

PART III - SECTION J

APPENDIX J

TRANSITION PLAN

Plan: [To be inserted by the Contracting Officer.]

Requirements: In accordance with clause F-6 (a), *Transition Plan*, the Contractor shall submit a Transition Plan for the Contracting Officer's approval. The Transition plan shall describe the process, details, and schedule for providing an orderly transition during the Contract's Transition Period stated in Section F, F-3 *Period of Performance*. The Transition Plan shall be in accordance with the guidance herein for all elements of Section J, Appendix A, *Statement of Work*.

The objectives of the Transition Plan are to:

- (i) Minimize the impacts on continuity of operations;
- (ii) Maintain communication with staff and affected communities;
- (iii) Identify key issues; and
- (iv) Overcome barriers to transition.

The Contractor is responsible for performing due diligence to ensure that all the transition activities are identified, negotiated, and completed during the Transition Period. The Contractor shall establish a transition management team capable of providing overall management and logistical support for all transition activities. The Contractor shall develop a resource-loaded project management schedule using software that is capable of integrating with the incumbents' and DOE/NNSA software. Milestones and measurable commitments will be included in the schedule. The Contractor shall regularly report status to DOE/NNSA at periodic meetings and through regular written reports. The Contractor may also be called upon periodically to brief the local communities.

The proposed transition activities and schedule will be finalized with the Contractor and approved by the Contracting Officer prior to commencement of the Transition Plan activities. The Contractor shall invoice for Transition Plan requirements in accordance with Section G, G-7, *Invoicing for Transition Price*. After completion of these activities and such other Transition Plan activities as may be planned by the Contractor and as authorized by the Contracting Officer, the Contractor shall advise the Contracting Officer that it is ready to assume full responsibility for the Los Alamos National Laboratory. Upon receipt of written notification from the Contracting Officer that the transition activities are considered complete, the Contractor shall assume full responsibility for the Los Alamos National Laboratory, effective 12:01 a.m. at the start of the Base Period of the Contract.