of Federal holidays, there is no specified requirement for the Contractor to perform services during these days, and the Government will not pay the Contractor for its employees' regularly scheduled work hours not actually provided directly in performance of the contract due to unscheduled closures because of Other Federal Holidays or other reasons such as inclement weather or facility conditions. Alternate I should be used if the contractor has a telework policy, approved by the contracting officer that allows for the employees to provide services for such work hours via telework and requires the contractor to pay its employees for such work hours.

(a) Designated Federal holidays. Federal employees observe the following Federal holidays:

- (1) New Year's Day;
- (2) Birthday of Martin Luther King, Jr.;

- (3) Washington's Birthday;
- (4) Memorial Day;
- (5) Juneteenth;
- (6) Independence Day;
- (7) Labor Day;
- (8) Columbus Day;
- (9) Veterans Day;
- (10) Thanksgiving Day; and
- (11) Christmas Day.

Generally, Federal holidays that fall on Saturday are observed on the preceding Friday; and holidays that fall on Sunday are observed on the following Monday. The exact calendar day and/or date on which any of the listed holidays are observed may change year to year.

(b) Other Federal Holidays. In addition to the holidays specified above in paragraph (a), Federal employees may observe other holidays designated by Federal Statute, Executive Order, or Presidential Proclamation as a one-time, day-off such as Inauguration Day for the President of the United States.

(c) Unscheduled closures. Occasionally, an individual Federally-owned or -controlled site or facility will be closed or have an early closure on a normal work day for other reasons such as inclement weather or facility conditions. If an unplanned closure occurs, the Contractor will be notified as soon as possible after the determination that the Federally-owned or -controlled site or facility will be closed.

(d) The Contractor shall provide the services required by the contract at Federally-owned or -controlled sites or facilities on all regularly scheduled Federal work days and other days as may be required by the contract. The Contractor shall not provide the services required by the contract on those days, or portions thereof, specified in paragraphs (a), (b) and (c), except as required under paragraph (e). Accordingly, the Contractor's employees, whose regular duty station in performance of this contract is a Federally-owned or -controlled site or facility, shall not be granted access to the facility during those times specified in paragraphs (a), (b) and (c), unless required by paragraph (e) below.

(e) There may be times that the Contractor is required to perform the services required by the contract on a Federal holiday or other closure times. In the event that such performance is required, the Contracting Officer will notify the Contractor, in writing, and specify the extent to which performance of the contract will be required. The Contractor shall provide sufficient personnel to perform the contractually-required work on those days, as directed by the Contracting Officer.

(f) In accordance with the payment and other applicable clauses of the contract, the Government will not pay the Contractor for its employees' regularly scheduled work hours not actually provided directly in performance of the contract due to an unscheduled closure as contemplated in paragraphs (b) and (c) above.

(g) In accordance with the payment and other applicable clauses of the contract, the Government will not pay the Contractor for its employees' regularly scheduled work hours not actually provided directly in performance of the contract due to an unscheduled closure as contemplated in paragraphs (b) and (c) above unless the Contractor has a telework policy, approved by the Contracting Officer, that allows for the employees to provide services for such work hours via telework and requires the Contractor to pay its employees for such work hours.

(End of Clause)

H.6 DOE-H-7024 WORKERS' COMPENSATION INSURANCE (SEP 2017)

- (a) Contractors, other than those whose workers' compensation coverage is provided through a state funded arrangement or a corporate benefits program, shall submit to the Contracting Officer for approval all new compensation policies and all initial proposals for self-insurance (contractors shall provide copies to the Contracting Officer of all renewal policies for workers compensation).
- (b) Workers compensation loss income benefit payments, when supplemented by other programs (e.g., salary continuation and/or short-term disability) are to be administered so that total benefit payments from all sources shall not exceed 100 percent of the employee's net pay.
- (c) Contractors approve all workers compensation settlement claims up to \$25,000. Settlement claims above the \$25,000 require Contracting Officer approval.
- (d) The Contractor shall obtain approval from the Contracting Officer before making any significant change to its workers compensation coverage and shall furnish reports as may be required from time to time by the Contracting Officer.

H.7 DOE-H-2053 WORKER SAFETY AND HEALTH PROGRAM IN ACCORDANCE WITH 10 CFR 851 (OCT 2014)

- (a) The Contractor shall comply with all applicable safety and health requirements set forth in 10 CFR 851, Worker Safety and Health Program, and any applicable DOE Directives incorporated into the contract. The Contractor shall develop, implement, and maintain a written Worker Safety and Health Program (WSHP) which shall describe the Contractor's method for complying with and implementing the applicable requirements of 10 CFR 851. The WSHP shall be submitted to and approved by DOE. The approved WSHP must be implemented prior to the start of work. In performance of the work, the Contractor shall provide a safe and healthful workplace and must comply with its approved WSHP and all applicable federal and state environment, health, and safety regulations.
- (b) The Contractor shall take all reasonable precautions to protect the environment, health, and safety of its employees, DOE personnel, and members of the public. When more than one contractor works in a shared workplace, the Contractor shall coordinate with the other contractors to ensure roles,

responsibilities, and worker safety and health provisions are clearly delineated. The Contractor shall participate in all emergency response drills and exercises related to the Contractor's work and interface with other DOE contractors.

- (c) The Contractor shall take all necessary and reasonable steps to minimize the impact of its work on DOE functions and employees, and immediately report all job-related injuries and/or illnesses which occur in any DOE facility to the Contracting Officer Representative (COR). Upon request, the Contractor shall provide to the COR a copy of occupational safety and health self-assessments and/or inspections of work sites for job hazards for work performed at DOE facilities.
- (d) The Contracting Officer may notify the Contractor, in writing, of any noncompliance with the terms of this clause, and the corrective action(s) to be taken. After receipt of such notice, the Contractor shall immediately take such corrective action(s).
- (e) In the event that the Contractor fails to comply with the terms and conditions of this clause, the Contracting Officer may, without prejudice to any other legal or contractual rights, issue a stop-work order halting all or any part of the work. Thereafter, the Contracting Officer may, at his or her discretion, cancel the stop-work order so that the performance of work may be resumed. The Contractor shall not be entitled to an equitable adjustment of the contract amount or extension of the performance schedule due to any stop-work order issued under this clause.
- (f) The Contractor shall flow down the requirements of this clause to all subcontracts at any tier.
- (g) In the event of a conflict between the requirements of this clause and 10 CFR 851, the requirements of 10 CFR 851 shall take precedence.

H.8 WAGE DETERMINATION RATES

In the performance of this contract, the Contractor shall comply with the requirements of U.S. Department of Labor Wage Determination in Part III, Section J, Attachment 6, U.S. Department of Labor Wage Determination. Revised wage determinations shall be required from the Department of Labor and incorporated into this contract at least once every two (2) years but not more often than yearly, unless otherwise authorized by the Contracting Officer.

Section I - Contract Clauses

Section I of the ID/IQ Base Contract is hereby incorporated by reference unless revised below for purposes of this Task Order.

Section J - List of Documents, Exhibits and Other Attachments

Section J of the ID/IQ Base Contract is hereby incorporated by reference unless revised below for purposes of this Task Order.

Attachment Number	Title	Date
1	Performance Work Statement	2023
2	Wage Determination No: 2015-4465, Revision No. 21	12/27/2022 (last Revision)

U.S. Department of Energy

Federal Support Services-Performance Work Statement (PWS) 2023

Savannah River Operations Office (SROO, DOE-SR)
3-15-2023

SECTION C – Performance Work Statement

Contents

1.0 SCOPE..... 3

1.1 GENERAL 3

1.1.1 Administrative Support Services 3

1.1.2 Engineering and Technical Support Services 3

1.2 BACKGROUND..... 4

1.3 OBJECTIVES 4

1.4 PLACE OF PERFORMANCE..... 4

1.5 CONTRACT MANAGEMENT 4

1.5.1 POST AWARD CONFERENCE/PERIODIC PROGRESS MEETINGS 4

1.5.2 CONTRACTING OFFICER REPRESENTATIVE (COR) 4

1.5.3 STATUS AND MANAGEMENT REPORTING 4

1.5.4 IDENTIFICATION OF CONTRACTOR EMPLOYEES..... 5

1.5.5 KEY PERSONNEL 5

1.5.6 LABOR CATEGORIES 5

1.6 INSPECTION AND ACCEPTANCE..... 37

1.6.1 QUALITY CONTROL..... 37

1.6.2 QUALITY ASSURANCE 38

1.6.3 GENERAL ACCEPTANCE CRITERIA – QUALITY MEASURES 38

1.6.4 SCOPE OF INSPECTION..... 38

1.6.5 BASIS OF ACCEPTANCE..... 39

1.6.6 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT..... 39

1.6.7 NON-CONFORMING PRODUCTS OR SERVICES 39

2.0 REFERENCE PUBLICATIONS..... 39

3.0 REQUIREMENTS..... 43

3.1 Contract Program Management 43

3.1.1 Administrative Support Services 44

3.1.2 Engineering and Technical Support Services 48

3.2 WORK SITE 49

3.3 SPECIAL REQUIREMENTS..... 49

3.3.1 INVOICE REPORT 49

3.4 TRAINING OF CONTRACTOR EMPLOYEES..... 49

4.0	GOVERNMENT FURNISHED EQUIPMENT / MATERIALS / FACILITIES / INFORMATION.....	50
4.1	EQUIPMENT.....	50
4.2	DISPOSITION OF REPLACED/UNSERVICABLE PARTS	50
4.3	UTILITIES.....	50
4.4	FACILITIES.....	50
4.5	INFORMATION.....	51
5.0	SECURITY	51
5.1	SECURITY REQUIREMENTS AND CLEARANCES	51
5.2	CLASSIFIED MATERIAL.....	51
5.3	PHYSICAL SECURITY	51
5.4	LOCK COMBINATIONS, USER ACCOUNTS, AND PASSWORDS.....	51
5.5	CONSERVATION OF UTILITIES.....	51
6.0	TRAVEL & OTHER DIRECT COSTS (ODC)	51
7.0	GOVERNMENT USE OF DATA.....	52
8.0	NON-DISCLOSURE REQUIREMENTS.....	52
9.0	ACCESS TO GOVERNMENT SYSTEMS	52
10.0	TASK ORDER CLOSEOUT.....	52
11.0	PRIVACY ACT	52
12.0	NOTICE OF THE FEDERAL ACCESSIBILITY LAW AFFECTING ALL ELECTRONIC AND INFORMATION TECHNOLOGY PROCUREMENTS (SECTION 508) 52	
13.0	SECTION 508 – ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) STANDARDS.....	53
14.0	POINTS OF CONTACT.....	53
15.0	APPENDICES	54
15.1	CONTRACT DELIVERABLE REQUIREMENTS LIST	54
15.1.1	Contract Program Management Deliverables.....	54
15.1.2	Admin Support Services	55
15.1.3	Engineering and Technical Support Services	76
15.2	LIST OF SERVERS, FUNCTIONS AND SOFTWARE	77

Performance Work Statement
for
DOE-SR Federal Support Services

1.0 SCOPE

The contractor shall provide all personnel and other items and non-personal services necessary to perform the following services at DOE-SR: (A) administrative support services and (B) engineering and technical support services as defined in this Performance Work Statement except as specified in Part 1.7 as Government Furnished Property (GFP). The contractor shall perform to the standards in this PWS

The contractor shall attend program meetings such as status meetings, Project Control Boards, program reviews, Configuration Control Boards (CCB), and other sustainment activities.

1.1 GENERAL

The vendor will be responsible for supporting DOE-SR (A) administrative support services and (B) engineering and technical support services in accordance with applicable laws regulations and DOE orders.

1.1.1 Administrative Support Services

Under this contract, the contractor shall provide administrative support services to Savannah River Operations Office and NNSA office elements located at SRS.

1.1.2 Engineering and Technical Support Services

Under this contract, the contractor shall provide Engineering and Technical support services to Savannah River Operations Office and NNSA office elements located at SRS.

1.1.2.1.1 *Capital Planning and Investment Control*

Assist in Development, implementation, and maintenance of a Capital Planning and Investment Control process in compliance with DOE P 413.1, Office of Management and Budget (OMB) Circular A-11 Sections 53 and 300, OMB Circular A-130, Management of Federal Information Resources, Parts 8 and 9, and Clinger-Cohen Act Sections 5112 and 5122.

1.1.2.1.2 *Enterprise Architecture*

Support the maintenance of DOE-SR Enterprise Architecture for the life-cycle management of information, information resources in compliance with OMB Circular A-11 Sections 53 and 300 and OMB Circular A-130 Parts 8 and 9.

1.2 BACKGROUND

The Department of Energy – Savannah River Operations Office (DOE-SR) has a requirement for a contractor to provide support to the Federal and DOE support contractors workforce.

The contract shall provide daily administrative and engineering and technical support services; to the Department of Energy Savannah River Operations Office and the SRS contingent of the National Nuclear Security Administration (NNSA) offices located at SRS.

The contractor will aid in the acceleration of the EM mission and promote technological advancement as the site transforms its mission. The contractor will comply with all pertinent DOE directives and regulations in addition to the DOE O 205.1B, the current Risk Management Approach Implementation Plan (RMAIP), and the Environmental Management Program Security Plan (PSP).

1.3 OBJECTIVES

The contractor shall establish a program of support for DOE-SR to provide effective administrative, technical, and engineering support.

1.4 PLACE OF PERFORMANCE

The contract work will be performed at the Savannah River Site, Aiken, South Carolina, its environs and the Central Savannah River Area. However, the contractor may be required to provide the services on intermittent basis at other DOE locations as directed by the Contracting Officer. Authorized remote positions will be based on the guidance and at the direction of the appropriate DOE Project Manager for the FTE.

1.5 CONTRACT MANAGEMENT

1.5.1 POST AWARD CONFERENCE/PERIODIC PROGRESS MEETINGS

The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The Contracting Officer (CO), Contracting Officers Representative (COR), and Task Managers, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the Contracting Officer Representative will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues.

1.5.2 CONTRACTING OFFICER REPRESENTATIVE (COR)

The (COR) will be identified by memorandum by the Contracting Officer.

1.5.3 STATUS AND MANAGEMENT REPORTING

The Contractor shall submit a monthly Contractor's Progress, Status and Management Report required by (APPENDICES: CONTRACT DELIVERABLES). For this task order, the Contractor shall discuss the following:

- Significant accomplishments and issues at the task order level that arose during the reporting period.
- Projected activities for the following and subsequent periods at the task order level.
- Subcontractor performance, as applicable.
- Any meetings held with government representatives, as applicable.
- Performance to the metrics established in the approved proposal.

1.5.4 IDENTIFICATION OF CONTRACTOR EMPLOYEES

All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government Officials. In addition, all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. Contractor personnel shall obtain, and wear Government issued Common Access Card (CAC) and/or Government facility badges provided at assigned posts.

1.5.5 KEY PERSONNEL

The contractor shall assign and identify an on-site contract manager to provide management, administrative, and technical interaction with Government members in the day-to-day accomplishment of support services. The contractor shall designate and identify contractor employees who will be considered key to operations for efforts under this task order. These key personnel must have an in-depth understanding of the requirements and their responsibilities as well as the ability, knowledge, experience, and skills to perform the requirements. From a continuity of operations perspective, the contractor may be required to support DOE-SR. Key personnel will submit resumes in accordance with Key Personnel Standard Resume Format. The contractor shall designate key personnel for the following task:

- Program Manager

1.5.6 LABOR CATEGORIES

The contractor shall provide qualified staff in accordance with this PWS and will ensure all personnel assigned under this task order possess a DOE "L" or "Q" access security clearance as applicable for positions.

1.5.6.1 Program Manager

The contractor shall provide the necessary labor and technical expertise to successfully execute the services required under this contract. Services shall include the oversight of all daily functions for the conduct, performance, evaluation, and inherent human resources functions, as well as, ensuring the accomplishment of all administrative, performance, and reporting requirements therein, of all the contract personnel engaged in contract activities awarded to the Contractor at the Savannah River Site.

- Oversee the daily functions for the conduct, performance, evaluation, and inherent (contractor) human resource functions, as well as ensure the accomplishment of all

administrative, performance, and reporting requirements therein, of the following support personnel with duties as outlined in the respective scope of work:

- Public Outreach Support
 - Field Chief Financial Officer Support
 - Office of Acquisition Management Support
 - Human Resources Advisory Office Support
 - Administrative Assistant Support to DOE-SR
 - Executive Analyst Support for DOE-SR Managers Office and NNSA
 - Office Support Services
 - Defense Nuclear Safety Board Administrative Support
 - Any future tasks as may be added to this master agreement
- The Program Manager will maintain, at a minimum, a presence at the Savannah River Site during core business hours of 9 A.M. through 3 P.M. during all scheduled workdays. Any planned absence will be submitted in writing to the Contracting Officers (CO) or Designated Contracting Officer (DCO) two business days in advance in writing and will name a competent alternate for the duration of the absence.
 - The Program Manager (or their designated representative) will provide the responsible Contracting Officers Representative (COR) a list of planned task personnel absences on a weekly basis in writing and will notify the DOE Task Manager and COR of unplanned absences within two hours.

Skills and Qualifications

- Expert experience in the establishment of project baselines
- Ability to comprehend technical documents and make determinations based on project control knowledge
- Knowledge of complex nuclear schedules
- Experience conducting assessments of project baselines
- Ability to comprehend and comply with various types of DOE orders and directives, inter-agency agreements, and various Federal laws and regulations; and possess the ability to obtain and retain the appropriate clearance level (Q-clearance).

1.5.6.2 Administrative Support

1.5.6.2.1 General Support

1.5.6.2.1.1 Administrative Assistants (OAM, CFO, AMIES, NNSA)

Under this contract, the contractor shall provide administrative support services to Savannah River Operations Office and NNSA office elements located at SRS. Duties may include, but are not to be limited to:

- Provide clerical and secretarial support to a large Federal organization with a formalized structure.

- Prepare and develop correspondence, reports, memorandums, presentations, and other forms of communication for distribution across various organizations onsite and to offices offsite (both Federal and non-Federal) as directed.
- Review correspondence for signatures from members of assigned staff, the supervisor, or other senior managers for proper format; Review conformance with procedural instructions, grammar, typographical errors, accuracy, and necessary attachments.
- Properly monitor and track correspondence as required in approved databases to ensure that all assigned suspense requirements are met.
- Prepare and track security clearance and badge requests with appropriate departments for assigned Federal staff, support contractors, and other support organizations as required.
- Distribute correspondence to all individuals in accordance with approved guidelines and processes.
- Plan, coordinate, and organize events (on and off site) for assigned Federal staff. Audience may include senior Government staff from within DOE/NNSA and/or other Government agencies, various contract staff, and the general public. Sub-tasks may include, but are not limited to:
 - Secure facilities no later than 15 days prior to event by coordinating with the DOE Conference Room coordinator or applicable office / agency.
 - Submit all presentations in either paper format, electronic format, or both as required by supported staff within the prescribed time frame.
 - Secure necessary equipment (projector, computer, etc.) to conduct briefing. Operate equipment (projector, computer, etc.) as required.
 - Take attendance and minutes at meetings, as necessary.
 - Distribute meeting documents as necessary to participants.
- Monitor a broad range of communication in order to make scheduling determinations and recommendations to assigned Federal staff.
- Have a thorough understanding of the mission, objectives, and organizational structure (on and off-site; Federal and contractor) of the office to which assigned, in order to better interface and facilitate communications with others.
- Communicate and interface with Government and contractor executives (to include their assigned staff) to facilitate activities as assigned.
- Maintain assigned files and record systems in accordance to the DOE approved guidelines.
- Schedule and maintain a calendar of assigned meeting space within the organization.
- Perform all actions required to schedule, coordinate, and setup/connect for Video Teleconferences (i.e. local resources, local and distant end participants, etc.) as required.
- Order and maintain approved inventory of standard office supplies for assigned staff utilizing approved process and procedures.
- Assist Federal staff with the completion of time and attendance submissions and maintain records as required.
- Assist the assigned staff with official travel requirements.
- Receive telephone calls and visitors. Direct call or visitor to requested Federal staff; redirect caller or visitor to appropriate staff as may be required.

- Complete routine duplication of documents utilizing provided duplication equipment not to exceed 15,000 printed pages.
- Coordinate with DOE Reproduction Clerk to complete copy/print job order as required in excess of 15,000 printed pages or when finished copies requires binding.
- Prepare and obtain DOE authorization to relocate assigned staff using approved forms and processes.
- Utilizing approved requests, coordinate with DOE Office Services for the relocation of assigned staff.
- Prepare, obtain, and coordinate DOE authorization to install, relocate, or remove voice / fax telephone lines using approved forms and processes.
- Assist Federal staff and their direct support service contractors in obtaining access to the SRS data network (SRSNet).
- Complete and/or assist Federal staff and their direct support service contractors to obtain any and all necessary training required to gain access to the site, or that is directly related to the supported staffs mission on site (i.e. General Employee Training (GET), Consolidated Annual Training (CAT), Radiological Worker (RADCON) training, etc.)
- Coordinate with DOE Mail Room for the sending and receiving of mail items as required. Obtain authorizing signature for Overnight Services.
- Search and retrieve documents from databases and files as requested and provide limited research to assigned staff as necessary. Prepare and coordinate documents for review by the Federal staff and distribute as necessary

1.5.6.2.1.2 Program Analyst (OCR, OCC, AMIES, Nuclear Materials, Liquid Waste, OSSES, OAM, OEA, OSQA, DNFSB)

Under this contract, the contractor shall provide administrative support services to various office elements located at the SRS. Duties may include, but are not limited to:

- Assist in the design and development of a project specific document control system, integrating with the existing site document control system as necessary.
- Review multiple information systems for relevant documents, retrieve those documents, and incorporate them into a central library as required.
- Assist in maintaining a schedule and managing the submittal of project documents and deliverables.
- Plan, coordinate, and organize meetings, conference calls, and events as directed. Size of event may range from 2 to over 500 attendees. Attend events as directed and take meeting minutes / notes as required.
- Assist in the development and preparation of presentations in various mediums on a broad range of topics for approval as assigned.
- Develop content and prepare written communications on a broad range of issues as directed.
- Monitor a broad range of communication in various mediums in order to make scheduling determinations and recommendations to assigned Federal staff.
- Maintain daily schedule of assigned Federal staff as directed.

- Have a thorough understanding of the mission, objectives, and organizational structure (both on and off-site, Federal and contractor) of the office to which assigned, in order to better interface and facilitate communications.
- Communicate and interface with Government and contractor executives (including their assigned staff) to facilitate activities as assigned.
- Place and track routine maintenance requests with responsible office as required.

1.5.6.2.1.3 Executive Assistant (MGR's Office, NNSA)

The executive assistant manages a variety of duties for no more than three senior executives while serving as the point of contact between executives and employees. The position demands great communication skills, flexibility, proactive logistics, and efficiency, with demands and expectations prone to changing on a day-to-day basis.

Duties may include, but are not limited to:

- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf.
- Assisting in the development and preparation of presentations in various mediums on a broad range of topics.
- Maintaining comprehensive and accurate records (i.e. communications / program and project documentation / etc)
- Organizing meetings, including scheduling, sending reminders, and organizing travel when necessary.
- Answering phone calls in a polite and professional manner.
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters
- Responsibilities
 - Answer, screen & route telephone calls and use appropriate telephone etiquette
 - Assist in responses to internal/external guests including letters, phone calls and coordination of in-person meetings.
 - Incorporate creative approaches to various projects by taking initiative and working independently.
 - Prepare reports and/or special projects, which may include data collection from various stakeholders, coordination, final copy preparation, distribution, etc.
 - Respond to all employee and applicant inquiries in a courteous and professional manner within one business day receiving an inquiry.
- Become familiar with the NNSA SRFO mission, objectives, and organizational structure (both on and off-site, Federal and contractor) in order to facilitate communication.
- Develop messages and effectively use various mediums to ensure a consistent, integrated and comprehensive system of communications between the executive, employees and stakeholders.
- Qualifications

- Minimum three years of executive level administrative experience
- Advanced computer skills including Microsoft Office – Word, Excel, PowerPoint and Outlook required; Proficiency with DOE business systems (i.e. eDOCS / STAR/ STRIPES/ ESS/ Concur/ POWER/ etc.) strongly preferred

1.5.6.2.1.4 Award Fee Program Support Task Specialist (2 Positions – Level I – Entry Level and Level II – Experienced w/Education)

The contractor will provide support at the level of one Full Time Equivalent (FTE) and shall perform the following functions:

- Review award fee related contract documents, assessments, and other data to ensure successful award fee program implementation. Work closely with contract POCs and Management Systems Division staff members to ensure incentives are accurately and timely reported. Use data from scorecard to provide numerical raw data. Proactively identify any potentially significant issues. Support Fee Board Leadership and actively participate in board meetings. Work with Contractor POC to prepare documentation for discussing proposed changes to PEMP/Award Fee Plan.
- Provide contract administration subject matter expertise and support to the Management Systems Division. Serve as a resource to the Management Systems Division for management and oversight of complex, multi-billion-dollar contract cost-reimbursement operating and management contracts at SRS.
- Prepare all necessary documentation reports, and correspondence for Management Systems Division and Fee Board members. Present materials to management and board members, as necessary. Document results of program implementation and performance incentives in approved record management systems.
- The contractor must provide personnel and resources as appropriate to deliver efficient and cost-effective support services for the requirements.

Requirement: Federal Acquisition Regulations, Part 16. A Fee Board is identified in each Performance Evaluation Measurement Plan and Award Fee Plan.

Use SRIP 400 Ch. 412.1, Performance Evaluation and Measurement Plan

Schedule: During October and November, Fee Board should be scheduled weekly to manage bow wave of completion documentation.

1. Monthly
 - Establish schedule.
 - Work with Contractor POC to ensure incentives are processed and ready for Fee Board presentation.
 - Ensure STAR assessments have been completed for each incentive prior to coming to Fee Board
 - Support Fee Board leadership to prepare for meeting.
 - Identify any potentially significant issues being presented
 - Document meeting minutes
2. Ad Hoc

- Work with Contractor POC to prepare documentation for discussing proposed changes to PEMP/Award Fee Plan.
 - Support Fee Board leadership.
3. End of year Fee Board schedule is more frequent and depends on getting organizations to complete STAR assessments and schedule presentations

Fee Invoicing System

This is an electronic document review system used to track progress and record assessments/decisions made on processing contractor performance incentive documents for Liquid Waste and M&O

Close out of final Subjective incentive

Requirement: SRNS Performance Evaluation Measurement Plan, Performance Incentive Document, SRNS2015SUBJ-1.01, Management & Operations – Subjective

Use SRIP 412.1, Performance Evaluation and Measurement Plan

Schedule: Oct. 30, Complete STAR assessment and attach electronic report in Fee Invoicing System Within the M&O PEMP – Performance Incentive Document owned by AMMS

- Establish schedule to complete final review within time allotted.
- Use data from Scorecard to provide numerical raw data.
- Assemble information from Scorecard and other sources to develop narrative
- Schedule meeting with Fee Board leadership and all AM/OD to discuss numbers/score and draft narrative.
- Complete STAR assessment.

CPARS

Requirement: Use SRM 540.1.1A Ch12 Contractor Performance Reporting

For CPARS module, an interim report is required every 12 months based on contract award date or required as stated above for all modules. No cumulative. Assessment is done for the performance which has occurred since last evaluation period. Completion of the report is due 120 calendar days after the end of the assessment period.

Schedule: Oct. 30 – Send email to Scorecard participating AM/OD to solicit contractor “Significant Achievements” and “Significant Weaknesses” for their organization

Dec. 4 - Develop final report for Assessing Official

FAR 42.15 requires Contractor Performance reporting. This supports the lead Contracting Officer Representative, who is referred to as the Assessing Official, for the M&O contract to develop an annual report for the Contractor Performance Assessment Reporting System

- Develop schedule to gather end-of-year performance information for M&O contractor.
- Scorecard.
- Fee Board.

- Misc. press releases.
- Identify organizational POC and send out initial email to discuss data collection format and schedule.
- Draft final comprehensive assessment formatted as required by CPARS.

DOE-SR Scorecard

Requirement: The Scorecard collects contractor performance data for FAR 16 for use with the Fee Determination and FAR 42 for use with the annual CPARS report.

Schedule: Last week of each month – monitor Scorecard to ensure all DOE-SR organizations have entered numerical scores and narrative in each of their web pages. Contact those who have not to encourage completion.

- Support site effort by ensuring all organizations report – both numerically and with a narrative – each month in the electronic Scorecard
- Identify/manage POC listing for each organization
- Enforce monthly schedule to ensure timely input is provided
- Review monthly contractor (overall) self-assessment and complete STAR assessment for SRNS PEMP Subjective Incentive (as Technical Representative)

1.5.6.2.1.5 Asset Management Specialist (2 Positions – Level I and II; Level I requires 2 years or more of experience; Level 2 requires 8 years or more of experience)

The contractor shall provide the necessary labor and technical expertise to support the full administration of the Office of Acquisition Management’s receiving and delivery operations and activities services shall include the management of government property that will include, but is not limited to, the following:

- The DOE-SR Asset Management Specialist (AMS) shall be in compliance with all applicable regulatory requirements including DOE Order DOE O 580.1A, the DOE-SR Government Owned Personal Property Management Program Manual, and the M&O Contractor’s 3B Asset Management Manual.
- The contractor shall provide AMS receiving and delivery services for DOE-SR, NNSA and other Federal employees and the DOE-SR direct support service contractors located at the Savannah River Site (SRS) in an effective manner. AMS duties include the following: excess property review and transfer processing; receiving/inspecting; posting and data entry into the site Asset Management Information System (AMIS); maintaining property accountability; inspecting and inventorying Government property per invoice comparison (including materials, equipment, and locally purchased office supplies); applying appropriate labels and Government tags on equipment and supplies, issuing and arranging for the delivery of said property to end-users; inventory control and validation requirements; execute Balanced Scorecard requirements; make accurate supported adjustments to the site AMIS account; turn-in control, acceptance, and process requirements; excess and dispose of assets.
- The contractor will provide weekly updates to open property related issues older than ten days.
- The contractor will provide monthly activity reports providing required information as directed.
- Participation in annual and periodic reports will be required as directed.

- The contractor will participate in reviews/audits conducted by DOE-SR Property Management, DOE-HQ, and DOE-SR Safety Inspections.
- Contractor duties include planning and conducting a complete physical inventory of all property listed in the DOE-SR AMS account and validation of that data as coordinated with site property management.
- Contractor will perform the property pass functions (manual or automated).
- Contractor will conduct, and document monthly self-assessments, walkthroughs, and periodic inventories as required and maintain the DOE property account with the site database system including all accountability documents from acquisition through disposal, detailing accuracy of current user, location, status, and dollar value of all AMS property.
- Identify excess AMS account property and screen DOE-SR purchase requisitions against Federal excess lists, local excess, excess yard, and furniture warehouse.
- Ensure any equipment held for future use is kept within established guidelines. Coordinate with the DOE information technology and property organizations in order to keep inventory within established guidelines.
- The contractor shall establish and maintain a current desktop operation procedure identifying requirements and methods of operation.
- Performs all necessary steps to dispose of Government property as directed. Sub tasks include, but are not limited to:
 - Arranges for the disposition of excess property in accordance with applicable laws/ rules / regulations / policies.
 - Provides reports and documentation to Task Manager as required.
- Records will be maintained in accordance with the Records Inventory Disposal Schedule. Records must ensure a complete audit trail for Government property, from acquisition through disposition.
- Ensure compliance with all safety requirements and adherence to good industry housekeeping practices.

1.5.6.2.2 Public Outreach

1.5.6.2.2.1 Public Outreach Administrator

- Support the Office of External Affairs as needed in all public outreach events and other DOE sponsored events including, but not limited to, the Citizens Advisory Board (CAB), South Carolina Nuclear Advisory Council, and Environmental Justice meetings.
- Attend and facilitate public meetings and other DOE sponsored events at the request of the Department.
- Coordinate the development of meeting agendas with community stakeholders, site technical experts, and/or specified DOE personnel.
- Coordinate and attend site tours.
- Provide overall administration of the SRS CAB operations and activities:
 - Prepare recommendations transmittal correspondence for approval by Board Chairs within two business days after each of the full CAB meetings.
 - Participate as contractor support at EM Site Specific Advisory Board (SSAB) meetings and conference calls.

- Note actions and pertinent information from SSAB chairs and coordinators conference calls.
- Provide general mailing 14 business days prior to each of the full CAB meetings.
- Prepare written notice to all CAB members at least 14 business days prior to an election.
- Coordinate request for information from CAB members and general public via email or post, as appropriate.
- Prepare all CAB outgoing correspondence and electronic messages.
- Prepare and maintain files and databases of CAB correspondence, members, meetings, and activities.
- Attend weekly CAB Support Team meetings with Task Manager and maintain group planning calendar.
- Provide list of all Actions noted during meetings to Task Manager for discussion at Weekly Team Meetings, and coordinate to resolution.
- Coordinate and track written public comments, file with respective meeting minutes and in Public Comments folder on shared drive.
- Send thank you email to presenters and special attendees within 3 business days following meetings.
- Schedule, coordinate, and attend the Pre-CAB meeting at least 30 calendar days prior to Full CAB meetings.
- Schedule, coordinate, and attend the Post-CAB and Recommendations Response meetings no later than 14 calendar days following Full CAB meetings.
- Schedule, coordinate, and attend Dry Runs Meeting at least 14 calendar days prior to scheduled meeting.
- Prepare committee chairs' 'Things to Remember' notes for meeting.
- Develop CAB Work Plan in coordination with CAB members and DOE input.
- Assist CAB members in securing information on technical issues from Site.
- Coordinates with DOE/Contractor points of contact staff for information assistance.
- Assist in the finalization of CAB Recommendations in coordination with committee chairs, as needed.

1.5.6.2.2.2 Meeting Coordinator

- Secure facilities for, coordinate, and attend CAB meetings and events, public outreach, and other DOE sponsored events, as needed.
- Set up meeting rooms prior to all meetings.
- Set up, load presentations, and operate computers at all meetings.
- Coordinate/print finalized PowerPoint presentations, as needed.
- Take attendance of CAB members at all meetings.
- Prepare name tags and order signs for each of the meetings, as needed.
- Coordinate travel for CAB members, as appropriate, to all meetings and tours, in compliance with the Federal Travel Regulations (FTR).

- Processes all approved CAB travel and provide reimbursements to CAB members for all approved travel vouchers in compliance with the FTR within five business days of conclusion of the meeting / travel.
- Secure Government transportation for team travel to offsite meeting locations.
- Transcribe meeting minutes from A/V recordings of Full CAB meetings within 30 calendar days following the meeting.

1.5.6.2.2.3 Public Outreach Communications Coordinator

- Draft communication products, as requested, designed to enhance internal communications and cultural growth initiatives within DOE-SR organization for review/approval by senior PA Specialists. This includes, but not limited to, brochures, pamphlets, posters, banners/signs, newsletters (electronic/hard copy), logos, internal web content/blogs, and templates for presentations and bios.
- Assist in developing, designing, and reproducing multimedia materials in response to inquiries from DOE-HQ, stakeholders and the public on SRS programs and SRS CAB activities. This includes, but not limited to, SRS overview brochures, fact sheets, graphics, charts, display posters, recruitment brochures, handouts etc.
- Support DOE-SR interface/liaison role and responsibilities, as requested, to key stakeholder groups and programs, to include SRS Citizens Advisory Board; SC Governor's Nuclear Advisory Council; SRS retirees; and the DOE Environmental Justice Program, among others. This includes, but not limited to, attendance and providing administrative/logistics support at routinely scheduled meetings and/or conferences.
- Provide logistical support for coordinating Site tours, special events, employee programs, and/or VIP visits. This includes, but not limited to, tours/visits or special events involving DOE-HQ officials, congressional members/staff, local/state elected officials, and community leaders, SRS stakeholder groups, along with support to employee events, such as Special Emphasis Programs, SRS Kids Day, and Employee Recognition Program.
- Maintain and update existing presentations CAB letterhead, documents, presentations, website, bulletin board, etc., as needed.
- Photograph or arrange for photographer, audio/visual equipment, and equipment Technician, for all meetings, as needed.
- Operate online meeting equipment.
- Design CAB's "Board Beat Newsletter," research and coordinate articles, publish and coordinate the reproduction of a hard copy and submit electronic edition for website, and dissemination electronically, hand carried, or by post to CAB, database distribution, and Federal workforce. Submit newsletter for review/approval by senior PA Specialists before distribution.
- Prepare and submit advertisements, news releases, and public service announcements of meetings for review/approval by senior PA Specialists at least 14 calendar days prior to each meeting, as appropriate.
- Assist with coordination/printing of finalized PowerPoint presentations.
- Take written notes or electronically record all committee meeting proceedings to prepare meeting summaries within five calendar days following CAB committee meetings.

1.5.6.2.3 Office of the Field Chief Financial Officer (CFO)

1.5.6.2.3.1 Budget Technician Level II

The contractor shall perform a wide variety of administrative and technical functions to assist the Budget Division in the execution of the Savannah River Operations Office appropriated multi-year budgets. The contractor will be required to sign a Non-Disclosure Statement.

This is a mid-level position with some experience or educational equivalent in accounting and/or budgeting, as well as intermediate skills when using Microsoft Office Excel, Word, and PowerPoint. Contractor will be using Microsoft Office Excel and downloading data into Excel from various DOE financial systems.

The contractor will take day to day direction from Budget Division Director, Team Lead and/or Task Manager performing duties as directed which include the following:

- Sort, filter, compile, and report on financial data in DOE financial systems.
- Create and maintain assigned roles in DOE financial systems.
- Facilitate the compilation, review, and approval of financial data required for the issuance of the monthly financial plan to M&O contractors.
- Identify and input commitments and Miscellaneous Contractual obligations (M5Z transactions) into DOE financial systems.
- Create reconciliation reports of DOE financial systems.
- Support the compilation and analysis of data for Budget Execution Reviews.
- Download and manage various financial reports from DOE financial data warehouse.
- Track Work Authorization Documents (WADs).
- Create and track budget data in annual spend plans.
- Update, track, and compile a monthly and quarterly status report on Undelivered Orders (UDOs)
- Track and report the issuance and receipt of Inter-Entity Work Orders (IEWO).
- Prepare charts and graphs as needed.
- Support Internal Controls and monitoring of the Funds Control Process.
- Notify team when allotments are received and update applicable reports within 24 hours.
- Maintain and update the Budget Division Databook as required.
- Create and maintain electronic copies of monthly post-closing iPortal reports.
- Assist in the completion of the Annual Institutional Cost Report.
- Assist in the quarterly Comprehensive Field Financial Review.
- Analyze and reconcile data and identify errors and problems in the Standard Accounting & Reporting System (STARS) and other financial systems.
- Ensure documentation for assigned areas of responsibilities are filed in the Budget Division electronic filing system.
- Inform Team Lead and Budget Director of issues/concerns relating to areas of responsibilities.
- Other duties as assigned.

1.5.6.2.3.2 Budget Analyst Level I

The contractor shall perform a wide variety of analytical and technical functions to assist the Budget Division in the execution of the Savannah River Operations Office appropriated multi-year budgets. The contractor will be required to sign a Non-Disclosure Statement.

This is an entry-level budget analyst position with some experience in budgeting, funds management, and intermediate skills when using Microsoft Office Excel, Word, and PowerPoint. Good written and verbal communications skills are required. The ability to sort and filter data in financial systems is an important skill in this job. The contractor must have the ability to learn financial systems and apply that knowledge to duties as assigned. The contractor must possess good reading, writing, presentation, and telephone communication skills. The finer details of most tasks can be learned on site with the right employee attitude, energy level, education, knowledge, abilities, and skills potential.

The contractor will take day to day direction from Budget Division Director, Team Lead and/or Task Manager performing duties as directed which include the following:

- Sort, filter, compile, and report on financial data in DOE financial systems.
- Create and maintain assigned roles in DOE financial systems.
- Facilitate the compilation, review, and approval of financial data required for the issuance of the monthly financial plan to M&O contractors.
- Create reconciliation reports of DOE financial systems.
- Support the compilation and analysis of data for Budget Execution Reviews.
- Download and manage various financial reports from DOE financial data warehouse.
- Coordinate with the Site EM Lab and the Office of Acquisition Management to ensure comprehensive DOE-SR review of all Work Authorization Documents (WADs) prior to release of contract modifications.
- Create and track budget data in annual spend plans for assigned programs.
- Update, track, and compile a monthly and quarterly status report on Undelivered Orders (UDOs)
- Track and report Inter-Entity Work Orders (IEWO).
- Prepare charts and graphs.
- Support Internal Controls and monitoring of the Funds Control Process.
- Coordinate with Program Manager to provide applicable funds for continuous mission operations.
- Review and analyze assigned programs to ensure adherence to appropriate fiscal limitations.
- Analyze and reconcile data and identify errors and problems in the Standard Accounting & Reporting System (STARS) and other financial systems.
- Ensure documentation for assigned areas of responsibilities are filed in the Budget Division electronic filing system.
- Inform Team Lead and Budget Director of issues/concerns relating to areas of responsibilities.
- Other duties as assigned.

1.5.6.2.3.3 Budget Analyst Level II

The contractor shall perform a wide variety of analytical and technical functions to assist the Budget Division in the execution of the Savannah River Operations Office appropriated multi-year budgets. The contractor will be required to sign a Non-Disclosure Statement.

This is a mid-level budget analyst position with experience in budgeting, funds management, and intermediate to advanced skills using Microsoft Office Excel, Word, and PowerPoint. Strong written and verbal communications skills are required. The ability to sort and filter data in financial systems and create customized financial reports is an important skill in this job. The contractor must have the ability to learn financial systems quickly and apply that knowledge to duties as assigned. The contractor must possess solid reading, writing, presentation, and telephone communication skills. The finer details of most tasks can be learned on site with the right employee attitude, energy level, education, knowledge, abilities, and skills potential.

The contractor will take day to day direction from Budget Division Director, Team Lead and/or Task Manager performing duties as directed which include the following:

- Sort, filter, compile, and report on financial data in DOE financial systems.
- Create and maintain assigned roles in DOE financial systems.
- Facilitate the compilation, review, and approval of financial data required for the issuance of the monthly financial plan to M&O contractors.
- Create reconciliation reports of DOE financial systems.
- Support the compilation and analysis of data for Budget Execution Reviews.
- Download and manage various financial reports from DOE financial data warehouse.
- Coordinate with the Site EM Lab and the Office of Acquisition Management to ensure comprehensive DOE-SR review of all Work Authorization Documents (WADs prior to release of contract modifications.
- Create and track budget data in annual spend plans for assigned programs.
- Update, track, and compile a monthly and quarterly status report on Undelivered Orders (UDOs)
- Track and report Inter-Entity Work Orders (IEWO).
- Prepare charts and graphs.
- Support Internal Controls and monitoring of the Funds Control Process.
- Coordinate with Program Manager to provide applicable funds for continuous mission operations.
- Reviews and analyzes assigned programs to ensure adherence to appropriate fiscal limitations.
- Analyze and reconcile data and identify errors and problems in the Standard Accounting & Reporting System (STARS) and other financial systems.
- Ensure documentation for assigned areas of responsibilities are filed in the Budget Division electronic filing system.
- Inform Team Lead and Budget Director of issues/concerns relating to areas of responsibilities.
- Other duties as assigned.

1.5.6.2.3.4 Budget Analyst Level III

The Budget Analyst III supports the Budget Director and Budget Division in the execution and formulation of the Savannah River Operations Office appropriated budgets. The employee will be required to sign a Non-Disclosure Statement. This is a senior-level position that requires extensive experience in budget execution, formulation, funds management, and advanced skills using Microsoft Office Excel, Word, and PowerPoint.

This position requires extensive knowledge of the Federal budget process and must be able to work as a liaison to high-level officials. Duties are outlined below:

- Employ computer data bases to sort, filter, and compile financial data.
- Use pivot tables in MS Excel, MS Access, and other databases.
- Allocate funds for obligation for projects as assigned.
- Create and track budget data to include obligations, cost variances analysis, and supporting narratives in the annual spend plans for projects as assigned.
- Prepare budget charts, graphs, and presentation materials for the Field CFO, Site Manager, and DOE Headquarters.
- Support Internal Controls and monitoring the Funds Control Process.
- Support administrative and organizational activities to perform budget formulation and Indirect Management.
- Consolidate, review, and edit site budget narratives for accuracy.
- Assist in site budget development, to include submissions into IPABS and development of the Site's red/blue.
- Review assumptions in Site overhead models to ensure accuracy
- Ensure consistency between various site documents to include, but not limited to Integrated Facilities and Infrastructure (IFI), Red/blue, DOE managed and Integrated Life Cycle Estimate (ILCE) profile.
- Interpret monthly funds management and indirect budget reports to identify potential issues.
- Ability to take near term budget information and determine program lifecycle impact.
- Other duties as assigned.

1.5.6.2.3.5 Accounting Technician (3 positions)

The Accounting Technicians shall have knowledge and familiarity with federal employee travel, payroll and accounting matters, assists in analyzing and reconciling problems, and referring items to supervisor or higher level accountants when procedural or policy matters are involved. Duties are, but are not limited to, the following:

- Ensure that the payroll is processed and certified each pay period (every two weeks) by the established due dates. Is knowledgeable of payroll processing, codes, and timekeeper duties/responsibilities.
- Coordinate with HQ-Payroll, Defense Finance Accounting Service (DFAS), Human Resources Advisory Office (HRAO), and employees to resolve payroll issues.
- Provide proactive and helpful assistance and customer service.

- Ensure that all payroll documentation is filed and verified each pay period, and that monthly and quarterly payment reports are prepared and submitted in a timely and accurate manner. This includes the quarterly South Carolina Withholding Tax Report.
- Ensure travel administration for Temporary Duty, Foreign Travel, and Permanent Change of Station Travel.
- Ensure that Travel Authorizations and Vouchers are reviewed and processed daily, accurately, and in a timely manner while remaining in accordance with the Federal Travel and SR policies, procedures and regulations. Is knowledgeable of travel policies and airline ticket/reservations and charges.
- Responsible for processing financial reservations, de-reservations, obligations, and de- obligations.
- Ensure that all conference attendance travel has been approved in advance by the responsible Manager.
- Verify that training has been properly authorized prior to approval of the corresponding travel (as applicable).
- Inform Accountants, Team Leads, and Director apprised of issues/concerns, as it relates to travel, payroll, and accounting issues/problems.
- Is proficient in analyzing and reconciling data and finding errors and problems in the Standard Accounting & Reporting System (STARS) and other financial systems.
- Is proficient with the federal electronic travel system and interface processing.
- Perform liaison functions with the Travel Management Contract (TMC) personnel and identifies any problems or discrepancies regarding the travel function.
- Assure that the necessary funding allocations are available and sufficient.
- Assist Senior Accountants in performing the day-to-day accounting operations and processing in STARS, Contractor Invoice Approval System (VIAS), and other financial systems. Assures that tasks are thoroughly completed, accurate, and timely.
- Track refunds, nonrefundable tickets, maintains electronic database and prepares reports.
- Assist with filing travel, payroll, and accounting documents.
- Assist the Financial Evaluation Team (FET) with Audit Liaison functions to include scheduling, coordinating, planning organizing meetings with auditors and stakeholders, assist with site access and badging needs for visiting auditors.
- Assist with coordination of funding availability for DCAA audit requests within 2 business days.
- Ensure files are maintained in an organized manner.
- Assist with financial reporting, to include monthly metrics and status reports.

1.5.6.2.3.6 Senior Accountant III (1 position)

The Senior Accountant III is responsible for all accounting related activities and ensure that accurate

and timely distribution of financial and management information (statements, metrics, analyses, etc.).

This position will serve as a subject matter expert and may provide technical counsel and guidance to a small group of individuals.

This is a senior-level position and Duties include, but are not limited to the following:

- Responsible for all aspects of general ledger accounting, including monthly journal entries, preparation of invoices, reconciliations, analysis and ad hoc reporting.
- Prepare metrics and financial analyses for reports and decision-making.
- Assist with establishing and maintaining systems and internal controls, which ensure the integrity of all systems, processes and data.
- Provides proactive and helpful assistance and customer service.
- Analyzes and reconciles data and finding errors and problems in the Standard Accounting & Reporting System (STARS) and other financial systems.
- Perform the day-to-day accounting operations, close-out, and processing in STARS, Financial Accounting Support Tool (FAST) and other financial systems. Ensures the accurate and timely completion of these responsibilities.
- Informs Accountants, Team Leads, and Director of issues/concerns, as it relates to finance and accounting matters. Other duties as assigned by the Director and/or CFO.
- Assist the FET with invoice reviews and internal assessments by gathering cost data, collecting support documentation, sample selection, review or testing selections.
- Ensure files are maintained in an organized manner.
- Assist with financial reporting, to include monthly metrics and status reports.

1.5.6.2.4 Office of Acquisition Management (OAM)

1.5.6.2.4.1 Contractor Industrial Relations Team Support

- The contractor shall be available to provide assistance in response to requests for assistance on related CIRT issues. This includes responding to requests from SRS Budget, Finance, Contracts Management, and HQ Legal for review of and comments on documents related to Pensions, Benefits, Compensation, Workers Compensation, Labor Relations, and Workforce Restructuring. Sub tasks may include (but are not limited to):
 - Review and recommend DOE actions on routine submissions of such documents as Salary Increase actions, Compensation Increase Plans (CIP), Workers Compensation, and Pension programs.
 - Develop and submit program deliverables for CIRT (reports ue etc.).
 - Provide briefing charts and notes in subject areas as requested by DOE.
 - A final report to include identification of concerns, issues, observations, recommendations, and all corrective actions taken/recommended.
- The contractor shall provide assistance in ensuring adherence to DBA and other regulatory requirements. Sub tasks may include (but are not limited to):
 - Conduct labor checks at SRS facilities (comparing timecards, wage rates, etc.) for accuracy and compliance to regulatory requirements.

- Examine payroll submissions for accuracy and compliance to regulatory requirements.
- Receive and process draft electronic Standard Form 98 (E98) requests and update (E98) request log as needed.
- Provide any Department of Labor comments to DOE-SR for resolution.
- Develop CIRT file plan and maintain CIRT file system.
- As journeyman-level resources, prepare responses for the Director, Acquisition Operations Division (or designee), to inquiries from HQ, SRS, and other DOE organizations on the parameters of/among other statutes, the Davis Bacon Act (DBA), McNamara O'Hara Service Contract Act, and the Public Contract Act.
- Prepare progress briefings as needed. Sub tasks include (but are not limited to):
 - Brief progress verbally on a bi-weekly basis to the Director, Acquisition Operations Division.
 - Provide update briefings, as requested.
 - Provide updates to E-98 tracking system, as needed.

1.5.6.2.4.2 Contract Specialists (OAM)

This contract will support the Government contracting requirements for DOE-SR. The contractor will provide expertise in the areas of advising and assisting program personnel in procurement matters and provide contract management support services.

The contractor will provide contract administration support for Office of Acquisition Management. This includes management of Multi-billion-dollar cost-reimbursement operating and management contracts and other contracts as required. The contractor shall be able to prepare and submit reports per the requirements of the FAR, DOE, and EM guidance and direction. The contractor must have an advanced understanding of the Federal acquisition process, data collection, reporting of acquisition-related input (i.e., FPDS, STRIPES, and other systems required), and is required to work seamlessly without supervision within a team environment in support of site missions.

- **Contract Specialist II (OAM)**

The contractor must provide personnel and resources as appropriate to deliver efficient and cost-effective support services for the requirements described below. Performance of these services requires the contractor to produce specific Work Products as identified below.

- Holds or previously held Federal Acquisition Certification in Contracting (FAC-C) Level I or Defense Acquisition Workforce Improvement Act (DAWIA) Level I certification
- Prepare contract modifications/new contracts/financial assistance instruments. File management and uploads in electronic contract management system (currently STRIPES).
- Preparing and submitting accurate reports on subcontracts reviews accurately and timely
- Correspondence Management:
 - Assist Contracting Officers and Subject Matter Experts (SME) with drafting and formatting correspondence
 - Review contract reports and deliverables; organize SME reviews if required

- Review incoming contract related correspondence and notify potentially interested parties; organize SME reviews if required
- Manage routing and uploading correspondence in electronic correspondence management system (currently eDOCs)
- Identifying clauses to be included and submitting to Contracting Officer (CO) for inclusion.
 - Identifies special advertising required (Fed BizOpps, synopsis text, and any other requirements) and entry of this data into the cited systems
 - Identifies, prepared and processes requirements to interact with the US Small Business Administration, as appropriate
- Assist in developing contracts, grants, cooperative agreements, interagency agreements, or any other type of contractual arrangement to include description/scope of work, budget, cost provisions, general terms and conditions, special provisions, reporting requirements, etc. The contractor must be able to perform the following:
 - Administration of contract modifications and/or new contracts/financial assistance instruments
 - File and understand the maintenance of contracts once amended/awarded
 - Maintain automated system updates accurately and timely – STRIPES, FPDS, and other required systems
- Assists in processing all requests for contract and instrument modifications or amendments. Prepares all records of negotiation and supplemental agreements associated with the modifications for the Contracting Officer in addition to:
 - Collecting and organizing information related to Federal funds
 - Preparing and submitting accurate reports on subcontracts reviews accurately and timely – as required
 - Review and process invoices for CO approval
 - Consults with Contracting Officers and provides advice on complex contract administration issues such as contractor claims, requests for equitable adjustments, fee determinations, etc.
- Assist in preparing termination notices and negotiates termination settlements; Collects and organizes termination information.
- Good written and verbal communications skills are required.

- **Contract Specialist III (OAM)**

The contractor must provide personnel and resources as appropriate to deliver efficient and cost-effective support services for the requirement. Performance of these services requires the contractor to produce specific Work Products as identified for a Level II in addition to below.

- Requires: Holds or previously held a Federal Acquisition Certification in Contracting (FAC-C) Level II or Defense Acquisition Workforce Improvement Act (DAWIA) Level II certification.
- Track inputs and gather information for contractor performance evaluation and feedback including monthly feedback reports, Interim Feedback Reports (IFR), and annual Performance Evaluation Reports (PER).

- Prepare contract modifications/new contracts/financial assistance instruments.
 - Identifying clauses to be included and submitting to Contracting Officer (CO) for inclusion.
 - Identifies special advertising required (Fed BizOpps, synopsis text, and any other requirements) and entry of this data into the cited systems
 - Identifies, prepared and processes requirements to interact with the US Small Business Administration, as appropriate

1.5.6.2.5 Office Support

1.5.6.2.5.1 Material Coordinator

- Safely operate vehicle(s) to support approved movement of items (i.e. furniture/supplies/etc.) within the site barricade boundary as necessary to complete requests for service on approved SR Form 62.
- Maintain inventory of furniture in the provided storage facility in accordance with pre-determined levels. Notify Task Manager of furniture inventory level for review as needed.
- Maintain inventory of expendable supplies (boxes, copier paper, etc.) in accordance with pre-determined levels. Notify Task Manager of inventory level for review as needed.
- Process and review SR Form 62 request for service within 4 working days of approval by the Task Manager.
- Determine what (if any) additional items (cubicle parts, furniture, etc.) or services (i.e. termination of electrical power) are required for work order completion. Ensure that necessary parts are on hand / on order for Laborer support to complete assigned tasks.
- Perform review of requested reconfigurations of assigned housing areas and conference rooms to determine feasibility, identify potential impacts to other occupants, and establish and provide a timeline to complete the requested work for approval.
- Provide support to Laborer task as needed.
- Receive approved service requests from DOE Task Manager and enter request into tracking database.
- Coordinate with customers of approved service requests as required and document any special instructions into tracking database.
- Ensure approved service requests are closed when all associated work is complete.
- Maintain accountability and inventory of keys used for DOE Furniture (desks / file cabinets, etc.)

1.5.6.2.5.2 Office Services Mover/ Laborer

- Safely operate vehicle(s) to support approved movement of items (i.e. furniture/supplies/etc.) within the site barricade boundary, as necessary, to complete requests for service on approved SR Form 62.
- Initiate work on approved SR Form 62 requests for service within 4 working days of processing and assignment by the Material Coordinator.
- Perform minor repair of furniture items (i.e. casters/loose parts/lubrication of parts/ etc.) under the supervision of the Material Coordinator.

- Perform approved reconfiguration and rearrangement of items within assigned housing area and conference rooms (i.e. furniture, cubicle wall, partitions, etc.) under the supervision of the Material Coordinator.
- Provide support to other tasks as approved under the supervision of the Material Coordinator.

1.5.6.2.5.3 Conference Room, Facilities Work Order and Government Vehicle Motor Pool Coordinator

- Maintain automated database to reflect current and future vehicle requests. Database will contain (at a minimum) the following information:
 - Name of Requestor.
 - Time of request.
 - Information on vehicle assigned to request. Information will include, at a minimum:
 - Tag Number
 - Time and mileage of vehicle signed out by operator.
 - Time and mileage of vehicle signed in by operator.
- Ensure that vehicle operator meets requirements to operate a Government vehicle (valid state license).
- Provide usage guidance to vehicle operators prior to departure. Topics will include:
 - Authorized usage
 - Cleanliness
 - Fueling
- Drop off / pick up vehicles for service as necessary.
- Maintain accountability for Government credit cards for each assigned vehicle. Tasks include, but may not be limited to, the following:
 - Properly secure credit cards in approved container.
 - Properly issue credit cards to vehicle operator in accordance applicable guidance.
 - Receive credit card from operator after completion of mission. Ensure all receipts are returned.
- Notify DOE Task Manager (or DOE Fleet Manager) within 15 minutes of any vehicle accident reported by any operator. Ensure required reports are completed and forwarded to DOE Task Manager.
- Maintain automated database to show current and future conference room reservations. The following information is required for all reservations:
 - Name of Requestor.
 - Date(s) of request.
 - Start and end time of request.
 - Facility location.
- Post following day's room reservation calendar outside each assigned conference room no later than 1700 Hours each workday.
- Perform daily inspection of assigned conference rooms for cleanliness and serviceability of items no earlier than 1500 Hours each workday. Report any discrepancies to the DOE Task Manager for resolution.
- Maintain information on authorized off site meeting space.
- Maintain files in accordance with approved procedures.

- Coordinate for routine and non-routine maintenance (i.e. locksmith / plumber / general maintenance) of all assigned structures using approved processes through the site Management, Operating contractor, or its designated sub-contractor. Sub tasks include:
 - Open work order as required.
 - Track status of open work order through completion.
 - Close work order as required.
- Coordinate for janitorial support using approved processes through the site Management and Operating contractors designated sub-contractor.
- Maintain accountability and inventory of all building keys, to include security locks and keys, as applicable, for Building 730-B

1.5.6.2.5.4 Supply Room / Reproduction Center Clerk

- Staff DOE Supply Room and provide assistance to authorized customers.
- Maintain stock of items per approved inventory to support DOE-SR and its direct support service contractors.
- Manage requisitions to re-order items utilizing most cost-effective source of supply (Site Maintenance Management and Operating (M&O) contractor, General Services Administration (GSA), or others). Sub tasks include:
 - Perform applicable market research to ensure that the Government receives best value.
 - Obtain DOE Task Manager approval for order, to include vendor and quantity to order.
 - Initiate requisition within applicable ordering system.
 - Provide requisition information to DOE Task Manager.
 - Update DOE Purchase Card log with any status change (i.e. item arrival / backordered / etc.) no later than 1700 Hours each workday.
- Process returns to vendors as necessary, to include recycling of items.
- Provide assistance in the requisition and tracking of approved safety shoe orders for DOE-SR and its direct support service contractors
- Provide assistance in the requisition and tracking of approved prescription safety eyeglass requests for DOE-SR and its direct support service contractors
- Utilizing Government provided equipment and supplies, provide minor engraving services (i.e. name plates, small signs) to DOE-SR and its direct support service contractors.
- Utilize Management and Operating Contractor's excess operations to the fullest extent possible to reduce costs.
- Perform duties of Building Chemical Coordinator as required.
- Provide support to complete document reproduction and finishing work utilizing provided equipment. Sub tasks include:
 - Complete authorized document reproduction work when total image count is less than 25,000 images. No work will be authorized that infringes on any copyrighted document without the express written permission of the authors.
 - Finishing work to include (but not limited to)
 - Binding
 - Stapling
 - Assembly (including clear cover as requested by customer)
 - Punch

- Comb
- Provide assistance to customers with photographic/video graphic requirements in the proper completion of approvals and forms to receive support from M&O contractor for these services.
- Act as Key Operator (KO) on assigned duplicating equipment. Sub tasks include:
 - Assist personnel in the operation of assigned equipment to complete copying and scanning as necessary.
 - Perform troubleshooting of errors and malfunctions that operator cannot resolve.
 - Open, close, and monitor work order status of issues with equipment vendor as necessary for errors and malfunctions that KO cannot correct.
- Provide required assistance to customers to have work orders that cannot be completed by task personnel due to size or equipment limitations (i.e., job size more than 25,000 images, business cards, posters, oversize requests).
- Conduct monthly meter readings on assigned equipment and submit information to Management and Operating Contractors Copier Management office.
- Order consumable supplies (toner, staples, etc.) for assigned equipment thru designated sources (DOE Supply Room).
- Maintain stock of consumable supplies for all assigned reproduction equipment to pre-determined levels as authorized by the Task Manager.
- Assist customers (as requested) in the replenishment of consumable supplies for assigned equipment.
- Ensure that removable media from reproduction equipment (i.e., hard drives) are removed, accounted for, and returned to the appropriate office as required prior to relocation/turn-in of applicable equipment.

1.5.6.2.5.5 DOE Mail Room Processor

- Deliver inbound mail items once daily (to include interoffice communications).
- Delivery times will be prior to 1400, Monday through Thursday.
- Collect outbound mail items once daily (to include interoffice communications) and process as required for further distribution to SRNS and U.S. Postal Service mail stream.
- Pick up times will be once prior to 1100 Monday through Thursday.
- As necessary, utilize Government provided transportation to pick up and deliver mail items from the site Central Mail Room and the Jackson S.C. United States Post Office facility.
- Identify suspicious mail pieces using established methods and take appropriate action as outlined in Site Mail Security Plan
- Sort and route interoffice communications designated for Building 730-B. These items will be processed in entirety (collected and delivered) by the DOE Mail Clerk Monday thru Thursday.
- Maintain a service log to ensure accountability and traceability (as appropriate) for the following supplies and categories of special mail service. Log will include at a minimum: the user's printed name, telephone number, Site User ID, signature, and any applicable cost:
 - Postage
 - Certified Mail document numbers
 - Registered Mail document numbers
 - Return Receipt document numbers

- Overnight service tracking numbers (any carrier)
- FedEx
- Package delivery from DOE Mail Room to SRNS Mail
- Decline for acceptance any personal mail items into the official mail stream. (whether proper postage is affixed or not)
- Decline for acceptance any classified mail pieces into the official mail stream.
- Assist customers with determining the appropriate amount of postage for a mail item by weighing / measuring the mail piece and consulting current U.S. Postal Service rates (available at www.usps.com) for size, weight, and destination.
- Assist Supply Room / Reproduction Clerk with completion of reproduction work orders as necessary and time allows.

This is to be a part time position. Duty hours are to be from 0900 thru 1400 or 1000 thru 1500 Monday thru Thursday. No service will be required on Friday.

1.5.6.2.6 Human Resources Advisory Office (HRAO) Support

1.5.6.2.6.1 Human Resources Support /Recruitment and staffing (HR)

The contractor will provide support to the DOE-SR Human Resources Advisory Office for the area of recruitment and staffing procedures, Human Resources Information Services, Training, and initiatives directly related to the HRAO's efforts to effectively support DOE-SR mission requirements. The contractor will perform DOE-SR HRAO support functions that will include, but is not limited to, the following:

- Review job analysis and attend consultation calls with Shared Service Center as needed.
- Assessment: Use current assessment tool for evaluating candidates ~~for each position~~ as needed
- Counsel employees and perspective applicants on ~~Analyze applicant~~ competencies and qualifications.
- Write justifications for ~~Ensure all~~ available hiring flexibilities ~~are~~ used.
- Review policies and procedures.
- Prepare Human Capital Management reports (e.g., weekly, gains and loss, etc.)
- Develop, implement and monitor awards and recognition process that promotes alignment of employee goals with the goals of the organization.
- Review, validate and prepare award justifications (Special Acts, Thank You, QSIs) for processing.
- Assist with the DOE-SR Performance Management Process.
- Assist with the DOE-SR Drug Testing Program by scheduling drug testing, reviewing drug test results and maintaining files.
- Assist in establishing administrative controls on functional realignments and reorganizations to enhance organizational performance and to achieve organizational goals.
- Provides HR related consultation and guidance to supervisors and employees on all HR related actions.
- Serves as the SR Telework Liaison for DOE HQ point of contact to ensure required telework agreements are available and update as necessary.

- Track and monitor all telework applications, recorded hours and telework training as required.

1.5.6.2.6.2 Training and Information Systems Coordinator (HR)

Technical assistance for the administration of the DOE-SR HRAO Information Systems will include conversion of associated current and historical data and files and development of the annual DOE-SR HRAO Performance Management Plan (PMP) including Task Description and Schedules (TDS).

The contractor will provide reports and data in response to data management requests, both internal and external to HRAO. The contractor will assist in administering the DOE ePerformance System. The contractor will provide primary interface and coordination for functional accessibility to the Integrated Business Management System (IBMS) and the subsequent SharePoint system.

The contractor will perform HRAO support functions that will include, but is not limited to, the following:

- Information Services
 - Support critical programs by the administration of the HRAO Information Systems as required in coordination with COR review and approval.
 - Maintain and update current historical data and files for reports and retrieval as required.
 - Provide reports and data in response to data management requests.
 - Assist in Personnel Data Management by initiating and distributing notifications that record personnel actions.
 - Assist in administering the DOE ePerformance System.
 - Maintain the HRAO Information System databases.
- Information Services Support Functions
 - Maintain organizational structure and workforce management data.
 - Generate daily action reminders from HRAO Databases.
 - Generate random personnel action list for Quarterly Audit.
 - Prepare data files for FAIR Act Report to DOE HQ.
 - Provide personnel data and charts for Annual Workforce Plan.
 - Manage the video capture, editing, placement of such training videos on local web sites. In addition, convert all video captured training to the required format in order to assist in the knowledge capture process.

1.5.6.2.7 Office of Safety and Quality Assurance (OSQA)

1.5.6.2.7.1 Program Support Specialist

The contractor will provide support to the DOE-SR OSQA Office for the purpose of leading assigned OSQA contract support roles within OSQA, including Administration, Records, Directives, and

Training. The contractor will perform DOE-SR OSQA support functions that will include, but not limited to, the following:

- Serve as Administrative Support Lead.
 - Lead the Program Analyst for OSQA to ensure all administrative support is delivered effectively and in accordance with the approved project work scope.
 - Ensure effective administrative support is provided to the OSQA management team. Provide additional support as necessary.
 - Support the S&K Program Manager in hiring and supervising the Program Analyst for OSQA.
- Serve as eDOCS Coordinator.
 - Upload and assign actions to respective organizations.
 - Coordinate new user access/org assignments with HQ.
 - Coordinate account deactivations due to transfers/retirements.
 - Coordinate new user training with HQ.
 - Provide workflow training to admin support staff.
 - Provide issue support to users.
- Serve on the Directives Management Team.
 - Assist Directives Program Manager with coordination of DOE-SR Directives review/update process.
 - Assist Directives Program Manager with S/RIDs process.
 - Attend monthly Directives status update meetings with the site contractors
 - Update Planner, OneNote notebook, and Teams file labels as necessary to track status of ongoing work.
- Serve as the Training Lead.
 - Lead the TQP Coordinator position to ensure the training and qualification program is administered effectively and proactively.
 - Ensure training program courses are properly scheduled, delivered, and recorded.
 - Ensure training program administrative support is timely and well communicated.
 - Update training program documents as necessary.
 - Provide back-up support to HR on IDPs as necessary.
- Serve as backup to the STAR Program Manager.
 - Facilitate MRB meetings as needed.
 - Run presentation during the meeting.
 - Update MRB OneNote notebook in Teams as necessary.
 - Format and route all MRB (CAP required) letters.
 - Return assessments to Draft status for MRB requested edits to be made as needed.
 - Release/close assessments as needed.
- OE Consolidated Feedback Meetings.
 - Coordinate with SRNS POC to get the agenda, presentation slides, and reports for DOE review.

- Upload agenda, presentation slides, and reports to Teams.
 - Run presentation during the meeting.
- Subjective Feedback.
 - Send reminders to team to get input added to OneNote notebook in Teams.
 - Send reminders to Directors to review input and make edits as necessary.
 - Add reviewed input to Subjective Feedback slides.

1.5.6.2.7.2 Technical Writer

- The contractor shall provide technical writing and editing services to support PAD. Essential duties and responsibilities include:
- Update existing electronic file copies (MS Word files) of DOE-SR directives (DOE Savannah River Implementing Procedures, DOE Savannah River Manuals) to the newly revised format.
- Create new electronic file copies as necessary (MS Word files) of DOE-SR directives (DOE Savannah River Implementing Procedures, DOE Savannah River Manuals) in the newly revised format.
- Assist in the DOE-SR directives review and revision process with processing of review comments of updated or revised DOE-SR directives, including processing of revised Directives.
- Provide technical writing and editing services to PAD on other types of documents as identified by PAD.

- 1.1 Deliverables -The contractor shall submit a Monthly Report containing a summary of products and services performed and status of any open items.

1.5.6.2.7.3 Training/Technical Qualification Program (TQP) Coordinator

The contractor shall review DOE requirements for technical training and provide deliverables related to the coordination and management of a technical training program. Duties and responsibilities include working with DOE-SR organizations to identify and coordinate technical training needs; coordinating with the HR Training Scheduler to arrange and schedule technical training courses; developing and/or maintaining the DOE-SR TQP database to track new TQP candidate qualification status and the recertification/maintenance of existing TQP qualifications for qualified staff.

- 1.2 The contractor shall be available to provide assistance in response to requests for assistance related to technical training program management. This includes supporting PAD as the technical training program/TQP coordinator. Essential duties and responsibilities include:
 - 1.2.1 Review DOE training related policies, procedures and DOE employee training records to ensure an appropriate and viable technical training/TQP program
 - 1.2.2 Ensure compliance with technical training/TQP program requirements
 - 1.2.3 Coordinating with DOE-SR organizations to identify and coordinate technical training needs,

- 1.2.4 Coordinating with the HR Training Scheduler to arrange and schedule technical training courses,
- 1.2.5 Developing and/or maintaining the DOE-SR TQP database (using Office products) to track new TQP candidate qualification status and the recertification/maintenance of existing TQP qualifications for qualified staff Review and recommend DOE actions on routine submissions of contractor documents,
- 1.2.6 Maintain current knowledge of the developments and changes within the technical training field, the DOE TQP and advise PAD of this information.
- 1.2.7 Provide support to the OSQA Annual Assessment Plan (AAP)
- 1.2.8 Obtain DOE National Training Center (NTC) instructor certification and serve as a part-time instructor in one or more NTC technical courses.

1.3 Deliverables – The contractor shall submit a Monthly Report containing a summary of products and services performed and status of any open items.

1.5.6.2.8 Office of Chief Council Support (OCC)

1.5.6.2.8.1 Paralegal Support Services

The Contractor shall provide paralegal support services to the OCC in performing the following tasks:

- Provide paralegal support services, as required, to the OCC. Deliverables include, but are not limited to, administrative and federal litigation support including preparation of draft documents, litigation support of the DOE-SR Patent/Intellectual Property (patents, copyrights, and trademarks), review of outside counsel invoices, assist with discovery, document production, maintenance of litigation files, legal research and drafting of legal memoranda, assistance in responding to Freedom of Information Act requests, Privacy Act requests, and the preparation and presentation of various reports and briefings.
- Maintain the Litigation Management Tracking System (LMTS), the Intellectual Property (IPManager) database, and FOIA Express database.
- Assist with collecting and organizing information related to active litigation cases, including pre-trial and discovery activities.
- Provide administrative support to Chief Counsel:
 - Assist Site Counsel with drafting, formatting, and organizing correspondence.
 - Review legal reports and deliverables; organize SME reviews if required.
 - Review incoming legal correspondence and notify potentially interested parties; organize SME reviews if required.
 - File management and uploads in electronic management systems (e.g., max.gov, SharePoint, etc.).
 - Manage routing and uploading correspondence in electronic correspondence management system (currently eDOCs)

The Contractor shall ensure all employees meet the following minimum personnel qualifications:

- 3 or more years of paralegal experience is required.

- Pre-trial, discovery-phase, and trial support experience is desired.
- Prior Federal Government experience is desired.
- Experience with litigation in federal courts.
- Four-year university degree is desired
- Experience in federal document research or federal case study is a plus.

The Contractor agrees to furnish the high quality of skills and exercise sound judgments, professional procedures and practices, and to perform all required services in the most effective, efficient and economical manner consistent with the best interests of the Government. The OCC reserves the right to reject any proposed contractor personnel based on education, skills, experience, inter-personal communication skills, the results of personnel security background checks, or other factors that would negatively impact the OCC's mission, strategic priorities, operations, or the efficient completion of the contract.

- Must be able to use multiple applications to perform searches and reviews.
- Must have the ability and skill to handle multiple, competing priorities from Site Counsel.
- Must have excellent organizational skills and have the ability to quickly comprehend and implement changes in requirements.
- Must have effective skills and behaviors with an emphasis on confidentiality, discretion, and flexibility.
- Must be able to manage time efficiently and be able to meet deadlines.
- Must be able to work professionally with individuals and diverse groups.
- Must have an advanced understanding of correspondence management, data collection, and office software (i.e. Microsoft Outlook, Word, Excel, and FileMaker Pro).
- Documents Preparation: The contractor shall prepare draft pleadings, discovery responses and legal memoranda as required to complete the requirements listed in this PWS in the media and format as specified by the COR. Written material shall follow all site/project specific security and review protocols and conform with DOE Orders, program, project and site-specific requirements.

STANDARDS OF ACCEPTABLE PERFORMANCE

The Performance Assurance Division (PAD) Director or designee and/or COR will review, for completeness, preliminary or draft deliverables that the contractor submits, and may return them to the contractor for correction. Absence of any comments by the COR will not relieve the contractor of the responsibility for complying with the requirements of the contract. In addition to review and acceptance of reports and deliverables, DOE will provide periodic direct observation of contractor work activities in the field to verify appropriate level of engagement to perform effective oversight.

General quality measures, as set forth below, will be applied to each Work Product and Deliverable received from the contractor under this contract.

- a) Accuracy – Work products and deliverables shall be accurate in presentation, technical content, and adherence to accepted elements of style
- b) Clarity – Work products and deliverables shall be clear and concise. Any/All diagrams shall be easy to understand and be relevant to the supporting narrative.

- c) Consistence to Requirements – All work products and deliverables must satisfy the requirements stated herein.
- d) File Editing – All text and diagrammatic files shall be editable by the Government.
- e) Format – Work products and deliverables shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.
- f) Timeliness – Work products and deliverables shall be submitted on or before the due date specified in this contract or submitted in accordance with a later scheduled date determined by the Government.

1.5.6.3 Engineering and Technical Support

The contractor shall provide the necessary labor and technical expertise to provide augmentation support to the full administration of the DOE-SR Engineering and Technical Services.

1.5.6.3.1 Facility Representative Trainer for Waste Disposition

The services will focus on training Facility Representatives by providing field observation of ongoing work in progress, providing written reports relative to observed activity, providing immediate assessment and communication of any work practice that is a danger to the worker, assisting in the investigation of any abnormal events/accident and providing recommendation on how to improve safe operations. Additionally, services will be provided as qualifying official and for the development of examinations (e.g., facility walk-through, oral boards and written tests).

The following training activities are required in support of this scope. This training will primarily require one-on-one, or small group, in-the-field coaching and mentoring.

- Review and evaluate Conduct of Operations aspects for F- and H-Tank Farm activities, Saltstone grout processing, and Solid Waste Management Facility activities). This will include review of work documents, observation of any Functional Area Manager (FAM) Review or Independent Assessment, and direct field observation of activities.
- Review and evaluation of work control and maintenance aspects of activities supporting Closure activities, and Base Operations.
- Review and evaluate industrial hygiene, radiological control and employee safety aspects of activities supporting Liquid Waste and Solid Waste operating facilities. This will include facility surveys preparations, observations of the mockups, Functional Area Manager reviews, and independent review as well as direct field observation.
- Review and evaluation of training materials for new WDOD employees by updating exams, coaching, and mentoring in assessment techniques, observation of in-the-field activities, facility startup and process systems operation. This will include all facilities monitored by WDOD (i.e., F- & H-Tank Farms, ETF, SWMF, and Saltstone).
- Development of a tracking and trending program for Management Review Board (MRB) assessments not transmitted to the contractor.
- Review and evaluate any event that results in a spill or spread of radioactive contamination in an unwanted place or radiation exposure that exceeds suspension guide set points.
- Attend FOSC Meetings as appropriate.

- Periodically review and evaluate DSA/TSR work activities. This will include direct field observation of activities.

This is a part time position needed for maximum 600 hours throughout the year.

1.5.6.3.2 Liquid Waste Support Services- Office of Assistant Manager for Waste Disposition (AMWDP)

The services will focus on providing review and evaluation of the interim performance baseline proposed by the Liquid Waste contractor and its alignment with the system strategy and risk management. This system contains all facilities and processes needed to remove, stabilize, and dispose of radioactive liquid waste stored in underground waste storage tanks at the Savannah River Site (SRS).

The following services are required in support of the review of the interim and official Contractor Performance Baseline.

- Review and evaluation in detail of the Contractor Performance Baseline utilizing as basis the Liquid Waste Contract Proposal and signed contract.
- Review and evaluation of scope, cost and schedule of any contract modifications and baseline change proposals required to support the approval of the Contractor Performance Baseline and determine validity of the proposed changes.
- Technical review of scope, cost and schedule of the Liquid Waste Contractor proposals that may be required for the Liquid Waste Contract Base period.
- Coordination and review of baseline change proposals as a result of negotiated contract modifications for the Option Period and coordination and support of Baseline reviews.
- Provide technical, cost and schedule reviews and assessments of liquid operations and projects and/or work scope additions/deletions from existing baseline.
- Review documents for Liquid Waste, recommend responses to DOE-HQ inquiries, media inquiries, and other external organization requests.

1.5.6.3.3 Safety and Security Technical Support (NNSA)

This position necessitates general knowledge of safeguards and security principles, practices, methods and expert computer techniques. The contractor employee working under this contract shall be sufficiently qualified to perform the administrative and technical tasks as described herein.

- Perform as a subject matter expert in the operation of the Safeguards and Security Information Management System (SSIMS), a cross-agency database that houses contracting, survey and issues for all S&S matters within the organization. The responsibilities of this position shall require the knowledge to keep the database and all associated records current concerning surveys, findings, and minimal changes to Facility Data and Approval Records (FDAR): and the ability to search, track and trend data mined from the system in order to understand the historical S&S decisions made and aid in interpretation of the current state of affairs. Training and access to SSIMS requires a Q level security clearance.

- Participates on ad-hoc teams comprised of engineers from multiple disciplines by providing analysis to identify and resolve complex technical and operational problems. They must be able to provide sound recommendations on programmatic risk or issues.
- Assists in the scheduling, coordination and conduct of security risk assessments. Reviews findings of security risk assessments and ensures that proposed corrective actions are compliant with all applicable guidelines (laws, rules, regulation, policies, etc). Provide recommendation on the effectiveness of proposed corrective actions to Federal staff for final approval prior to implementation.
- Perform as the technical editor of over a dozen federally owned S&S procedures, plans, Memorandum of Agreement (MOA)/Memorandum of Understand (MOU), and/or manuals, which require bi-annual, if not more frequent, review. These documents are voluminous and technically precise, requiring a great deal of attention to detail and latest knowledge of directive revisions, as well as their contents. The goal is to maintain quality documents that are current and incorporate the latest requirements.
- Assists SRFO Federal Technical Capability Program (FTCP) regarding the Technical Qualification Program (TQP), FTCP Workforce Analysis, and competency management issues and reviews. Provides support to the SRFO FTCP Agent and his/her alternate in monitoring, tracking and reporting of SRFO Federal Technical Capability status.
- Provide technical coordination and document editing services (reviewing, assessing, and linking government requirements to the Tritium Facility (TF) and the Mixed Oxide (MOX) Fuel Fabrication Facility Project documents). This position includes the development of multiple crosswalks and matrices as well as reviewing NAPs analyses, plans, and implementation procedures. Additionally, cross-checking other federal procedures for references to directives superseded by more current NAPs or Orders will need to be periodically accomplished.
- Provide, on a quarterly basis, a status of the federal contractor S&S program. Technical writing and consolidation of input into a combined report is required. The employee is expected to cross-check information provided by the contractors to ensure a cohesive picture appears and that the federal document meets the needs of the NNSA headquarters customers.
- Assist with technical planning and follow-up tracking of federal S&S survey and self-assessments. The employee shall be expected to coordinate all activities associated with the federal involvement in the contractor Master Assessment Schedule. There shall also be a need to compose, coordinate comments, edit, and publish Survey reports following the assessment period. Coordination with both the Department of Energy-Savannah River Operations Office (DOE-SR) and NNSA is required for these activities.
- Possess organizational skills that support effective action tracking to ensure AMFP remains successful in completing required items prior to due date. Additional to that, the employee shall have the ability and knowledge of directives required to monitor and aid in the proper closure of issues (Findings, Observations, Opportunity for Improvement).
- This position shall also require working knowledge of the Site badging system in order to ensure that all incoming badging needs are processed efficiently, correctly and within Site-issued protocols. Establishing agendas and coordinating visits and senior management meetings is also required.
- Assist with the Personnel Security Clearance process. Must be able to comprehend and have a working knowledge of Personnel Security Requirements. Must be able to

sufficiently interpret Personnel Security and communicate requirement in verbal and written format. Must have the ability to interact with potential clearance holders such that all pertinent information is garnered prior to submittal. The employee shall have the ability to protect sensitive and Personally Identifiable Information (PII) and maintain confidentiality of the information they possess.

- Assist with the design and development of the NNSA SharePoint. The employee must possess the ability to maintain the site upon completion and act as the gatekeeper for access and anticipated modifications to the site.

1.5.6.3.4 Classification and Security Technical Specialist (NNSA)

The contractor must provide personnel and resources as appropriate to deliver efficient and cost-effective support services for the requirements described below. Performance of these services requires the contractor to produce specific Work Products as identified below.

- Review documentation for classified information or CUI content for release to the DNFBI or for public release.
- Conduct assessments of the SRNS/SRTE Classification program in accordance with the requirements of DOE O 475.2B.
- Conduct assessments of the SRFO and SRNS/SRTE Classified Matter.
- Protection and Control program in accordance with DOE O 471.6.
- Conduct assessments of the SRFO and SRNS/SRTE UCNI and CUI programs in accordance with DOE O 471.1B and 471.3.
- Assist the SRFO CO with the administration of the SRFO DC/RO program.
- Assist the SRFO CO with the review of local and DOE HQ classification guidance and development of updates to the local guides.
- Assist the SRFO CO with the development of classification guidance for SRPPF.

1.5.6.3.5 SME Level I

1.5.6.3.6 SME Level II

1.5.6.3.7 SME Level III

1.5.6.3.8 SME Level IV

1.5.6.3.9 SME Level V

1.5.6.3.10 SME Level VI

1.6 INSPECTION AND ACCEPTANCE

1.6.1 QUALITY CONTROL

The contractor shall develop and implement a specific, simplified, and easily implemented Quality Control Plan (QCP) that identifies potential and actual problem areas in satisfying the

requirements of this task order as specified and results in corrective action throughout the life of the Task Order. The plan shall identify the methods by which the contractor ensures the terms of this Task Order are met. The contractor shall maintain support documentation for all actions taken over the life of the award (e.g., work requests and inspection correction reports). These files shall be made available to the Government when requested by the CO or COR. Upon completion of any award, the contractor shall turn all files over to the COR in accordance with Contracts Data Requirement List (CDRL), Quality Control Plan.

1.6.2 QUALITY ASSURANCE

The Government will evaluate the contractor’s performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

The performance requirements summary is integrated with the CRDL.

1.6.3 GENERAL ACCEPTANCE CRITERIA – QUALITY MEASURES

General quality measures, as set forth below, will be applied to each Work Product and Deliverable received from the contractor under this contract.

Accuracy	Work products and deliverables shall be accurate in presentation, technical content, and adherence to accepted elements of style.
Clarity	Work products and deliverables shall be clear and concise. Any/All diagrams shall be easy to understand and be relevant to the supporting narrative.
Consistency to Requirements	All work products and deliverables must satisfy the requirements stated herein.
Timeliness	Work products and deliverables shall be submitted on or before the due date specified in this contract or submitted in accordance with a later scheduled date determined by the Government.
File Editing	All text and diagrammatic files shall be editable by the Government.
Format	Work products and deliverables shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.

1.6.4 SCOPE OF INSPECTION

All deliverables will be inspected for content, completeness, accuracy and conformance to Task Order requirements by the COR. Inspection may include validation of information or software using automated tools and/or testing of the deliverables, as specified in the Task Order. The

scope and nature of this testing must be negotiated and will be sufficiently comprehensive to ensure the completeness, quality and adequacy of all deliverables.

The Government requires a period not to exceed fifteen (15) business days after receipt of final deliverable items for inspection and acceptance or rejection.

1.6.5 BASIS OF ACCEPTANCE

The basis for inspection/acceptance shall be compliance with the requirements set forth in the Task Order, the contractor's proposal and other terms and conditions of the contract including the Government Quality Assurance Surveillance Plan (QASP)/Quality Control Plan (QCP). Deliverable items rejected shall be corrected in accordance with the applicable clauses at no additional cost to the Government.

Reports, documents and narrative type deliverables will be accepted when all discrepancies, errors or other deficiencies identified in writing by the Government have been corrected. If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

The Government's comments to deliverables must either be incorporated in the succeeding version of the deliverable, or the contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, improper format, or otherwise does not conform to the requirements stated within this Task Order, the document may be immediately rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the COR and or Task Monitor.

1.6.6 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT

The Government shall provide written notification of acceptance or rejection of all final deliverables within fifteen (15) business days. All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

1.6.7 NON-CONFORMING PRODUCTS OR SERVICES

Non-conforming products or services will be rejected. Deficiencies will be corrected, by the contractor, within ten (10) business days of the rejection notice. If the deficiencies cannot be corrected within ten (10) workdays, the contractor will immediately notify the COR or Technical Monitor of the reason for the delay and provide a proposed corrective action plan within ten (10) workdays.

2.0 REFERENCE PUBLICATIONS

Most reference publications may be downloaded from the Internet Web sites or may be ordered. The Government will provide those publications not available on a Web site or via mail order. The contractor shall inform the COR of any change to a publication or document that affects the cost of the Task Order.

SOW Task#	Publications
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<p>1.5.6.2.1 Administrative Support Services</p>	<ul style="list-style-type: none"> • U.S. Code, Title 17 (Copyrights) • DOE Order 243.1 (Records Management) • DOE Order 322.1B (Pay and Leave Administration and Hours of Duty) DOE Order 535.1 (Time and Attendance Reporting) SRIP 243.1 (Records Management) • Program) SRIP 552.1 (Foreign Travel Procedures) • SRIP 560.1 (Authorized Use of Government Telecommunications Systems) Savannah River Nuclear Solutions (SRNS) Manual 3B, Procedure 6-1 (Mail Management) DOE Executive Secretariat Style Guide • Government Printing and Binding Regulation No. 26 (February 1990), Title 35 Section 1- 4 as reference regulations for printing • Savannah River Operations Office Correspondence Guide November 2015
<p>1.5.6.2.2 Public Outreach Services</p>	<ul style="list-style-type: none"> • Public Law 92-463 (Federal Advisory Committee Act) • 41 Code of Federal Regulations (CFR) Chapters 300 – 304 (FTR) DOE Order 243.1 (Records Management) • DOE Manual 515.1-1(Advisory Committee Management Program) DOE Publication 141.2 (Public Participation and Community Relations) • Savannah River Operations Office (SR) Implementing Procedure (SRIP) 243.1 (Records Management Program) • SR SRIP 560.1 (Authorized Use of Government Telecommunications Systems)
<p>1.5.6.2.1.2 Defense Nuclear Facilities Safety Board Support</p>	<ul style="list-style-type: none"> • DOE M 140.1-1B INTERFACE WITH THE DEFENSE NUCLEAR FACILITIES SAFETY BOARD
<p>1.5.6.2.3 Office of the Field Chief Financial Officer Support Services</p>	<ul style="list-style-type: none"> • 41 Code of Federal Regulations (CFR) Chapters 300 – 304 (FTR) • OMB Circular A-11 • GAO’s Principles of Federal Appropriation Law OMB’s Federal Budget Process • DOE O 243.1 Records Management • DOE O 322.1C, DOE Pay and Leave Administration DOE O 413.3B Capital Planning for Capital Asset Projects DOE O 534.1B Accounting • DOE O 551.1C, Foreign Travel

	<ul style="list-style-type: none"> • DOE M 552.1a, DOE O 552.1A DOE Travel Manual, DOE Travel Order DOE Accounting Handbook • SRM 300.1.1B Human Capital Management Systems Manual, Alternate Work Schedules, Flexi-Workplace, Leave Program • SRIP 243.1 Records Management Program SRIP 500 Ch 551.1 Foreign Travel • SRIP 551.1 0 DOE-SR Foreign Travel Procedures • SRIP 552.2 1 DOE-SR Non-Refundable Airline Ticket Pilot Program 5 • SRIP 552.3 0 DOE-SR Travel Procedures (Local Travel, Conferences and Workshops, Seminars and Training, and Flight Departures) • SRIP 553.1 2 DOE-SR Government Travel Charge Card • SRIP 560.1 Authorized Use of Government Telecommunications Systems BEARS Operations Manual • STARS Operations Manual STRIPES Operations Manual • iManage Business Intelligence Answers and Dashboard Manual
<p>1.5.6.2.4 Office of Acquisition Management Support Services</p>	<ul style="list-style-type: none"> • Public Law 92-463 (Federal Advisory Committee Act) • 41 Code of Federal Regulations (CFR) Chapters 300 – 304 (FTR) DOE Order SR SRIP 560.1 (Authorized Use of Government Telecommunications Systems) • Federal Acquisition Regulation (FAR) • DOE Order 243.1 (Records Management) • DOE Manual 515.1-1(Advisory Committee Management Program) • DOE Publication 141.2 (Public Participation and Community Relations) • Savannah River Operations Office (SR) Implementing Procedure (SRIP) 243.1 (Records Management Program) • 41 CFR Part 101-192 • Savannah River Policy (SRP 11-02 (Furniture Policy) • 41 CFR 101 Federal Property Management Regulations • 41 CFR 102 Federal Management Regulations

	<ul style="list-style-type: none"> • 41 CFR 109 Department of Energy Property Management Regulations DOE Order 580.1A, Department of Energy Personal Property Management Program DOE Guide 580.1-1 Department of Energy Personal Property Management Guide
1.5.6.2.6 Human Resources Advisory Office Support Services	<ul style="list-style-type: none"> • Public Law 92-463 (Federal Advisory Committee Act) • 41 Code of Federal Regulations (CFR) Chapters 300 – 304 (FTR) • 5 CFR 300, Subpart F, “Time-in-Grade Restrictions” • 2.4 5 CFR 335.103(b) (5), “Agency Promotion Programs” DOE Order 243.1 (Records Management) • DOE O 320.1, Chg. 1, "Acquiring and Positioning Human Resources" Savannah River Operations Office (SR) Implementing Procedure (SRIP) 243.1 (Records Management Program) • SRM 300.1.1, Chapter 3, Section 3.1, Rev 4, “DOE-SR Merit Promotion and Placement”
1.5.6.3.1 Facility Representative Trainer for WDOD Services	<ul style="list-style-type: none"> • 10CFR 835 • DOE Order 422.1 • DOE Order 232.2 • SRM 226.1, • Site Level Manuals for base requirements: <ul style="list-style-type: none"> • 5Q • 8Q • 2S • 1Y
1.5.6.3.2 Liquid Waste Support Services- Office of Assistant Manager for Waste Disposition (AMWDP) Services	<ul style="list-style-type: none"> • 10CFR61 • 40CFR129-270 • DOE Order 435.1 • SRM 226.1 • SRM 435.1 • Site Level Manuals for base requirements: <ul style="list-style-type: none"> • 1Q • 1S
1.5.6.3.3 Safety and Security Technical Support Services	<ul style="list-style-type: none"> • DOE O 470.4B, Chg. 2 Safeguards and Security Program • DOE O 471.1B, Identification and Protection of Unclassified Controlled Nuclear Information <ul style="list-style-type: none"> • DOE 471.3, Admin Chg. 1 Identifying and Protecting Official Use Only Information

3.0 REQUIREMENTS

3.1 Contract Program Management

The contractor shall provide the necessary labor and technical expertise to successfully execute the services required under this contract. Services shall include the oversight of all daily functions for the conduct, performance, evaluation, and inherent human resources functions, as well as, ensuring the accomplishment of all administrative, performance, and reporting requirements therein, of all the Contractors personnel engaged in contract activities awarded to the Contractor at the Savannah River Site.

Program Manager

- Oversee the daily functions for the conduct, performance, evaluation, and inherent (contractor) human resources functions, as well as ensure the accomplishment of all administrative, performance, and reporting requirements therein, of the following support personnel with duties as outlined in the respective scope of work:

- Administrative Support Services
- Engineering and Technical Support Services
- Any future tasks as may be added to the master agreement

The Program Manager will maintain a daily presence at the Savannah River Site. Any planned absence will be submitted in writing to the Contracting Officers (CO) or Designated Contracting Officer (DCO) two business days in advance in writing and will name a competent alternate for the duration of the absence.

The Program Manager (or their designated representative) will notify the responsible Contracting Officers Representative (COR) in writing two days in advance of any planned task personnel absences and within two hours for unplanned absences.

Project Controls

The National Nuclear Security Administration (NNSA) Savannah River Field Office (SRFO) has a need for support service personnel that will review all applicable project management and project control documents for the Savannah River Tritium Facilities small project portfolio managed by the Savannah River Tritium Enterprise (SRTE). Specifically, SRFO has a need for an experienced project manager that will evaluate, and document small project performance improvement areas to include actionable recommendations to improve the oversight and execution of small projects. This position is located in the Office of the Assistant Manager for Programs (AMP). This position is responsible for providing a variety of technical and administrative support as assigned and is heavily involved in the day-to-day activities of AMP. As such, the demand for effective communication with an emphasis on confidentiality, discretion, flexibility and a high level of professionalism is a must.

The contractor must have an advanced understanding of correspondence management, data collection, and office software (i.e. Microsoft Outlook, Word, Excel, and FileMaker Pro) and is required to work seamlessly without supervision within a team environment in support of NNSA missions.

3.1.1 Administrative Support Services

3.1.1.1 General Support Services

3.1.1.1.1 Administrative Assistants (OAM, CFO, AMIES, NNSA)

Under this contract, the contractor shall provide administrative support services to Savannah River Operations Office and NNSA office elements located at SRS.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.1.2 Defense Nuclear Facilities Safety Board Support (DNFSB)

This contract will support the Government in the interface and support of the DNFSB site representatives and provide direct interface between the DNFSB site representatives, Staff, and DOE-SR/SRS contractors.

This contract will also support the Government in the interface and support of the DNFSB members/staff in the coordination of DNFSB visits by distributing requested agendas, confirming facility availability, reserving conference rooms and equipment, scheduling planning meetings and dry runs, preparing and issuing the final agenda, obtaining classification reviews and preparing copies of presentation material, arranging escorts, providing transportation, and making security arrangements to allow staff access to facilities. This contract will also ensure DNFSB personnel have necessary site or facility specific training and dosimetry and will arrange for orientation briefings and tours. The contract may be required to arrange for food delivery during DNFSB member visits.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.1.3 Program Analyst Support (OCR, OCC, Liquid Waste, AMIES, Nuclear Materials, OSSES, OAM, OEA, OSQA, DNFSB)

Under this contract, the contractor shall provide administrative program analyst support services to various office elements located at the SRS.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.1.4 Award Fee Program Support Services

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.1.5 Asset Management Specialist Support Services

The contractor shall provide the necessary labor and technical expertise to support the full administration of the Office of Acquisition Management's receiving and delivery operations and activities services shall include the management of government property.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.1.6 Public Outreach Services

The contractor shall provide the necessary labor and technical expertise to support the full administration of the DOE-SR Citizen Advisory Board's (CAB) operations and activities. Services shall include setting up, facilitating, and coordinating CAB meetings; providing information and technical assistance for coordinating recommendations and CAB and public requests.

3.1.1.1.6.1 Public Outreach Administrator

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.1.6.2 Meeting Coordinator

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.1.6.3 Public Outreach Communications Coordinator

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.2 Office of the Field Chief Financial Officer Support Services

The contractor shall provide the necessary labor and technical expertise to provide augmentation support to the full administration of the DOE-SR Office of the Field CFO, Budget and Finance Division's operations, and activities under the instruction of the Contracting Officer's Representative/Task Manager (Budget Director or Finance Director (as assigned)).

The contractor shall perform a wide variety of administrative and technical functions to assist the Budget Director and Budget Division in the execution of the Savannah River Operations Office appropriated multi-year budgets. The employees will be required to sign Non-Disclosure Statements. These are positions requiring skills using Microsoft Office Excel and downloading data into Excel from various DOE financial systems. The work tasks will include assisting the Budget Director and members of the Budget Division in any of the following work task areas:

3.1.1.2.1 Budget Technician Level II Support Services

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.2.2 Budget Analyst Levels I, II, & III Support Services

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.2.3 Accounting Technician Support Services

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.2.4 Senior Accountant Level III Support Services

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.3 Office of Acquisition Management Support Services

The contractor shall provide the necessary labor and technical expertise to provide augmentation support to the full administration of the DOE-SR Office of Acquisition Management.

3.1.1.3.1 Contractor Industrial Relations Support Services

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.3.2 Contractor Specialists Levels II & III

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.4 Office Support Services

The contractor shall provide the necessary labor and technical expertise to provide augmentation support to the full administration of the DOE-SR Office Support Services.

3.1.1.4.1 Material Coordinator Services

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.4.2 Office Services Mover/Laborer Services

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.4.3 Conference Room, Facilities Work Order and Government Vehicle Motor Pool Coordinator Services

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.4.4 Supply Room / Reproduction Center Services

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.4.5 DOE Mail Room Services

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.5 Human Resources Advisory Office Support Services

The contractor shall provide the necessary labor and technical expertise to provide augmentation support to the full administration of the DOE-SR Human Resources Advisory Office.

3.1.1.5.1 Human Resources Support /Recruitment and staffing (HR) Services

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.5.2 Training and Information Systems Support Services

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.6 Office of Chief Council Support Services

3.1.1.6.1 Scope

The Contractor shall provide paralegal support services for the U.S. Department of Energy-Savannah River (DOE-SR) Office of Chief Counsel (OCC). The work shall include day-to-day support of the OCC administrative and other litigation management.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.1.6.2 Background

The mission of the DOE-SR is environmental cleanup, nuclear weapons stockpile stewardship, and nuclear materials disposition, in support of the U.S. nuclear non-proliferation efforts. The mission of the OCC is to provide proactive, customer-focused legal services supporting the site's mission.

3.1.1.6.3 Objective

The objective of this acquisition is to provide paralegal support services which include support for administrative and other litigation, litigation support of the DOE-SR Patent/Intellectual Property (patents, copyrights, and trademarks), litigation management support, maintaining the Litigation Management Tracking System (LMTS), maintaining the Intellectual Property (IPManager) database, maintaining FOIA Express, review of outside counsel invoices, maintenance of litigation files, legal research and drafting of legal memoranda, assistance in responding to Freedom of Information Act and Privacy Act requests, and the preparation and presentation of various reports and briefings.

3.1.2 Engineering and Technical Support Services

The contractor shall provide Engineering and Technical Support services as outlined in the Labor Categories section of this Performance Work Statement.

3.1.2.1 Facility Representative Trainer Waste Disposition (AMWDP) Services

The services will focus on Readiness Review support; Facility Representative (FR) support; and support for Coaching FRs In-Training, Evaluating FR Training Materials, & Updating FR Exams.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.2.2 Liquid Waste Support Services- Office of Assistant Manager for Waste Disposition

The services will focus on providing review and evaluation of the interim performance baseline proposed by the Liquid Waste contractor and its alignment with the system strategy and risk management. This system contains all facilities and processes needed to remove, stabilize and dispose of radioactive liquid waste stored in underground waste storage tanks at the Savannah River Site (SRS).

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.2.3 Safety and Security Technical Support Services (NNSA)

This position is located within the Office of the Assistant Manager for Facilities and Projects (AMFP), Savannah River Field Office (SRFO) and serves as the Safety and Security Administrative/Technical Support Services Professional for AMFP programs and activities. This position is responsible for providing a variety of administrative and technical support as assigned and is heavily involved in the day-to-day activities of AMFP. As such, the demand for effective communication with an emphasis on confidentiality, discretion, flexibility and a high level of professionalism is a must.

The incumbent will participate in the execution of the AMFP Safeguards and Security (S&S) program providing assistance in the management and administration of an effective security program for itself and its contractors. Specifically, assistance will involve implementation of NNSA S&S NNSA Policy Letters (NAPs) into facility requirements; and planning and coordination of administrative functions within AMFP to include conducting reviews, report writing and effective collaboration skills.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.1.2.4 Classification and Security Technical Specialist (NNSA)

This position is located within the Office of the Assistant Manager for Facilities and Projects (AMFP), Savannah River Field Office (SRFO) and serves as the Safety and Security Administrative/Technical Support Services Professional for AMFP programs and activities. This position is responsible for providing a variety of administrative and technical support as assigned and is heavily involved in the day-to-day activities of AMFP. As such, the demand for effective communication with an emphasis on confidentiality, discretion, flexibility and a high level of professionalism is a must.

Under this contract, the contractor shall provide support services for this tasking.

- Refer to Labor Categories section 1.5.6 for position specific requirements.

3.2 WORK SITE

The contractor shall maintain work site and storage areas in accordance with local regulations and laws.

3.3 SPECIAL REQUIREMENTS

3.3.1 INVOICE REPORT

The contractor shall report the following cost data:

- Expenditures for the reporting period, by Labor, Materials and ODCs. (Labor costs shall be broken down by labor category, entity, such as prime or subcontractor, rate and hours. Materials costs and ODCs shall be identified and discussed).
- Total task expenditures for the fiscal year to date, indicated as total, labor, materials and ODCs.
- Total task expenditures since task award, indicated as total, labor, materials and ODCs.
- Remaining funds, monthly burn rate, and projected burn rate until task completion.

3.4 TRAINING OF CONTRACTOR EMPLOYEES

- The contractor personnel shall successfully complete all applicable site security and safety training required for access to the work site. In order to successfully complete training courses, contractor personnel must obtain passing scores on written and practical examinations. Training time is a reimbursable cost for the first attempt. Subsequent attempts to pass normal site training requirements due to initial failure are non-reimbursable. Contractor can participate in offsite training depending on the availability of funds.
- The contractor shall provide employees with the required core skills to perform their job duties. Otherwise, training to build or maintain expertise of contractor employees assigned to any Task Order created under this award shall be provided by the contractor at its own expense except when the Government has given prior approval for training to meet special

requirements that are specific to a particular task. In addition to the core competencies related to their jobs, the contractor shall ensure that the employees are trained on customer support protocols and customer relations.

- Limited training of contractor employees may be authorized when the Government changes IT/IM software or hardware during the performance of an ongoing task and it is determined to be in the best interest of the Government.
- Contractor employees shall attend seminars, symposiums, or user group conferences only if the Government certifies that attendance is mandatory for the performance of the task requirements, adequate funding is available, and the COR approves such training in advance.
- The contractor shall have full responsibility for keeping contractor employees trained and abreast of advances in the standard commercial and network technologies implemented at SRS.
- Vendor will submit a formal training and education plan containing a justification narrative for classes/conferences/etc., how it will benefit the government, impact to the government if not funded, mitigations available if not funded, and a budget request (to include estimated travel costs) for the plan within the first 60 days of the contract, and each subsequent option period.

4.0 GOVERNMENT FURNISHED EQUIPMENT / MATERIALS / FACILITIES / INFORMATION

The government shall provide, the facilities, equipment, materials, and/or services listed below.

4.1 EQUIPMENT

The government will provide telephones, computer equipment (to include all necessary hardware & software), and associated peripheral devices, facsimile machines, copier, and other basic office supplies required to complete the task described in the PWS. The Government will issue user identification and passwords to Government networks IAW established procedures.

4.2 DISPOSITION OF REPLACED/UNSERVICABLE PARTS

Any parts, components or assets that are made available by replacement, repair, upgrade, or reconfiguration during the performance of this task, shall remain the property of the Government.

4.3 UTILITIES

All utilities in the facility will be available for the contractor's use in performance of duties outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities.

4.4 FACILITIES

The Government will furnish the ordinary and reasonable workspace for the contractor staff to provide the support outlined in this PWS.

4.5 INFORMATION

The Government will furnish any available engineering drawings, interconnection diagrams, circuit diagrams, and floor plans.

The Government will issue user identification and passwords to Government networks IAW established procedures.

The Government will provide any software design documents, access to source code and libraries, and previously developed training software (Computer-based training, or web-based training packages) and all applicable PowerPoint and paper-based materials, such as manuals as applicable.

5.0 SECURITY

5.1 SECURITY REQUIREMENTS AND CLEARANCES

A General Site Access photo badge is required for access (entry and exit) to the Site. The contractor must be able to obtain appropriate security clearance in accordance with requirements of tasking DOE "L" or "Q." clearance.

5.2 CLASSIFIED MATERIAL

The contractor shall properly safeguard all classified material in accordance with applicable Federal regulations.

5.3 PHYSICAL SECURITY

The contractor shall take appropriate Government-prescribed security measures to ensure systems and other Government property is stored and installed in accordance with security guidelines and applicable regulations. The contractor shall notify the Government prior to any movement of Government, or Government Furnished Equipment (GFE).

5.4 LOCK COMBINATIONS, USER ACCOUNTS, AND PASSWORDS

The Contractor shall establish and implement methods of ensuring that all lock combinations and passwords are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. The contractor shall ensure that IT user and administrator passwords are changed in accordance with DOE Policy. Contractor shall delete user network accounts as users no longer have a need to access the SRS accredited networks. These procedures shall be included in the Contractor's Quality Control Plan

5.5 CONSERVATION OF UTILITIES

The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities.

6.0 TRAVEL & OTHER DIRECT COSTS (ODC)

The Government shall reimburse all approved travel related to the conduct of this contract. Point of origin for travel will be determined based on appropriate travel guidance as provided by DOE-SR. All travel will follow the GSA Travel Regulations. All travel must be approved or

authorized by the COR. Requests for travel reimbursements must be submitted monthly, along with vouchers, and include documentation of charges upon request.

7.0 GOVERNMENT USE OF DATA

The Government requires unlimited rights in any material first produced in the performance of this task order, in accordance with FAR clause 52.217-14. In addition, for any material first produced in the performance of this task order, the materials may be shared with other agencies or contractors during the period of performance of this task order, or after its termination. For any subcontractors or teaming partners, the Contractor shall ensure at proposal submission that the subcontractors and /or teaming partners are willing to provide the data rights required under this task order.

The Government intends to use this information on future Government requirements.

8.0 NON-DISCLOSURE REQUIREMENTS

All contractor personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO issued which requires the contractor to act on behalf of, or provide advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, shall execute and submit an "Employee/Contractor Non-Disclosure Agreement" Form. This is required prior to the commencement of any work on such Task Order and whenever replacement personnel are proposed under an ongoing Task Order. Any information obtained or provided in the performance of this Task Order is only to be used in the performance of the Task order

The contractor will be required to sign a non-disclosure form.

9.0 ACCESS TO GOVERNMENT SYSTEMS

Contractors are not allowed access to any DOE system without explicit authorization of a relevant Government official, and that is based on a need-to-know basis only. Individuals granted access must have the appropriate clearance for access to a system.

10.0 TASK ORDER CLOSEOUT

The contractor shall submit a final invoice within forty-five (45) calendar days after the end of The Performance Period. After the final invoice has been paid the contractor shall furnish a completed and signed Release of Claims to the Contracting Officer. This release of claims is due within fifteen (15) calendar days of final payment.

11.0 PRIVACY ACT

Work on this Task order may require that personnel have access to Privacy Information. Personnel Shall adhere to the Privacy act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

12.0 NOTICE OF THE FEDERAL ACCESSIBILITY LAW AFFECTING ALL ELECTRONIC AND INFORMATION TECHNOLOGY PROCUREMENTS (SECTION 508)

On August 7, 1998, Section 508 of the Rehabilitation Act of 1973 was amended to require that when Federal departments or agencies develop, procure, maintain, or use Electronic and Information Technology, that they shall ensure it allows Federal employees with disabilities to have access to and use of information and data that is comparable to the access to and use of

information and data by other Federal employees. Section 508 required the Architectural and Transportation Barriers Compliance Board (Access Board) to publish standards setting forth a definition of electronic and information technology and the technical and functional criteria for such technology to comply with Section 508. These standards have been developed and published with an effective date of December 21, 2000. Federal departments and agencies shall develop all Electronic and Information Technology requirements to comply with the standards found in 36 CFR 1194.

13.0 SECTION 508 – ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) STANDARDS

The Section 508 standards established by the Architectural and Transportation Barriers Compliance Board (Access Board) are incorporated into, and made part of all VA orders, solicitations and purchase orders developed to procure Electronic and Information Technology (EIT). These standards are found in their entirety at: <http://www.section508.gov> and <http://www.access-board.gov/sec508/standards.htm>. A printed copy of the standards will be supplied upon request.

The standards do not require the installation of specific accessibility-related software or the attachment of an assistive technology device, but merely require that the EIT be compatible with such software and devices so that it can be made accessible if so required by the agency in the future.

14.0 POINTS OF CONTACT

All questions and concerns will be directed to contact information below. The Contracting Officer is the only individual with the authority to modify the contract that will result from this requirement.

Contracting Officer Representative	G. Nicole Ball (Office of Integration and Planning)	(803) 952-7815	Nicole.Ball@srs.gov
Technical Manager			

Technical Manager			
Technical Manager			
Technical Manager			
Technical Manager			
Contracting Officer	Marie Garvin	(803) 508-9213	marie.garvin@srs.gov

15.0 APPENDICES

15.1 CONTRACT DELIVERABLE REQUIREMENTS LIST

The contract deliverables are delineated in the subsequent sections correlating with requirements section outlined above.

15.1.1 Contract Program Management Deliverables

PWS Task#	Deliverable Title	Format	Due Date	Distribution/Copies	Frequency and Remarks
3.1 Contract Program Management	Activity Report	Electronic	5 th working day of every month	Contracting Officer(1) Designated Contracting Officer (1) Contracting Officers Representative (1 Each)	Monthly

Format: Work products and deliverables shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified directives or manuals.

PWS Task	Deliverable Title	Format	Due Date	Distribution / Copies	Frequency / Remarks
Project Management/ Controls Support	Review of Small Project Documents	MS Word	Within 5 days of receipt	eDocs	Daily
Project Management/ Controls Support	Attend Tritium Small Project Meetings and Work Activities	Conf. Calls and Meeting Rooms	Weekly		Weekly
Project Management/ Controls Support	AMP&P Awareness Meetings		As required		Daily
Project Management/ Controls Support	Review Small Project Monthly Reports and Financials	MS Word Email/PDFs	As required	Electronic	As required
Project Management/ Controls Support	Assessment of Small Project Performance and Submit Feedback	MS Word	Quarterly	STAR/BIRT	Quarterly
Project Management/ Controls Support	Attend Tritium CE/GPP Meetings	Conf. Calls and Meeting Rooms	Weekly		Weekly

15.1.2 Admin Support Services

SOW Task#	Deliverable	Frequency
TBD	TBD	TBD

15.1.2.1 CAB Deliverables

CAB PWS Task#	Deliverable Title	Format	Due Date	Distribution/ Copies	Frequency and
3.1.1.2 Citizens Advisory	Recommendations	CAB letterhead	2 days after CAB meeting.	DOE Mgr. and HQ /Electronically	6 times annually

Board (CAB) Support Services					
3.1.1.2 Citizens Advisory Board (CAB) Support Services	General Mailing	Meeting presentations and	14 days before CAB	CAB & distribution/	6 times annually
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Election Notices	Email	14 days before	CAB members	6-10 times
3.1.1.2 Citizens Advisory Board (CAB) Support Services	List of Meeting Actions	Hard copy	Thursday before each weekly Team Meeting	Task Manager	Each week
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Thank-You Emails	Email	Within 3 business days after each	All presenters or those assisting with meeting	After each meeting, as necessary
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Schedule Pre-CAB, Post-CAB & Recommendation Response Meetings	Email and/or phone calls	Before end of calendar year	Team, Task Manager, DDFOs & OEA	Schedule once for entire year based upon DDFOs calendar
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Submit documents for security reviews	Electronic process	7 days before CAB meetings	Security office	Prior to each CAB meeting
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Submit documents to DOE-HQ for 72-	Via Large Document Transfer System or	5 days before CAB meetings	HQ distribution to be provided.	Prior to each CAB meeting
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Process all CAB travel vouchers	Email	Within 5 business days after CAB meetings.	Appropriate payment structure per contract	After each CAB meeting
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Secure Meeting venues and provide annual schedule	Email and Phone	By November CAB meeting	DOE-HQ; DOE-SR; bulletin boards;	Annually before November CAB meeting

				database contacts;	
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Full setup of Meeting	At meeting facility	Within 2 hours of start of	N/A	Prior to each CAB
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Wednesday	Adobe CS6 and Acrobat	Wednesday by 2 PM	Electronic / Print	Weekly
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Enterprise. SRS overview	Adobe CS6 and Acrobat	February 1 and August 1	Electronic / Print	Bi-Annual
3.1.1.2 Citizens Advisory Board (CAB) Support Services	SRS Social Media	Approved Narrative and	As requested	Electronic	Weekly
3.1.1.2 Citizens Advisory Board (CAB) Support Services	DOE-SR Interface Support to SRS Stakeholder Groups	Attendance and Logistical Support at CAB, GNAC, EJ, SRSRA, congressional events/meetings/con	As requested or scheduled	N/A	Monthly, Quarterly or as requested
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Support for SRS Visits/Special Events/Employee Programs	Logistical support for VIP/congressional visits; SRS Kids Day; SRS SEP	As requested or scheduled	N/A	As scheduled on Monthly or Annual basis.
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Recommendations	CAB Letterhead	2 Days after CAB Meeting	DOE Mgr and HQ /	6 times annually
3.1.1.2 Citizens Advisory Board (CAB) Support Services	General Mailing	Meeting Presentations and	14 days before CAB	CAB Members	6 – 10 times
3.1.1.2 Citizens Advisory Board	List of Meeting Actions	Hard Copy	Thursday before	Task Manager	Weekly

(CAB) Support Services			each weekly Team Meeting		
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Thank You Emails	Email	Within 3 business days after each	All presenters or those assisting with meeting	After each meeting as necessary
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Schedule Pre-CAB, Post-CAB & Recommendation Response	Email and / or phone calls	Before end of calendar year	Team, Task Manager, DDFO and OEA	Schedule once for entire year based on DDFO
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Submit documents for	Electronic process	7 days before CAB meetings	Security Office	Prior to each CAB
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Submit documents to DOE-HQ for 72-	Via Large Document Transfer System or	5 days before CAB meetings	HQ distribution to be provided.	Prior to each CAB Meeting
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Process all CAB travel vouchers	Email and Phone	By November CAB meeting	DOE-HQ; DOE-SR; bulletin boards; database contacts;	Annually before November CAB meeting
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Full setup of Meeting	At meeting facility	Within 2 hours of start of	N/A	Prior to each CAB
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Advertise all Upcoming meetings.	Email or Phone	14 days prior to meeting	Identified media contact; boards; post; database	Prior to each CAB
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Prepare Committee Meeting	Electronically	5 days after meeting	Get security review and Post on CAB webpage	After each committee
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Transcribe Full CAB minutes	Electronically from disks	30 days after Full CAB meeting	Submit for security review and post on CAB	After each Full CAB meeting

3.1.1.2 Citizens Advisory Board (CAB) Support Services	Track DOE commitments from Recommendation Response	Electronically	30 days prior to commitment due date, or before next Full CAB meeting	Task Manager, Deputy Designated Federal Officer (DDFO)s, CAB	As appropriate
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Prepare recommendations Report	Electronic and hard copy	To review at each weekly team meeting and report at	Team Meeting and CAB members	During each team meeting and at Each
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Track DOE commitments from Recommendation Response	Electronically	30 days prior to commitment due date, or before next Full CAB meeting	Task Manager, <u>Deputy Designated Federal Officer</u> (DDFO)s, CAB	As appropriate
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Track DOE commitments from Recommendation Response	Electronically	30 days prior to commitment due date, or before next Full CAB meeting	Task Manager, <u>Deputy Designated Federal Officer</u> (DDFO)s, CAB	As appropriate
3.1.1.2 Citizens Advisory Board (CAB) Support Services	Prepare recommendations Report	Electronic and hard copy	To review at each weekly team meeting and report at Full CAB	Team Meeting and CAB members	During each team meeting and at Each Full CAB

15.1.2.2 CFO Deliverables

PWS Task#	Deliverable Title	Format	Due Date	Distribution/Copy e	Frequency and Remarks
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3.1.1.3 Office of the Field Chief Financial Officer Support	Reconciliation s: BEARS to STARS	Will be created in Excel and/or the financial system download	By COB each Tuesday.	To the BEARS Administrator and the Budget Director	Weekly except for the first week of the month.
3.1.1.3 Office of the Field Chief Financial	Budget Execution Data Reference	The format exists in a Spreadsheet that will be	Within 3 business days of Allotment	To all members of the Budget Division	Monthly or with each Allotment
3.1.1.3 Office of the Field Chief Financial	Comprehensive BEARS Summary Report	BEARS download report exported to	Each Monday by noon	To all members of the Budget Division	Weekly
3.1.1.3 Office of the Field Chief	Various BEARS Reports	Prepare various BEARS Reports as directed	Upon request	To all members of the Budget Division	Weekly as needed, or upon
3.1.1.3	WAD	WAD	Upon receipt	Budget Team	Twice
3.1.1.3 Office of the Field Chief Financial Officer	Processing and	Tracking	of new WAD	Lead, Budget	Monthly
	Tracking	worksheet in		Director and	
		Excel, WAD		Cognizant Analyst	
3.1.1.3 Office of the Field Chief Financial	UDO Tracking and Status Report	Provided in the UDO database.	By the end of each month.	Budget Team Lead Budget Director and Cognizant	Monthly
3.1.1.3 Office of the Field Chief Financial	IEWO Tracking and Status Report	Create in Excel Workbook and IEWO Excel	By the end of each month	Budget Team Lead Budget Director and Cognizant Budget Director	Monthly
	Summary		20 th of the		Monthly
3.1.1.3 Office of the	Report	spreadsheets and	month		
	Monthly Funds	workbook			
3.1.1.3 Office of the Field Chief Financial Officer Support	Monthly Funds Control Sheet	Create and maintain in Excel spreadsheets and workbook.	By the 15 th of each month	Budget Director	Monthly
3.1.1.3 Office of the Field Chief	Weekly Status Report	MS Word paragraph form	Thursday evening of each week	Budget Director and Office	Weekly
3.1.1.3 Office of the Field Chief Financial Officer Support	Budget Executio n Quarterl y Review	Excel charts and PowerPoint slides	Right after the end of each quarter	Budget Director	Quarterly

3.1.1.3 Office of the Field Chief Financial	Payroll processed notification	Email that payroll has been processed and certified by due	End of each pay period - Every two weeks	FD Director Accountant s	Bi-Weekly
3.1.1.3 Office of the Field Chief Financial Officer	Travel Processing Status Report	Email of the status of Travel Authorizations and Vouchers	Each Friday	FD Director Accountant s	Weekly
3.1.1.3 Office of the Field Chief Financial	Foreign Travel	Approved Foreign Travel	Each Request	Manager, FD	As requested
3.1.1.3 Office of the Field Chief Financial	Staff Meetings	Attend Budget Division Staff	As scheduled	Budget Director	Weekly
3.1.1.3 Office of the Field Chief Financial	Various Meetings	Attend other various meetings as directed	As directed, as needed	Budget Director Budget Team	Weekly
3.1.1.3 Office of the Field Chief Financial	IDW Reporting	iManaged Data Warehouse Reports	Mid-Month and Monthly Report	Budget Director Budget Team Lead	Twice Monthly
3.1.1.3 Office of the Field Chief Financial Officer Support	iPortal BI Reporting	iManaged Business Intelligence Reports Dashboards and	Weekly	Budget Director Budget Team Lead	Weekly
3.1.1.3 Office of the Field Chief Financial Officer Support	FDS Funds PreAllocations	System Generated	When Notification Received	Budget Div Team Leads and Analysts	Varies
3.1.1.3 Office of the Field Chief Financial Officer Support	Pre-Allocation Summary Report	Excel	Same Day Pre- Allocation Received	Budget Div Team	Varies
3.1.1.3 Office of the Field Chief Financial Officer Support	Budget Execution Data Book Update	Excel	Within 3 days of Allotment Receipt	Budget Div Team	When new B&Rs are received
3.1.1.3 Office of the Field Chief Financial Officer Support	FDS Allocation Approval	System Generated	Same Day as Approval Request	Requesting Analyst	As Needed

3.1.1.3 Office of the Field Chief Financial Officer Support	Obligate M5Z transactions	System Generated	Same Day as Obligation Request	Requesting Analyst	As Needed
3.1.1.3 Office of the Field Chief Financial Officer Support	Month End iPortal Reports	System Generated	Upon STARS Month End Closing	Budget Div	Monthly
3.1.1.3 Office of the Field Chief Financial Officer Support	Inter Entity Work Order Report	Excel	End of Month (EOM)	Budget Div	Monthly
3.1.1.3 Office of the Field Chief Financial Officer Support	Undelivered Orders (UDO) Status Report	System Generated	EOM	Budget Director, Team Lead	Monthly
3.1.1.3 Office of the Field Chief Financial Officer Support	Work Authorization (WAD) Tracking and Report	Excel	Upon receipt of WAD; Report due EOM	Budget Director, Team Lead	Monthly
3.1.1.3 Office of the Field Chief Financial Officer Support	Spend Plans Development and Updates	Excel	Development when requested; Updates due 15th of Month	Budget Div Team Leads and analysts	As needed; Updates Monthly
3.1.1.3 Office of the Field Chief Financial Officer Support	Budget Execution Review	Powerpoint	When Requested	Budget Review POC	Monthly
3.1.1.3 Office of the Field Chief Financial Officer Support	Site Wide Assessment Tax (SWAT) Methodology Report	Excel	EOM	Budget Director, Team Lead	Monthly
3.1.1.3 Office of the Field Chief Financial Officer Support	Integrated Life Cycle Estimate	Excel	When Requested	Budget Director, Team Lead	As Needed

15.1.2.3 Asset Management Specialist Support Services Deliverables

PWS Task#	Deliverable Title	Format	Due Date	Distribution/Copies	Frequency and Remarks
3.1.1.4.5 Asset Management Specialist Support Services	Weekly Tracking Register	Microsoft Excel	Each Monday by close of business, Tuesday if holiday occurs on Monday	Property Administrator Electronic submission	Weekly
3.1.1.4.5 Asset Management Specialist Support Services	Balanced Scorecard	Microsoft Word	October 15th	OPMO and PA Electronic submission	Annually
3.1.1.4.5 Asset Management Specialist Support Services	Annual Inventory Results	Microsoft Word	30 days after inventory validation	OPMO and PA Electronic submission	Annually
3.1.1.4.5 Asset Management Specialist Support Services	Monthly Activity Report	Microsoft Excel	10 th day of the month	Property Administrator Electronic Submission	Monthly
3.1.1.4.5 Asset Management Specialist Support Services	Equipment Held for Future Use	Microsoft Excel	10 th day of the month	Property Administrator Electronic submission	Monthly
3.1.1.4.5 Asset Management Specialist Support Services	GSA Reporting Tool	Microsoft Excel	October 15 th	Property Administrator Electronic submission	Annually

15.1.2.4 DNFSB Deliverables

PWS Task#	Deliverable Title	Format	Due Date	Distribution/ Copies	Frequency and Remarks
3.1.1.1.3 Defense Nuclear Facilities Safety Board Support	Coordinate with DNFSB site reps and Staff in developing draft agenda	Hard Copy	As Necessary	Hard copies / email to all concerned &	As necessary
3.1.1.1.3 Defense Nuclear Facilities Safety Board Support	Coordinate with DNFSB site reps and Staff in developing final agenda	Hard Copy	As Necessary	Hard copies / email to all concerned &	As necessary
3.1.1.1.3 Defense Nuclear Facilities Safety Board Support	Prepare a meeting summary package as a	PDF	5 working days	PDF / email to Task Manager	As necessary
3.1.1.1.3 Defense Nuclear Facilities Safety Board Support	Provide database printout of all open document and information requests	PDF	As Necessary	Relevant Site personnel, Facility Management, DNFSB Cognizant Engineer, Task Manager, DOE Personnel	As necessary
3.1.1.1.3 Defense Nuclear Facilities Safety Board Support	Contact relevant site personnel to get the requested documents and/or information	Email, Phone	As necessary	Relevant site personnel	5 th day of each month
3.1.1.1.3 Defense Nuclear Facilities Safety Board Support	Ensure documents are reviewed and have RO/disclaimer stamps prior to transmitting them offsite to the DNFSB.	Hardcopy	As necessary	As necessary	As necessary
3.1.1.1.3 Defense Nuclear Facilities	Provide listing of all documents provided to DNFSB	PDF	As necessary	Email / Task Manager, SRS Chief	As necessary

Safety Board Support					
3.1.1.1.3 Defense Nuclear Facilities Safety Board Support	Distribute DNFSB letters, technical reports, recommendations, and site representative weekly reports to DOE management and	PDF	As necessary	Email / Chief Engineer, Task Manager, Others as assigned	5 th day of each month
3.1.1.1.3 Defense Nuclear Facilities Safety Board Support	Maintain/update internal SRS webpage for DNFSB Topics. Information such as DNFSB letters, technical reports, recommendations, etc., is added as they become available. Notify site	HTML PDF	15 working days	Email / Chief Engineer, Task Manager, Others as assigned	As necessary
3.1.1.1.3 Defense Nuclear Facilities Safety Board Support	Send electronic request for input to Annual Report to Congress to all concerned.	Email , PDF	Annually in October	Email All Concerned	As necessary
3.1.1.1.3 Defense Nuclear Facilities Safety Board Support	Organize input from DOE-SR and Contractor Sources into required format for transmission to DOE.	Word	Annually in November	Email, Chief Engineer, Task Manager	Annually in October
3.1.1.1.3 Defense Nuclear Facilities Safety Board Support	Transmit DOE-SR input for Annual Report to Congress when approved to HQ.	Word	Annually in November	Email, Chief Engineer, Task Manager, Others as assigned	Annually in November
3.1.1.1.3 Defense Nuclear Facilities Safety Board Support	Provide status of issues identified during bi-weekly DOE-SR Senior Management meetings with DNFSB Site Representatives until closure.	Word	Within 1 day of meeting	Email, Meeting attendees, Chief Engineer, Task Manager, Others as assigned.	Annually in November
					Bi-weekly

15.1.2.5 OCC Deliverables

PWS Task#	Deliverable	Measure/Expectation/Standard	Assessment Methods, (Random sampling, periodic sampling, visual exam, trend analysis, customer complaint, reports, 100% sampling)
3.1.1.7 Office of Chief Council Support Services	Draft Pleadings and Discovery Responses	Accuracy, Compliance, Timeliness, Quality: Written in accordance with PWS requirements Drafts are fully edited (Average less than one grammar/syntax error per page) Pleadings and documents are technically correct and complete Legal writing is professional, clear, concise, logical, and timely	Periodic Inspection Customer Input Federal Management Review Work Order Monitor Review
3.1.1.7 Office of Chief Council Support Services	Documents, Briefings, and Report Preparation	Accuracy, Compliance, Timeliness, Quality: Conformance with applicable DOE Orders, Regulations, Laws, Statutes, and Rules Written material shall follow all site/project specific security and review protocols	
3.1.1.7 Office of Chief Council Support Services	Databases	Accuracy, Compliance, Timeliness, Quality: Maintaining LMTS, IPManager, and FOIA Express database systems	
3.1.1.7 Office of Chief Council Support Services	Customer Satisfaction	Meets requirements of PWS Contractor resources maintain professional relationships and an awareness of their assigned area while supporting Federal Management Task Order deliverables are completed in an accurate and timely manner No verified formal customer complaints or discrepancy reports during the performance period. Responsive contract management including timely responses to contingencies and taskings. Deliverables for taskings conform with applicable DOE Orders, Regulations, Laws, Statutes, and Rules. Written materials follow all site/project specific security and review protocols	Customer Input Validated Customer Complaints Federal Management Review Work Order Monitor Review

15.1.2.6 OAM Deliverables

PWS Task#	Deliverable Title	Format	Due Date	Distribution/Copies	Frequency and Remarks
3.1.1.4 Office of Acquisition Management Support Services	Provide Department of Labor comments to DOE-SR for resolution	TBD	Within 3 days of verification	As needed	As needed
3.1.1.4 Office of Acquisition Management Support Services	Review and recommend DOE actions on routine	As specified	Within 5 days of verification.	As needed	As needed

3.1.1.4 Office of Acquisition Management Support Services	Develop and submit program deliverables for CIRT (reports due, etc.).	As needed	2 business days after DOE review and acceptance	As needed	As needed
3.1.1.4 Office of Acquisition Management Support Services	Provide briefing charts and notes in subject areas as requested by DOE.	As specified	2 business days after DOE review and acceptance.	As specified	As specified
3.1.1.4 Office of Acquisition Management Support Services	Final report to include identification of concerns, issues, observations, recommendations, and corrective actions taken /	As needed	2 business days after DOE review and acceptance.	As needed	As needed
3.1.1.4 Office of Acquisition Management Support Services	Conduct onsite labor checks five days per month.	As needed	Within 3 days of verification.	As needed	As needed
3.1.1.4 Office of Acquisition Management Support Services	Compare less than 1% of assigned weekly payroll to labor checks conducted.	As needed	Within 5 days of verification.	As needed	As needed
3.1.1.4 Office of Acquisition Management Support Services	Receive and process draft electronic Standard Form 98 requests; update e98 log.	As needed	Within 3 days of verification.	As needed	As needed
3.1.1.4 Office of Acquisition Management Support Services	Develop and maintain CIRT file system and plan.	As needed	Ongoing	As needed	As needed

15.1.2.6.1 Contract Specialist Support Services

PWS Reference	CL I N	Deliverable	Draft Due	Final	Responsibility
3.1.1.4.3 Contractor Specialist Level II Support Services		Prepares for contract modifications/new contracts/financial assistance instruments			

3.1.1.4.3 Contractor Specialist Level II Support Services	Identify clauses to be included and submitting to CO for	As needed		Contractor
3.1.1.4.3 Contractor Specialist Level II Support Services	Identify special advertising required (Fed BizOpps, synopsis text, other etc. requirements) and enter the data accordingly	As needed		Contractor
3.1.1.4.3 Contractor Specialist Level II Support Services	Identify, prepare, and process requirements to interact with the US Small Business Administration as appropriate	As needed		Contractor
3.1.1.4.3 Contractor Specialist Level II Support Services	Develop contracts, grants, cooperative agreements, interagency agreements, or any other type of contractual arrangement to include project description/scope of work, budget, cost provisions, general terms and conditions, special provisions, reporting requirements, etc.			
3.1.1.4.3 Contractor Specialist Level II Support Services	Administration of contract modifications and/or new contracts/financial assistance instruments	Ongoing		Contractor
3.1.1.4.3 Contractor Specialist Level II Support Services	Maintain file documentation once contracts are amended/awarded	Ongoing		Contractor
3.1.1.4.3 Contractor Specialist Level II Support Services	Maintain automated systems updates in an accurate and timely manner – STRIPES, FPDS, other required systems	Ongoing with individual deadlines		Contractor

3.1.1.4.3 Contractor Specialist Level II	Process all requests for contract and instrument modifications or amendments. Prepare all records of negotiation and supplemental agreements associated with the modifications for the assigned Contracting Officer. Process invoices for CO approval.			
3.1.1.4.3 Contractor Specialist Level II Support Services	Collect and organize information related to Federal	Ongoing		Contractor
3.1.1.4.3 Contractor Specialist Level II Support Services	Prepare and submit reports on subcontracts review specific to the M&O accurately and timely – as required	Ongoing with individual deadlines		Contractor
3.1.1.4.3 Contractor Specialist Level II Support Services	Reviewing and Processing invoices for specific contracts accurately and timely	Ongoing with individual deadlines		Contractor

15.1.2.7 Office Support Services Deliverables

PWS Task	Deliverable Title	Format	Due Date	Distribution/Copies	Frequency and Remarks
Material Coord.	Mileage Report	Electronic	5 th working day of the month	Task Manager (1) DOE Fleet Manager (1)	Monthly
Material Coord.	Activity Report	Electronic	5 th working day of the month	Task Manager (1)	Monthly
Material Coord.	Inventory Report	Electronic	5 th working day of the start of the fiscal quarter	Task Manager (1)	Quarterly
Material Coord.	Daily Activity Report	Electronic	5 th working day of the month or as requested	Task Manager (1)	Monthly or As Requested

CR, Work Order and Motor Pool	Work Order Report	Electronic	5 th working day of the month	Task Manager (1)	Monthly
CR, Work Order and Motor Pool	Activity Report	Electronic	5 th working day of the month	Task Manager (1)	Monthly
CR, Work Order and Motor Pool	Fleet Utilization Report	Electronic	5 th working day of the	Task Manager (1)	Monthly
Supply/Print Clerk	Inventory Report	Electronic	5 th working day of the month	Task Manager (1)	Monthly
Supply/Print Clerk	Meter Reading Report	Electronic	5 th working day of the month	Task Manager (1)	Monthly
Supply/Print Clerk	Activity Report	Electronic	5 th working day of the month	Task Manager (1)	Monthly
Supply/Print Clerk	Budget Report	Electronic	5 th working day of the month	Task Manager (1)	Monthly
Mail Room	Service Log Report	Electronic	5 th working day of the month	Task Manager (1)	Monthly
Format: Work products and deliverables shall be submitted in hard copy (where applicable) and in media format when mutually agreed upon prior to submission. Hard copy formats shall follow any specified directives or manuals.					

15.1.2.8 HRAO Services Deliverables

PWS TASK #	DELIVERABLE	FORMAT	DUE DATE	DISTRO	FREQUENCY
3.1.1.6 Human Resources Advisory Office Support Services	Conduct job analysis.	Electronic	Per each vacancy	Recruitment file	As required

3.1.1.6 Human Resources Advisory Office Support Services	Use assessment tools: Uses a tool for evaluating candidates for each position.	Electronic	Per each vacancy	Recruitment file	As required
3.1.1.6 Human Resources Advisory Office Support Services	Generate vacancy announcements.	Electronic	Per each vacancy	Recruitment file	As required
3.1.1.6 Human Resources Advisory Office Support Services	Post vacancy announcements on USA JOBS.	Electronic	Per each vacancy	Recruitment file	As required
3.1.1.6 Human Resources Advisory Office Support Services	Accept applications via internet.	Electronic	Per each vacancy	Recruitment file	As required
3.1.1.6 Human Resources Advisory Office Support Services	Analyze applicant competencies and qualifications.	Electronic	Per each vacancy	Recruitment file	As required
3.1.1.6 Human Resources Advisory Office Support Services	Rate and rank job applicants.	Electronic	Per each vacancy	Recruitment file	As required

3.1.1.6 Human Resources Advisory Office Support Services	Generate certificates of eligible candidates.	Electronic	Per each vacancy	Recruitment file	As required
3.1.1.6 Human Resources Advisory Office Support Services	Notify applicants of application status.	Electronic	Per each vacancy	Recruitment file	As required
3.1.1.6 Human Resources Advisory Office Support Services	Manage applicant records.	Electronic	Per each vacancy	Recruitment file	As required
3.1.1.6 Human Resources Advisory Office Support Services	Ensure all available hiring flexibilities are used.	Electronic	Per each vacancy	Recruitment file	As required
3.1.1.6 Human Resources Advisory Office Support Services	Update policies and procedures.	Electronic	As requested	To Director HRAO	As requested
3.1.1.6 Human Resources Advisory Office Support Services	Prepare Human Capital Management reports in the absence of staffing specialist.	Electronic	As requested	To Director HRAO	As requested

3.1.1.6 Human Resources Advisory Office Support Services	Maintain accurate course-to-competency matrices for the General Technical Base and all SRS Functional Area Qualification Standards.	Electronic	Each week	None	Weekly
3.1.1.6 Human Resources Advisory Office Support Services	Develop, track, and maintain configuration control of Technical Qualification Records.	Electronic and printed	Weekly	None	Weekly
3.1.1.6 Human Resources Advisory Office Support Services	Track and report on qualification status of all TQP participants.	Electronic and printed	Weekly	None	Weekly
3.1.1.6 Human Resources Advisory Office Support Services	Provide management and administration of the Certification Programs (ACMP and PMCDP).	Electronic	As needed	None	As needed
3.1.1.6 Human Resources Advisory Office Support Services	Maintain the database of required certification programs.	Electronic	Weekly	None	Weekly
3.1.1.6 Human Resources Advisory Office Support Services	Update the ACMP and PMCDP programs to include guidance received from DOE- HQ.	Electronic	Monthly	None	Monthly

3.1.1.6 Human Resources Advisory Office Support Services	Prepare, coordinate signatures, and frame certificates of completion for presentation during Recognition Ceremony, for participants in the TQP, ACMP, and PMCDP.	Electronic	Quarterly	None	As needed
3.1.1.6 Human Resources Advisory Office Support Services	Assist in the development of the annual training plan, needs assessment, and annual training summary for DOE- SR.	Electronic	Annually	None	Annually
3.1.1.6 Human Resources Advisory Office Support Services	Support critical programs by the administration of the HRAO Information Systems.	Electronic	Daily	None	Daily
3.1.1.6 Human Resources Advisory Office Support Services	Maintain and update current historical data and files for reports and retrieval as required.	Electronic	Daily	None	Daily
3.1.1.6 Human Resources Advisory Office Support Services	Provide reports and data in response to data management requests.	Electronic and printed	As required	As requested	As required
3.1.1.6 Human Resources Advisory Office Support Services	Assist in Personnel Data Management by initiating distributing notifications that record personnel	Electronic	Weekly	None	Weekly

3.1.1.6 Human Resources Advisory Office Support Services	Assist in administering the DOE ePerformance System.	Electronic	As needed	None	As needed
3.1.1.6 Human Resources Advisory Office Support Services	Maintain the HRAO Information System databases.	Electronic	Daily	None	Daily
3.1.1.6 Human Resources Advisory Office Support Services	Maintain and update organizational staffing charts and workforce management data.	Electronic	Weekly	None	Weekly
3.1.1.6 Human Resources Advisory Office Support Services	Generate daily action reminders from HRAO Databases.	Electronic	Daily	Email	Daily
3.1.1.6 Human Resources Advisory Office Support Services	Generate random personnel action list for Quarterly Audit.	Electronic	Quarterly	None	Quarterly
3.1.1.6 Human Resources Advisory Office Support Services	Prepare data files for FAIR Act Report to DOE	Electronic	Annually	None	Annually

3.1.1.6 Human Resources Advisory Office Support Services	Provide personnel data and charts for Annual Workforce	Electronic	Annually	None	Annually
3.1.1.6 Human Resources Advisory Office Support Services	Manage the video capture, editing, placement of such training videos on local web sites and converting of all video captured training to the required format in order to assist in the knowledge capture process.	Electronic	As required	Video	As required

15.1.3 Engineering and Technical Support Services

15.1.3.1 Facility Representative Trainer Liquid Waste (AMWDP) Division Services

SOW Task#	Deliverable	Periodicity
3.1.2.2 Facility Representative Trainer Liquid Waste (AMWDP) Division	A general list of activities performed during the week should be provided by the end of each work week during the above expected duration. The general list must be in writing and provided to the Director of Liquid Waste (AMWDP)/Designee. Assessments performed during the period shall be coordinated with the FR trainees and discussed with AMWDP Director/Designee and entered into Site Tracking, Analysis and Reporting (STAR) system as soon as practical, but prior to the end of the month in order to be included in the Management Review Board meeting. Any STAR numbers shall be referenced on the written weekly report. References of documents reviewed will be provided on the STAR assessment and written weekly report.	Weekly

15.1.3.2 Liquid Waste Support Services- Office of Assistant Manager for Waste Disposition (AMWDP) Services Deliverables

SOW Task#	Deliverable	Periodicity
3.1.2.3 Liquid Waste Support Services- Office of	A general list of activities performed during the week should be provided by the end of each work week during the above expected duration. The general list must be in writing and provided to the Director of Waste Disposition Program Division (WDPD)/Designee.	Weekly

Assistant Manager for Waste Disposition (AMWDP) Services	Assessments performed during the period shall be coordinated with the new employees/trainees and discussed with the WDPD Director. References of documents reviewed will be provided on the written report.	
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15.2 LIST OF SERVERS, FUNCTIONS AND SOFTWARE

OFFICIAL USE ONLY- WILL BE PROVIDED UPON AWARD OF CONTRACT

Wage Determination

No: 2015-4465

Revision No. 21

Date: of Last Revision 12/27/2022

REGISTER OF WAGE DETERMINATIONS UNDER THE
SERVICE CONTRACT ACT

By direction of the Secretary of Labor

Daniel W. Simms Director Division of Wage
Determinations

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210

Wage Determination No.: 2015-4465

Revision No.: 21

Date of Last Revision: 12/27/2022

Note: Contracts subject to the Service Contract Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658.

<p>If the contract is entered into <u>on or after January 30, 2022</u>, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:</p>	<ul style="list-style-type: none"> • Executive Order 14026 generally applies to contract. • The contractor must pay all covered workers at least \$16.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.
<p>If the contract was awarded <u>on or between January 1, 2015 and January 29, 2022</u>, and the contract is <u>not</u> renewed or extended on or after January 30, 2022:</p>	<ul style="list-style-type: none"> • Executive Order 13658 generally applies to the contract. • The contractor must pay all covered workers at least \$12.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.

The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the Executive Orders is available at www.dol.gov/whd/govcontracts.

States: Georgia, South Carolina

Area: Georgia Counties of Burke, Columbia, Lincoln, McDuffie, Richmond

South Carolina Counties of Aiken, Edgefield

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14 .55****
01012 - Accounting Clerk II		16 .33
01013 - Accounting Clerk III		18 .27
01020 - Administrative Assistant		27 .82
01035 - Court Reporter	DOE SRS Public Release Review No: DOE-ROI-54842 Approved for Public Release	18 .64

01041 - Customer Service Representative I	13 .14***
01042 - Customer Service Representative II	14 .34***
01043 - Customer Service Representative III	16 .09***
01051 - Data Entry Operator I	14 .39***
01052 - Data Entry Operator II	15 .70***
01060 - Dispatcher, Motor Vehicle	20 .04
01070 - Document Preparation Clerk	14 .84***
01090 - Duplicating Machine Operator	14 .84***
01111 - General Clerk I	13 .39***
01112 - General Clerk II	14 .49***
01113 - General Clerk III	16 .21
01120 - Housing Referral Assistant	20 .78
01141 - Messenger Courier	12 .44***
01191 - Order Clerk I	15 .08***
01192 - Order Clerk II	17 .16
01261 - Personnel Assistant (Employment) I	16 .74
01262 - Personnel Assistant (Employment) II	18 .72
01263 - Personnel Assistant (Employment) III	20 .87
01270 - Production Control Clerk	24 .21
01290 - Rental Clerk	14 .61***
01300 - Scheduler, Maintenance	16 .66
01311 - Secretary I	16 .66
01312 - Secretary II	18 .64
01313 - Secretary III	20 .78
01320 - Service Order Dispatcher	17 .91
01410 - Supply Technician	27 .82
01420 - Survey Worker	16 .97
01460 - Switchboard Operator/Receptionist	13 .88***
01531 - Travel Clerk I	13 .55***
01532 - Travel Clerk II	14 .95***
01533 - Travel Clerk III	16 .14***
01611 - Word Processor I	14 .84***
01612 - Word Processor II	16 .66
01613 - Word Processor III	18 .64

05000 - Automotive Service Occupations

05005 - Automobile Body Repairer, Fiberglass	22 .63
05010 - Automotive Electrician	19 .81
05040 - Automotive Glass Installer	18 .38
05070 - Automotive Worker	18 .65
05110 - Mobile Equipment Servicer	15 .93***
05130 - Motor Equipment Metal Mechanic	21 .07
05160 - Motor Equipment Metal Worker	18 .65
05190 - Motor Vehicle Mechanic	20 .76
05220 - Motor Vehicle Mechanic Helper	14 .87***

05250 - Motor Vehicle Upholstery Worker	17 .46
05280 - Motor Vehicle Wrecker	18 .65
05310 - Painter, Automotive	19 .50
05340 - Radiator Repair Specialist	18 .65
05370 - Tire Repairer	14 .71***
05400 - Transmission Repair Specialist	21 .07

07000 - Food Preparation And Service Occupations

07010 - Baker	13 .34***
07041 - Cook I	12 .67***
07042 - Cook II	14 .62***
07070 - Dishwasher	10 .08***
07130 - Food Service Worker	10 .47***
07210 - Meat Cutter	16 .05***
07260 - Waiter/Waitress	9 .04***

09000 - Furniture Maintenance And Repair Occupations

09010 - Electrostatic Spray Painter	18 .35
09040 - Furniture Handler	12 .10***
09080 - Furniture Refinisher	18 .35
09090 - Furniture Refinisher Helper	13 .88***
09110 - Furniture Repairer, Minor	16 .18***
09130 - Upholsterer	18 .35

11000 - General Services And Support Occupations

11030 - Cleaner, Vehicles	12 .06***
11060 - Elevator Operator	11 .45***
11090 - Gardener	18 .45
11122 - Housekeeping Aide	11 .45***
11150 - Janitor	11 .45***
11210 - Laborer, Grounds Maintenance	13 .92***
11240 - Maid or Houseman	10 .15***
11260 - Pruner	12 .33***
11270 - Tractor Operator	16 .97
11330 - Trail Maintenance Worker	13 .92***
11360 - Window Cleaner	12 .93***

12000 - Health Occupations

12010 - Ambulance Driver	15 .97***
12011 - Breath Alcohol Technician	20 .06
12012 - Certified Occupational Therapist Assistant	30 .22
12015 - Certified Physical Therapist Assistant	29 .80
12020 - Dental Assistant	18 .84
12025 - Dental Hygienist	29 .90
12030 - EKG Technician	32 .88

12035 - Electroneurodiagnostic Technologist	32 .88
12040 - Emergency Medical Technician	15 .97***
12071 - Licensed Practical Nurse I	17 .93
12072 - Licensed Practical Nurse II	20 .06
12073 - Licensed Practical Nurse III	22 .36
12100 - Medical Assistant	14 .92***
12130 - Medical Laboratory Technician	24 .25
12160 - Medical Record Clerk	19 .54
12190 - Medical Record Technician	21 .86
12195 - Medical Transcriptionist	17 .93
12210 - Nuclear Medicine Technologist	37 .57
12221 - Nursing Assistant I	11 .99***
12222 - Nursing Assistant II	13 .48***
12223 - Nursing Assistant III	14 .71***
12224 - Nursing Assistant IV	16 .51
12235 - Optical Dispenser	17 .64
12236 - Optical Technician	17 .93
12250 - Pharmacy Technician	17 .08
12280 - Phlebotomist	15 .53***
12305 - Radiologic Technologist	28 .82
12311 - Registered Nurse I	25 .86
12312 - Registered Nurse II	29 .83
12313 - Registered Nurse II, Specialist	29 .83
12314 - Registered Nurse III	36 .08
12315 - Registered Nurse III, Anesthetist	36 .08
12316 - Registered Nurse IV	43 .26
12317 - Scheduler (Drug and Alcohol Testing)	24 .85
12320 - Substance Abuse Treatment Counselor	22 .31

13000 - Information And Arts Occupations

13011 - Exhibits Specialist I	22 .54
13012 - Exhibits Specialist II	27 .91
13013 - Exhibits Specialist III	34 .15
13041 - Illustrator I	22 .54
13042 - Illustrator II	27 .91
13043 - Illustrator III	34 .15
13047 - Librarian	30 .92
13050 - Library Aide/Clerk	13 .42***
13054 - Library Information Technology Systems Administrator	27 .91
13058 - Library Technician	16 .35
13061 - Media Specialist I	20 .14
13062 - Media Specialist II	22 .54
13063 - Media Specialist III	25 .12
13071 - Photographer I	18 .95
13072 - Photographer II	21 .20

13073 - Photographer III	26 .27
13074 - Photographer IV	32 .14
13075 - Photographer V	38 .87
13090 - Technical Order Library Clerk	17 .31
13110 - Video Teleconference Technician	22 .89

14000 - Information Technology Occupations

14041 - Computer Operator I	18 .45
14042 - Computer Operator II	21 .56
14043 - Computer Operator III	24 .78
14044 - Computer Operator IV	27 .54
14045 - Computer Operator V	30 .50
14071 - Computer Programmer I	(see 1) 24 .88
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	18 .45
14160 - Personal Computer Support Technician	27 .54
14170 - System Support Specialist	30 .50

15000 - Instructional Occupations

15010 - Aircrew Training Devices Instructor (Non-Rated)	31 .39
15020 - Aircrew Training Devices Instructor (Rated)	37 .97
15030 - Air Crew Training Devices Instructor (Pilot)	45 .52
15050 - Computer Based Training Specialist / Instructor	31 .39
15060 - Educational Technologist	36 .92
15070 - Flight Instructor (Pilot)	45 .52
15080 - Graphic Artist	22 .96
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	45 .52
15086 - Maintenance Test Pilot, Rotary Wing	45 .52
15088 - Non-Maintenance Test/Co-Pilot	45 .52
15090 - Technical Instructor	24 .20
15095 - Technical Instructor/Course Developer	29 .60
15110 - Test Proctor	19 .54
15120 - Tutor	19 .54

16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations

16010 - Assembler	10 .29***
16030 - Counter Attendant	10 .29***
16040 - Dry Cleaner	12 .35***
16070 - Finisher, Flatwork, Machine	10 .29***
16090 - Presser, Hand	10 .29***

16110 - Presser, Machine, Drycleaning	10 .29***
16130 - Presser, Machine, Shirts	10 .29***
16160 - Presser, Machine, Wearing Apparel, Laundry	10 .29***
16190 - Sewing Machine Operator	13 .05***
16220 - Tailor	13 .78***
16250 - Washer, Machine	10 .97***

19000 - Machine Tool Operation And Repair Occupations

19010 - Machine-Tool Operator (Tool Room)	20 .43
19040 - Tool And Die Maker	25 .54

21000 - Materials Handling And Packing Occupations

21020 - Forklift Operator	17 .58
21030 - Material Coordinator	24 .15
21040 - Material Expediter	24 .15
21050 - Material Handling Laborer	13 .53***
21071 - Order Filler	12 .69***
21080 - Production Line Worker (Food Processing)	17 .58
21110 - Shipping Packer	17 .51
21130 - Shipping/Receiving Clerk	17 .51
21140 - Store Worker I	11 .94***
21150 - Stock Clerk	16 .99
21210 - Tools And Parts Attendant	17 .58
21410 - Warehouse Specialist	17 .58

23000 - Mechanics And Maintenance And Repair Occupations

23010 - Aerospace Structural Welder	29 .09
23019 - Aircraft Logs and Records Technician	22 .74
23021 - Aircraft Mechanic I	27 .44
23022 - Aircraft Mechanic II	29 .09
23023 - Aircraft Mechanic III	30 .61
23040 - Aircraft Mechanic Helper	19 .50
23050 - Aircraft, Painter	25 .79
23060 - Aircraft Servicer	22 .74
23070 - Aircraft Survival Flight Equipment Technician	25 .79
23080 - Aircraft Worker	24 .30
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	24 .30
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	27 .44
23110 - Appliance Mechanic	22 .34
23120 - Bicycle Repairer	19 .18
23125 - Cable Splicer	35 .24
23130 - Carpenter, Maintenance	23 .01
23140 - Carpet Layer	20 .66
23160 - Electrician, Maintenance	26 .27
23181 - Electronics Technician Maintenance I	27 .26

23182 - Electronics Technician Maintenance II	28 .93
23183 - Electronics Technician Maintenance III	30 .78
23260 - Fabric Worker	20 .72
23290 - Fire Alarm System Mechanic	19 .80
23310 - Fire Extinguisher Repairer	19 .18
23311 - Fuel Distribution System Mechanic	26 .84
23312 - Fuel Distribution System Operator	20 .92
23370 - General Maintenance Worker	19 .25
23380 - Ground Support Equipment Mechanic	27 .44
23381 - Ground Support Equipment Servicer	22 .74
23382 - Ground Support Equipment Worker	24 .30
23391 - Gunsmith I	19 .18
23392 - Gunsmith II	22 .14
23393 - Gunsmith III	25 .00
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21 .40
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	22 .69
23430 - Heavy Equipment Mechanic	25 .61
23440 - Heavy Equipment Operator	21 .07
23460 - Instrument Mechanic	25 .00
23465 - Laboratory/Shelter Mechanic	23 .50
23470 - Laborer	13 .53***
23510 - Locksmith	20 .46
23530 - Machinery Maintenance Mechanic	28 .90
23550 - Machinist, Maintenance	22 .85
23580 - Maintenance Trades Helper	15 .16***
23591 - Metrology Technician I	25 .00
23592 - Metrology Technician II	26 .50
23593 - Metrology Technician III	27 .88
23640 - Millwright	28 .74
23710 - Office Appliance Repairer	17 .81
23760 - Painter, Maintenance	17 .49
23790 - Pipefitter, Maintenance	25 .00
23810 - Plumber, Maintenance	23 .50
23820 - Pneudraulic Systems Mechanic	25 .00
23850 - Rigger	25 .00
23870 - Scale Mechanic	22 .14
23890 - Sheet-Metal Worker, Maintenance	24 .84
23910 - Small Engine Mechanic	18 .99
23931 - Telecommunications Mechanic I	25 .65
23932 - Telecommunications Mechanic II	27 .19
23950 - Telephone Lineman	25 .00
23960 - Welder, Combination, Maintenance	23 .13
23965 - Well Driller	25 .00
23970 - Woodcraft Worker	25 .00

23980 - Woodworker 19 .18

24000 - Personal Needs Occupations

24550 - Case Manager 15 .17***
24570 - Child Care Attendant 11 .00***
24580 - Child Care Center Clerk 14 .13***
24610 - Chore Aide 11 .24***
24620 - Family Readiness And Support Services Coordinator 15 .17***
24630 - Homemaker 15 .71***

25000 - Plant And System Operations Occupations

25010 - Boiler Tender 28 .99
25040 - Sewage Plant Operator 20 .87
25070 - Stationary Engineer 28 .99
25190 - Ventilation Equipment Tender 20 .49
25210 - Water Treatment Plant Operator 20 .87

27000 - Protective Service Occupations

27004 - Alarm Monitor 17 .74
27007 - Baggage Inspector 15 .96***
27008 - Corrections Officer 17 .76
27010 - Court Security Officer 18 .73
27030 - Detection Dog Handler 17 .85
27040 - Detention Officer 17 .76
27070 - Firefighter 18 .51
27101 - Guard I 15 .96***
27102 - Guard II 17 .85
27131 - Police Officer I 21 .84
27132 - Police Officer II 24 .27

28000 - Recreation Occupations

28041 - Carnival Equipment Operator 12 .58***
28042 - Carnival Equipment Repairer 13 .68***
28043 - Carnival Worker 9 .14***
28210 - Gate Attendant/Gate Tender 17 .30
28310 - Lifeguard 11 .34***
28350 - Park Attendant (Aide) 19 .36
28510 - Recreation Aide/Health Facility Attendant 14 .14***
28515 - Recreation Specialist 23 .85
28630 - Sports Official 15 .43***
28690 - Swimming Pool Operator 17 .62

29000 - Stevedoring/Longshoremen Occupational Services

29010 - Blocker And Bracer 29 .36
29020 - Hatch Tender 29 .36
29030 - Line Handler 29 .36

29041 - Stevedore I	27 .48
29042 - Stevedore II	31 .17

30000 - Technical Occupations

30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	41 .26
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	28 .46
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	31 .33
30021 - Archeological Technician I		20 .28
30022 - Archeological Technician II		22 .69
30023 - Archeological Technician III		28 .11
30030 - Cartographic Technician		27 .87
30040 - Civil Engineering Technician		26 .72
30051 - Cryogenic Technician I		28 .14
30052 - Cryogenic Technician II		31 .09
30061 - Drafter/CAD Operator I		20 .28
30062 - Drafter/CAD Operator II		22 .69
30063 - Drafter/CAD Operator III		25 .28
30064 - Drafter/CAD Operator IV		29 .85
30081 - Engineering Technician I		17 .77
30082 - Engineering Technician II		20 .10
30083 - Engineering Technician III		22 .53
30084 - Engineering Technician IV		27 .93
30085 - Engineering Technician V		32 .62
30086 - Engineering Technician VI		37 .46
30090 - Environmental Technician		30 .54
30095 - Evidence Control Specialist		25 .41
30210 - Laboratory Technician		27 .17
30221 - Latent Fingerprint Technician I		28 .14
30222 - Latent Fingerprint Technician II		31 .09
30240 - Mathematical Technician		30 .54
30361 - Paralegal/Legal Assistant I		18 .68
30362 - Paralegal/Legal Assistant II		23 .14
30363 - Paralegal/Legal Assistant III		28 .31
30364 - Paralegal/Legal Assistant IV		34 .24
30375 - Petroleum Supply Specialist		31 .09
30390 - Photo-Optics Technician		27 .76
30395 - Radiation Control Technician		31 .09
30461 - Technical Writer I		26 .03
30462 - Technical Writer II		31 .85
30463 - Technical Writer III		38 .52
30491 - Unexploded Ordnance (UXO) Technician I		26 .22
30492 - Unexploded Ordnance (UXO) Technician II		31 .73
30493 - Unexploded Ordnance (UXO) Technician III		38 .03
30494 - Unexploded (UXO) Safety Escort		26 .22

30495 - Unexploded (UXO) Sweep Personnel		26 .22
30501 - Weather Forecaster I		29 .85
30502 - Weather Forecaster II		36 .31
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	25 .28
30621 - Weather Observer, Senior	(see 2)	26 .00

31000 - Transportation/Mobile Equipment Operation Occupations

31010 - Airplane Pilot		31 .73
31020 - Bus Aide		12 .58***
31030 - Bus Driver		16 .50
31043 - Driver Courier		16 .22
31260 - Parking and Lot Attendant		10 .89***
31290 - Shuttle Bus Driver		16 .39
31310 - Taxi Driver		11 .80***
31361 - Truckdriver, Light		17 .63
31362 - Truckdriver, Medium		19 .04
31363 - Truckdriver, Heavy		22 .07
31364 - Truckdriver, Tractor-Trailer		22 .07

99000 - Miscellaneous Occupations

99020 - Cabin Safety Specialist		15 .47***
99030 - Cashier		10 .47***
99050 - Desk Clerk		10 .72***
99095 - Embalmer		26 .29
99130 - Flight Follower		26 .22
99251 - Laboratory Animal Caretaker I		14 .30***
99252 - Laboratory Animal Caretaker II		15 .52***
99260 - Marketing Analyst		26 .78
99310 - Mortician		26 .29
99410 - Pest Controller		17 .51
99510 - Photofinishing Worker		13 .78***
99710 - Recycling Laborer		16 .41
99711 - Recycling Specialist		19 .99
99730 - Refuse Collector		14 .53***
99810 - Sales Clerk		11 .29***
99820 - School Crossing Guard		13 .42***
99830 - Survey Party Chief		22 .77
99831 - Surveying Aide		14 .82***
99832 - Surveying Technician		20 .25
99840 - Vending Machine Attendant		18 .66
99841 - Vending Machine Repairer		23 .41
99842 - Vending Machine Repairer Helper		18 .66

***Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$16.20 per hour) or 13658 (\$12.15 per hour). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 and 13658 are not currently being enforced as to contracts or contract-like instruments entered into with the federal government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.80 per hour, up to 40 hours per week, or \$192.00 per week or \$832.00 per month

HEALTH & WELFARE EO 13706: \$4.41 per hour, up to 40 hours per week, or \$176.40 per week, or \$764.40 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (See 29 CFR 4.173)

HOLIDAYS: A minimum of twelve paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least \$27.63 per hour (or at least \$684 per week if paid on a salary or fee basis) likely qualify as exempt computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) ****

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract.

(See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1)).