

PART 1 – THE SCHEDULE

SECTION B

SUPPLIES OR SERVICES PRICES / COST

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SECTION B - SUPPLIES OR SERVICES/PRICES

B.1 TYPE OF CONTRACT/ ITEMS BEING ACQUIRED

This is a Time-and-Materials (T&M) task order for Engineering and Operations Technical Services (EOTS) at the Portsmouth/Paducah Project Office (PPPO) in Lexington, KY and operations of the Depleted Uranium Hexafluoride (DUF6) Conversion Project located in Paducah KY, and Portsmouth OH in accordance with Section C, Performance Work Statement (PWS). This task order has a three (3) year base period and two (2) one-year option periods. The task order applies performance-based contracting approaches and expects the Contractor to implement techniques that emphasize safe, efficient and measurable results. The Contractor shall furnish all personnel and services (except as may be expressly set forth in this task order as furnished by the Government) and otherwise do all things necessary for, or incident to, the performance and provision of work as described in this Task Order.

B.2 DOE-B-1007 DELIVERABLE REQUIREMENTS - TIME & MATERIALS/LABOR HOUR

The Contractor shall provide personnel in the labor categories and at the fully burdened hourly rates (wages, overhead, general and administrative expense, and profit) set forth below in Tables 2, 3 and 4. The hourly rates are fully burdened and fixed for the term of the order. The number of direct productive labor hours (DPLH) and travel costs are estimated amounts and may vary during the period of performance as determined necessary by the Contracting Officer's Representative (COR) and/or the Contractor, with the consent of the CO. DPLH are defined as actual hours worked exclusive of federal holidays specified in Section G.4 (vacation, sick leave, and other advances). DPLH includes subcontract hours used in performance of this Task Order. From the Contractor's proposed costs, Table 1 shall be populated for the total proposed Task Order price. Not-to-exceed values have been established for the labor costs and other direct costs (ODCs) for the base and option periods. The ODCs will be reimbursed on an actual cost basis. All costs for ODCs shall be approved in advance by the Contracting Officer (CO). The Contractor shall exceed the not-to-exceed values established at its own risk.

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TABLE 1: TOTAL TASK ORDER PRICE:

Base Period: 0 Through 36 Months from Notice to Proceed			
CLIN	Description	NTE DPLH	NTE Dollar Amount
0001	PPPO / DUF6 Engineering and Operations Technical Services:		
	Labor <i>Line item will be awarded as labor-hour not-to-exceed total price.</i>	215,695.68	\$18,092,978.47
	Other Direct Costs – Travel, Material, Training, Misc. <i>Line item will be awarded as estimated not-to-exceed total price and reimbursed on an actual cost basis.</i>	-	\$5,138,599.44
	Base Period Total	NTE	\$23,231,577.91
Option Period #1: 37 Through 48 Months from Notice to Proceed			
CLIN	Description	NTE DPLH	NTE Dollar Amount
0002	PPPO / DUF6 Engineering and Operations Technical Services:		
	Labor <i>Line item will be awarded as labor-hour not-to-exceed total price.</i>	60,690	\$4,240,084
	Other Direct Costs – Travel, Material, Training, Misc. <i>Line item will be awarded as estimated not-to-exceed total price and reimbursed on an actual cost basis.</i>	-	\$0.00
	Option Period 1 Total	NTE	\$4,240,084
Option Period #2: 49 Through 60 Months from Notice to Proceed			
CLIN	Description	NTE DPLH	NTE Dollar Amount
0003	PPPO / DUF6 Engineering and Operations Technical Services:		
	Labor <i>Line item will be awarded as labor-hour not-to-exceed total price.</i>	60,690	\$4,324,892
	Other Direct Costs – Travel, Material, Training, Misc.	-	\$0.00

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	<i>Line item will be awarded as estimated not-to-exceed total price and reimbursed on an actual cost basis.</i>		
	Option Period 2 Total	NTE	\$4,324,892
TOTAL TASK ORDER:			
CLIN	Description	NTE DPLH	NTE Dollar Amount
0001 – 0003	PPPO / DUF6 Engineering and Operations Technical Services:		
	Labor: <i>Line item will be awarded as labor-hour not-to-exceed total price.</i>	337,075.68	\$26,657,954.47
	Other Direct Costs – Travel, Material, Training, Misc. <i>Line item will be awarded as estimated not-to-exceed total price and reimbursed on an actual cost basis.</i>	-	\$5,138,599.44
	TOTAL TASK ORDER CEILING PRICE	NTE	\$31,796,553.91

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**TABLE 2: LABOR CATEGORIES, RATES, AND ESTIMATED HOURS (BASE PERIOD):
0 Through 12 Months from Notice to Proceed: (chart replaced with MOD63 chart)**

0 Through 12 Months from Notice to Proceed:

Labor Categories	Estimated DPLH	Fully Burdened Hourly Rate	Extended Price
Senior Project Manager (for DUF6)	2,231.50	\$ 128.93	\$ 287,707.45
Principal Infrastructure Specialists			
Principal Quality Assurance (QA)/Quality Control (QC) Specialist (for DUF 6)	4,762.07	\$ 108.29	\$ 515,684.32
Principal Waste Regulatory Specialist (for DUF6)	1,438.43	\$ 108.29	\$ 155,767.88
Principal Procurement Specialist	1,615.50	\$ 108.29	\$ 174,942.51
Sr. Quality Assurance (QA)/Quality Control (QC) Specialist (for DUF6)	-	\$ 54.15	\$ -
Jr. Process Engineer/Specialist (for DUF6)	1,963.00	\$ 54.15	\$ 106,296.49
Sr. Process Engineer/Specialist (for DUF6)	6,511.75	\$ 90.25	\$ 587,685.51
Senior Program/Financial/Media Specialists			
Senior Program/Financial Specialist (for DUF6)	1,918.50	\$ 77.35	\$ 148,396.04
Senior Media Specialist	1,612.00	\$ 77.35	\$ 124,688.22
Program/Financial Analyst (for DUF6)	-	\$ 46.41	\$ -
Administrative Assistant II (for DUF6)	-	\$ 31.15	\$ -
Waste Regulatory Specialist (for DUF6)	-	\$ 64.44	\$ -
Subject Matter Experts			
Subject Matter Expert(s) (part-time)	1,294.75	\$ 128.93	\$ 166,932.16
Subject Matter Experts (subcontract)	-	\$ 128.93	\$ -
Database Administrator/Developer	1,901.50	\$ 73.28	\$ 139,341.92
System Administrator	6,460.75	\$ 64.44	\$ 416,330.73
Jr. System Administrator	202.50	\$ 46.41	\$ 9,398.03
Cyber Security Specialist	158.50	\$ 64.44	\$ 10,213.74
System Administrator/IT Project Manager	1,905.00	\$ 77.35	\$ 147,351.76
Sr. Network Administrator	1,851.50	\$ 77.35	\$ 143,213.62
Network Administrator	1,583.50	\$ 54.15	\$ 85,746.54
Safeguards/Security Specialist	-	\$ 64.44	\$ -
Senior Security Specialists			
Sr. Safeguards/Physical Security Specialist	6,532.65	\$ 90.25	\$ 589,571.76
Sr. Cyber Security Specialist	2,201.50	\$ 90.25	\$ 198,685.44
Administrative Assistant II	3,765.50	\$ 31.15	\$ 117,295.24
Administrative Assistant II - (Records Management)	1,258.50	\$ 31.15	\$ 39,202.28
Nuclear Material Inventory & Accountability Specialist	-	\$ 54.15	\$ -

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Public Affairs Specialist	-	\$ 31.15	\$ -
Sr. Nuclear Safety Engineer	3,851.20	\$ 94.67	\$ 364,593.17
Program Analyst	5,404.50	\$ 54.15	\$ 292,653.77
Project Controls Engineer	1,470.75	\$ 73.28	\$ 107,776.56
Program Director	1,949.00	\$ 147.29	\$ 287,068.21
Quality Assurance (QA)/Quality Control (QC) Analyst	-	\$ 46.41	\$ -
Records/Document Control Specialist	-	\$ 31.15	\$ -
Environmental Risk Assessor	-	\$ 77.35	\$ -
Total	63,844.36		\$ 5,216,543.35

* Note - Extended Price may not calculate exactly due to rounding.

13 Through 24 Months from Notice to Proceed (chart replaced with MOD63 chart)

Labor Categories	Estimated DPLH	Fully Burdened Hourly Rate	Extended Price
Senior Project Manager (for DUF6)	2,355.00	\$ 131.50	\$ 309,684.42
<u>Principal Infrastructure Specialists</u>			
Principal Quality Assurance (QA)/Quality Control (QC) Specialist (for DUF6)	2,133.00	\$ 110.46	\$ 235,611.18
Principal Quality Assurance (QA)/Quality Control (QC) Specialist (for non-DUF6)	2,102.00	\$ 110.46	\$ 232,186.92
Principal Waste Regulatory Specialist (for DUF6)	1,891.00	\$ 110.46	\$ 208,879.86
Principal Procurement Specialist	1,622.00	\$ 110.46	\$ 179,166.12
Sr. Auditor/Accountant	1,021.00	\$ 110.46	\$ 112,779.66
Sr. Quality Assurance (QA)/Quality Control (QC) Specialist (for DUF6)	-	\$ 55.24	\$ -
Jr. Process Engineer/Specialist (for DUF6)	1,969.00	\$ 55.24	\$ 108,767.56
Sr. Process Engineer/Specialist (for DUF6)	6,599.30	\$ 92.06	\$ 607,531.56
<u>Senior Program/Financial/Media Specialist</u>			
Senior Program/Financial Specialist (for DUF6)	1,611.00	\$ 78.90	\$ 127,107.90
Senior Media Specialist	1,898.00	\$ 78.90	\$ 149,752.20
Program/Financial Analyst (for DUF6)	-	\$ 47.34	\$ -
Administrative Assistant II (for DUF6)	-	\$ 31.77	\$ -
Waste Regulatory Specialist (for DUF6)	-	\$ 65.72	\$ -
<u>Subject Matter Experts</u>			
Subject Matter Expert(s) (part-time)	2,125.00	\$ 131.50	\$ 279,437.50
Subject Matter Experts (subcontract)	509.00	\$ 131.50	\$ 66,933.50
Database Administrator/Developer	1,816.00	\$ 74.74	\$ 135,729.45

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Senior System Administrator	599.00	\$	78.90	\$	47,261.10
System Administrator	7,122.00	\$	65.72	\$	468,063.20
Jr. System Administrator	1,944.00	\$	47.34	\$	92,028.96
Cyber Security Specialist	2,186.00	\$	65.72	\$	143,665.73
System Administrator/IT Project Manager	2,062.50	\$	78.90	\$	162,731.25
Sr. Network Administrator	2,194.00	\$	78.90	\$	173,106.60
Network Administrator	1,167.50	\$	55.24	\$	64,491.02
Technical Writing - Program Design	200.00	\$	84.75	\$	16,950.00
Safeguards/Security Specialist	-	\$	65.72	\$	-
Senior Security Specialist					
Sr. Safeguards/Physical Security Specialist	5,618.00	\$	92.06	\$	517,193.08
Sr. Cyber Security Specialist	2,143.50	\$	92.06	\$	197,330.61
Administrative Assistant III	1,447.25	\$	47.34	\$	68,512.82
Administrative Assistant III (OT)	37.50	\$	71.01	\$	2,662.87
Administrative Assistant II	3,762.25	\$	31.77	\$	119,526.68
Administrative Assistant II (OT)	5.25	\$	47.66	\$	250.19
Administrative Assistant II - (Records Management)	1,204.50	\$	31.77	\$	38,266.96
Administrative Assistant II - (Records Management) (OT)	8.00	\$	47.66	\$	381.24
Nuclear Material Inventory & Accountability Specialist	-	\$	55.23	\$	-
Public Affairs Specialist	-	\$	31.77	\$	-
Sr. Nuclear Safety Engineer	4,252.20	\$	96.56	\$	410,592.43
Safety Basis Engineer	616.50	\$	92.06	\$	56,754.99
Sr. Project Analyst	1,645.30	\$	96.56	\$	158,870.17
Program Analyst	5,169.00	\$	55.24	\$	285,535.56
Project Controls Engineer	738.75	\$	74.74	\$	55,214.18
Program Director	1,899.00	\$	150.23	\$	285,286.77
Quality Assurance (QA)/Quality Control (QC) Analyst	-	\$	47.34	\$	-
Records/Document Control Specialist	-	\$	31.77	\$	-
Environmental Risk Assessor	-	\$	78.90	\$	-
Total	73,673.30			\$	6,118,244.23

* Note - Extended Price may not calculate exactly due to rounding.

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25 Through 36 Months from Notice to Proceed (chart replaced with MOD63 chart)

Labor Categories	Estimated DPLH	Fully Burdened Hourly Rate	Extended Price
Senior Project Manager (for DUF6)	2,171.20	\$ 134.13	\$ 291,223.06
Senior Project Manager (for IT)	2,076.80	\$ 134.13	\$ 278,561.18
Principal Infrastructure Specialists			
Principal Quality Assurance (QA)/Quality Control (QC) Specialist (for DUF6)	2,076.80	\$ 112.66	\$ 233,972.29
Principal Quality Assurance (QA)/Quality Control (QC) Specialist (for Non-DUF6)	1,982.40	\$ 112.66	\$ 223,337.18
Principal Waste Regulatory Specialist (for DUF6)	1,982.40	\$ 112.66	\$ 223,337.18
Principal Procurement Specialist	1,888.00	\$ 112.66	\$ 212,702.08
Sr. Auditor/Accountant	1,416.00	\$ 112.66	\$ 159,526.56
Sr. Quality Assurance (QA)Quality Control (QC) Specialist (for DUF6)	-	\$ 56.35	\$ -
Jr. Process Engineer/Specialist (for DUF6)	1,888.00	\$ 56.35	\$ 106,388.80
Sr. Process Engineer/Specialist (for DUF6)	6,268.16	\$ 93.90	\$ 588,580.22
Senior Program/Financial/Media Specialist			
Senior Program/Financial Specialist (for DUF6)	944.00	\$ 80.47	\$ 75,963.68
Senior Media Specialist	1,888.00	\$ 80.47	\$ 151,927.36
Program/Financial Analyst (for DUF6)	-	\$ 48.28	\$ -
Administrative Assistant II (for DUF6)	-	\$ 32.40	\$ -
Waste Regulatory Specialist (for DUF6)	-	\$ 67.04	\$ -
Subject Matter Experts			
Subject Matter Expert(s) (part-time)	1,888.00	\$ 134.13	\$ 253,237.44
Subject Matter Experts (subcontracts)	357.86	\$ 134.13	\$ 47,999.76
Database Administrator/Developer	2,076.80	\$ 76.24	\$ 158,335.23
Senior System Administrator	2,076.80	\$ 80.47	\$ 167,120.10
System Administrator	6,230.40	\$ 67.04	\$ 417,686.02
Jr. System Administrator	2,076.80	\$ 48.28	\$ 100,267.90
Cyber Security Specialist	2,076.80	\$ 67.04	\$ 139,228.67
System Administrator/IT Project Manager	2,076.80	\$ 80.47	\$ 167,120.10
Sr. Network Administrator	2,076.80	\$ 80.47	\$ 167,120.10
Network Administrator	-	\$ 56.35	\$ -
Technical Writing - Program Design	280.00	\$ 86.45	\$ 24,206.00

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Safeguards/Security Specialist	-	\$ 67.04	\$ -
Senior Security Specialists			
Sr. Safeguards/Physical Security Specialist	5,664.00	\$ 93.90	\$ 531,849.60
Sr. Cyber Security Specialist	2,076.80	\$ 93.90	\$ 195,011.52
Administrative Assistant III	3,776.00	\$ 48.28	\$ 182,305.28
Administrative Assistant II	3,776.00	\$ 32.40	\$ 122,342.40
Administrative Assistant II - (Records Management)	-	\$ 32.40	\$ -
Nuclear Material Inventory & Accountability Specialist	-	\$ 56.35	\$ -
Public Affairs Specialist	-	\$ 32.40	\$ -
Sr. Nuclear Safety Engineer	3,870.40	\$ 98.49	\$ 381,195.70
Safety Basis Engineer	1,888.00	\$ 93.90	\$ 177,283.20
Sr. Project Analyst	3,776.00	\$ 98.49	\$ 371,898.24
Program Analyst	5,664.00	\$ 56.35	\$ 319,166.40
Project Controls Engineer	-	\$ 76.24	\$ -
Program Director	1,888.00	\$ 153.23	\$ 289,298.24
Quality Assurance (QA)/Quality Control (QC) Analyst	-	\$ 48.28	\$ -
Records/Document Control Specialist	-	\$ 32.40	\$ -
Environmental Risk Assessor	-	\$ 80.48	\$ -
Total	78,178.02		\$ 6,758,190.89

* Note – Extended Price may not calculate exactly due to rounding

Base Period Total	215,695.68	\$ 18,092,978.47
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TABLE 3: LABOR CATEGORIES, RATES, AND ESTIMATED HOURS (OPTION PERIOD 1): 37 Through 48 Months from Notice to Proceed:

Labor Categories	Estimated DPLH	Fully Burdened Hourly Rate	Extended Price
Senior Project Manager (for DUF6)	1,888	\$136.81	\$258,297.28
Sr. Quality Assurance (QA)/Quality Control (QC) Specialist (for DUF6)	1,888	\$57.47	\$108,503.36
Jr. Process Engineer/Specialist (for DUF6)	3,776	\$57.47	\$217,006.72
Sr. Process Engineer/Specialist (for DUF6)	3,776	\$95.78	\$361,665.28
Program/Financial Analyst (for DUF6)	1,888	\$49.24	\$92,965.12
Administrative Assistant II (for DUF6)	1,888	\$33.06	\$62,417.28

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Waste Regulatory Specialist (for DUF6)	944	\$68.38	\$64,550.72
Subject Matter Expert(s)	1,888	\$136.81	\$258,297.28
Database Administrator/Developer	1,888	\$77.76	\$146,810.88
System Administrator	5,664	\$68.38	\$387,304.32
Cyber Security Specialist	1,888	\$68.38	\$129,101.44
System Administrator/IT Project Manager	1,888	\$82.08	\$154,967.04
Network Administrator	3,776	\$57.47	\$217,006.72
Safeguards/Security Specialist	5,664	\$68.38	\$387,304.32
Administrative Assistant II	3,776	\$33.06	\$124,834.56
Administrative Assistant II – (Records Management)	1,888	\$33.06	\$62,417.28
Nuclear Material Inventory & Accountability Specialist	944	\$57.47	\$54,251.68
Public Affairs Specialist	1,888	\$33.06	\$62,417.28
Nuclear Safety Engineer	3,776	\$95.78	\$361,665.28
Program Analyst	1,888	\$57.47	\$108,503.36
Project Controls Engineer	1,888	\$77.76	\$146,810.88
Program Director	1,888	\$156.31	\$295,113.28
Quality Assurance (QA)/Quality Control (QC) Analyst	1,888	\$49.24	\$92,965.12
Records/Document Control Specialist	1,888	\$33.06	\$62,417.28
Environmental Risk Assessor	274	\$82.08	\$22,489.92

**TABLE 4 LABOR CATEGORIES, RATES, AND ESTIMATED HOURS (OPTION PERIOD 2):
49 Through 60 Months from Notice to Proceed:**

Labor Categories	Estimated DPLH	Fully Burdened Hourly Rate	Extended Price
Senior Project Manager (for DUF6)	1,888	\$139.55	\$263,470.40
Sr. Quality Assurance (QA)/Quality Control (QC) Specialist (for DUF6)	1,888	\$58.62	\$110,674.56
Jr. Process Engineer/Specialist (for DUF6)	3,776	\$58.62	\$221,349.12
Sr. Process Engineer/Specialist (for DUF6)	3,776	\$97.69	\$368,877.44
Program/Financial Analyst (for DUF6)	1,888	\$50.23	\$94,834.24
Administrative Assistant II (for DUF6)	1,888	\$33.72	\$63,663.36
Waste Regulatory Specialist (for DUF6)	944	\$69.75	\$65,844.00
Subject Matter Expert(s)	1,888	\$139.55	\$263,470.40
Database Administrator/Developer	1,888	\$79.31	\$149,737.28
System Administrator	5,664	\$69.75	\$395,064.00
Cyber Security Specialist	1,888	\$69.75	\$131,688.00
System Administrator/IT Project Manager	1,888	\$83.73	\$158,082.24
Network Administrator	3,776	\$58.62	\$221,349.12
Safeguards/Security Specialist	5,664	\$69.75	\$395,064.00
Administrative Assistant II	3,776	\$33.72	\$127,326.72
Administrative Assistant II – (Records Management)	1,888	\$33.72	\$63,663.36
Nuclear Material Inventory & Accountability Specialist	944	\$58.62	\$55,337.28
Public Affairs Specialist	1,888	\$33.72	\$63,663.36
Nuclear Safety Engineer	3,776	\$97.69	\$368,877.44
Program Analyst	1,888	\$58.62	\$110,674.56
Project Controls Engineer	1,888	\$79.31	\$149,737.28
Program Director	1,888	\$159.43	\$301,003.84
Quality Assurance (QA)/Quality Control (QC) Analyst	1,888	\$50.23	\$94,834.24
Records/Document Control Specialist	1,888	\$33.72	\$63,663.36
Environmental Risk Assessor	274	\$83.73	\$22,942.02

B.3 LIMITATION OF FUNDS

Pursuant to the Contract Clause I.84 FAR 52.232-22 (APR 1984), entitled “Limitation of Funds,” the total amount of incremental funding allotted is \$18,828,097.33. Such amount may be increased unilaterally by the Contracting Officer by written notice to the Contractor and may be increased or decreased during the performance period by written agreement of the parties.

This represents an increase of \$1,000,000.00; from \$17,828,097.33 to \$18,828,097.33.

Appropriation Data

Fund	Year	Alot tee	Reporting Entity	Object Class	Program	Project	WFO	Local Use	Dollar Amount	Parent
01250	2016	33	490810	25231	1111112	0001497	0000000	0000000	\$50,000.00	
01250	2016	33	490811	25231	1111121	0001506	0000000	0000000	\$50,000.00	
01751	2016	33	490811	25499	1110974	0001504	0000000	0000000	\$150,000.00	
01751	2016	33	490810	25499	1110969	0001495	0000000	0000000	\$300,000.00	
03000	2016	33	490811	25499	1111524	0001507	0000000	0000000	\$150,000.00	
03000	2016	33	490810	25499	1111523	0001498	0000000	0000000	\$300,000.00	

B.4 OPTIONS TO EXTEND THE CONTRACT

This task order may be extended for 2 (two) one-year option periods, at the unilateral discretion of the Government in accordance with Section I clause “FAR 52.217-9 *Option to Extend the Term of the Contract* (Mar 2000)”.

B.5 TRAVEL

The Contractor is expected to have personnel physically located at PPPO in Lexington, KY, and both DUF6 Conversion Plants located in Paducah KY, and Portsmouth OH to perform the requirements of the task order.

Contractor personnel may be required to periodically travel between PPPO sites in Paducah, KY, Portsmouth, OH, and Lexington, KY.

B.6 OVERTIME BILLING RATES FOR NON-EXEMPT STAFF LABOR

For all hours worked by non-exempt staff, for which over-time premium will be paid, a billing rate will be set at time and a half.

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PART 1 – THE SCHEDULE

SECTION C

DESCRIPTION / SPECIFICATIONS / PERFORMANCE WORK STATEMENT (PWS)

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SECTION C - DESCRIPTION/SPECIFICATIONS

C.1 OBJECTIVE AND BACKGROUND

The mission of the Portsmouth/Paducah Project Office (PPPO) is to effectively implement the Office of Environmental Management (EM) responsibilities, obligations and activities at the Department of Energy (DOE) Portsmouth, Ohio, and Paducah, Kentucky sites in compliance with Departmental policy. PPPO implements EM Headquarters' policy for contract award and administration in the execution of all EM operational, maintenance, and program activities at the sites. This is a task order for Engineering and Operations Technical Services (EOTS), providing engineering and operations technical support services with ancillary administrative support of the PPPO Field Office mission in Lexington, KY and operations of the Depleted Uranium Hexafluoride (DUF6) Conversion Project located in Paducah KY, and Portsmouth OH. The EOTS shall support PPPO's execution of EM Journey's to Excellence with emphases on improvements in contract and project management with an emphasis on safety, security and quality management systems.

The PPPO works to ensure EM Goals described in the *Office of Environmental Management Performance Agreement with the Assistant Secretary* (Attached in Section J) are supported. The Goals that are pertinent to this PWS are:

Goal 1: Improve safety and quality performance towards a goal of zero accidents, incidents, and defects and continue to improve the EM Complex-Wide Safety Culture.

Goal 3: Improve project, budget, and contract management with the objective of delivering results on time, within cost, and with world-class technical competencies.

Goal 4: Achieve excellence in management and leadership with the objective of making EM an employer of choice in the Federal Government.

In the performance of this task order, the Engineering and Operations Technical Services Contractor shall support and implement actions in furtherance of the "Performance Agreement with the Assistant Secretary" and achievement of the above goals as it relates to the Portsmouth/Paducah Project Office.

C.1.1 DUF6 BACKGROUND

The mission of the DUF6 Project is to provide for conversion of DOE's inventory of DUF6 to a more stable chemical form suitable for beneficial reuse or disposal. The approximately 740,000 metric tons of depleted UF6 is stored as a solid in about 63,000 large steel cylinders. The scope of the project includes operations and eventual decommissioning of two conversion facilities (one at Paducah, KY and the other at Portsmouth, OH). The Project also provides for the surveillance and maintenance of cylinders at the two sites.

Construction of the DUF6 Conversion Project was completed in 2008 and after extensive testing the two plants began initial operations in 2010. In December 2010, DOE awarded Babcock & Wilcox Conversion Services, LLC (BWCS) the current contract to operate the DUF6 Conversion Plants for five years (Contract DE-AC30-11CC40015). The BWCS Contract, herein referred to as the Operations Contract, is valued at \$428M. The Portsmouth, OH DUF6 inventory is expected to be processed in ~18 years and at Paducah, KY within 25 years.

C.1.1.1 DUF6 CONVERSION PROCESS

DUF6 conversion uses a continuous dry conversion process in which DUF6 is vaporized and converted to uranium oxide (predominantly U3O8) in fluidized bed conversion units. The conversion to an oxide is accomplished through the reaction of DUF6 gas with steam and hydrogen; aqueous Hydrofluoric (HF) acid is produced as a co-product. The process generates no wastewater and only minor gaseous emissions. The resulting uranium oxide powder is collected and packaged for disposition.

The process equipment is arranged in parallel lines, each line consisting of two autoclaves, two conversion units, an HF recovery system, and process off-gas scrubbers. Both facilities utilize the same process and equipment designs and differ only in the plant capacity. The Portsmouth, OH plant has three conversion lines, while the Paducah, KY plant has four conversion lines. The HF recovery system that is part of each conversion line collects the HF produced and processes it into marketable products. In order to sell the HF for commercial use, release limits for any radioactive material that might be in the aqueous HF have been determined and approved. An as-low-as-reasonably-achievable (ALARA) analysis was performed to select appropriate release limits.

The process off-gas scrubbers that are part of each process line remove virtually all remaining HF from the process off-gas through a reaction with potassium hydroxide (KOH) to produce potassium fluoride (KF). The KF then passes into a KOH regeneration system where it reacts with slaked lime [Ca (OH)2] to regenerate the KOH solution, precipitating calcium fluoride (CaF2) treated as waste. A cylinder transfer system will be used to transfer the contents of unacceptable cylinders to acceptable cylinders for processing. Heel cylinders are being treated to stabilize remaining material. Empty and heel cylinders that are either 30 inches or 48 inches in diameter are reused as containers to package the uranium oxide resulting from the conversion.

The conversion plant facilities occupy approximately ten acres at each site and are located and arranged to fit optimum logistical considerations, such as material transport and proximity of public access areas. Site upgrades include access roads and rail lines, as needed, to provide transportation to the new facilities. Site structures include a Conversion Building, a Warehouse/Maintenance Building, an Administration Building and a KOH Regeneration Building. The Conversion Building is a precast, pre-stressed concrete structure, while the non-uranium processing buildings are constructed using standard industrial building styles and materials, such as pre-engineered metal buildings.

C.2 CONTRACTOR PERFORMANCE

This PWS describes engineering and operations technical support services for; 1) operations of the Depleted Uranium Hexafluoride Conversion Project with functions required in Lexington, KY, Paducah, KY, and Portsmouth OH; 2) administrative and records management services; and 3) the related technical functional areas tasks required in Lexington, KY, Paducah, KY, and Portsmouth OH . Technical functional areas are as follows:

1. Project And Operation Support To DUF6
2. Administrative and Records Management Services
3. Information Technology Services
4. Safeguards and Security,
5. Public Affairs and Community Relations,

6. Project Integration and Change Control And Performance Management
7. Nuclear Material Management
8. Nuclear Safety Basis
9. Quality Assurance
10. Environmental Risk Assessment
11. Environment, Safety, And Health Support, and
12. Additional Technical Service

The contractor shall have personnel physically located at the PPPO location (i.e. Lexington, KY, Paducah, KY and Portsmouth OH) where the individual services will be predominately performed. Contractor personnel will be required to routinely and/or periodically travel between PPPO sites located in Paducah, Portsmouth, and Lexington regardless of where their office is physically located.

The contractor shall provide personnel with the expertise necessary to perform the services identified in the PWS and as ordered by the CO. Unless specified otherwise in the task order, the EOTS shall be responsible for the operations, environment, safety, health, and quality control within its own organization. The EOTS shall be responsible for its own project management functions. The EOTS shall provide a monthly report on its activities for that period briefly detailing activities, tasks performed.

C.3 PERFORMANCE REQUIREMENTS

The Contractor shall perform the following tasks to support requirements at the PPPO.

C.3.1 DUF6 SPECIFIC TASKS

The EOTS shall provide support in two major areas:

- Integrated Project Team (IPT) support; and
- Project technical oversight support to DOE as the operating contractor conducts phased startup of the facilities including Readiness Assessment Review(s), transition to full operations and ultimately, full operations

C.3.1.1 INTEGRATED PROJECT TEAM SUPPORT

The EOTS shall provide services to perform technical support to DOE in the following areas: project integration and analysis; project coordination and document control; document review and comment; and contract management support. In performing these functions, the EOTS shall provide an assessment of compliance with DOE Orders.

C.3.1.1.1 PROJECT INTEGRATION AND ANALYSIS

The EOTS shall support DOE in the integration, analysis, project controls, and reporting of the DUF6 Project. At a minimum, the EOTS shall perform the following activities:

- Review/analyze/coordinate the Operations Contractor's monthly reports to determine accuracy of data, validity of assumptions, and reasonableness of conclusions;
- Provide assistance on tracking corrective actions related to project costs and schedule reporting;
- Develop, produce, and manage performance fee model and curves, including analysis and recommendations;
- Develop and track other project participants' costs and schedules;

- Integrate the Operations Contractor's reports with other project participants' costs and schedules, develop the Total Project Costs and provide assistance for the resolution of technical issues;
- Develop the Project Summary Report of Total Project Costs with graphic and tabular representation of percent budgeted, performed, and spent during each period by Work Breakdown Structure (WBS) for all project contractors;
- Coordinate and prepare an internal Project Management Summary Report.
- Analyze and report cumulative data for variances;
- Prepare project reports for DOE Headquarters;
- Identify events and/or trends that will impact cost, schedules, and baselines;
- Assist in the monitoring of the Performance Evaluation Management Process as requested;
- Monitor and review the Project's maintenance of the applicable standards through approved processes such as Work Smart Standards (WSS) and Standards Requirements Identification Documents (SRIDs); and
- Other related work as directed

The three areas of reporting of the Operations Contractor that are to be analyzed by the EOTS are:

- General Management;
- Schedule, Labor, and Cost Plans and Reports; and
- Performance Measurement.

The majority of reports will be submitted monthly to DOE as part of the project controls function. Project reports and plans for each site shall be reviewed, validated, and/or summarized.

The EOTS shall perform data analysis, cost estimating, scheduling, project specific administrative support, project specific data entry, and electronic publishing.

C.3.1.1.2 PROJECT COORDINATION AND DOCUMENT MANAGEMENT The EOTS shall assist in coordination and control of the DUF6 Project documents utilizing relevant document management experience and technical knowledge of uranium processing, the nuclear fuel cycle and technologies, and the DOE protocols and procedures for management of a large, complex operations project. The EOTS shall perform two major functions: project coordination of documents and document management.

C.3.1.1.2.1 PROJECT COORDINATION

The EOTS shall provide overall project coordination of documents prepared and/or reviewed and commented by various project participants, including design documents and other Operations contract deliverables, for review, acceptance, or approval by the DOE IPT.

Overall project coordination functions include the following activities:

- Monitor document status and ensure schedules are met;
- Report status to DOE managers;
- Track the Operations Contractor's deliverables listed in the project contract;
- Assist in the document and design review flow;
- Ensure deliverables are distributed and reviewed in support of approved DOE schedules;
- Assist in consolidating/reconciling all participants' comments on deliverables;
- Assist in preparation and presentation of data to meet periodic requirements;
- Assist in updates of the DOE WBS Index and Dictionary;
- Assist in the process of compiling and maintaining the most current Work Smart Standards sets, policies, and procedures;
- Assist in the development of Master Schedules and the review of EOTS-generated detail schedules for compliance with established DOE baselines;
- Support External/Internal Reviews as required;
- Maintain a schedule for IPT reviews;
- Support the IPT;
- Arrange for and participate in teleconferences and meetings for DOE and its EOTS;
- Host project meetings;
- Provide project document delivery services;
- Maintain action item lists (derivation and tracking to completion);
- Maintain separation of expense for all project participants; and
- Other related work as directed.

C.3.1.1.2.2 PROJECT DOCUMENT REVIEW AND COMMENT

The EOTS shall review and comment on the following project documents to assure compliance with DOE guidelines and procedures as required so that the Operations Contractor can produce an acceptable final document:

- Project Management Plan;
- Integrated Safety Management System Plan;
- Preliminary and Final Documented Safety Analyses;
- Waste Management Plan;
- Site Security Plan;
- Transportation Plan;
- Cylinder Surveillance & Maintenance Plan;

- Conversion Facilities Operations and Maintenance Plan;
- Records Management Plan;
- Regulatory and Permitting Management Plan;
- Quality Assurance Management Plan;
- Conversion Project Management Plan;
- Worker Safety and Health Program; and
- Radiation Protection Plan

C.3.1.1.3 CONTRACT MANAGEMENT SUPPORT

The EOTS shall provide support for the project including, but not limited to: performing contract-related research and draft findings in correspondence and/or white papers; assisting in the preparation of contract modifications and required support; and tracking contract-related issues.

The EOTS shall perform oversight of contract closeout activities in support of closure of the BWCS Contract (DE-AC30-11CC40015).

C.3.1.2 DUF6 OPERATIONS OVERSIGHT SUPPORT

C.3.1.2.1 COMPREHENSIVE TECHNICAL SUPPORT FOR OPERATIONS

The EOTS shall support DOE in technical and project management efforts to assure successful DUF6 Project plant operations. A minimum of two full-time equivalent oversight staff shall be available at each of the PPPO sites (Portsmouth, OH and Paducah, KY) to support the DOE Federal Project Director (FPD) as directed.

The EOTS's support shall include oversight, issue identification, solution identification and value-added technical contributions. The EOTS shall provide tracking and validation for the DOE FPD of successful implementation of these value-added technical contributions.

The EOTS's actions and responsibilities shall include leadership of efforts to support DOE in the improvement of the identified status of oversight and readiness support, and the readiness efforts going forward.

The EOTS shall provide technical services to review, validate and assess plant systems functionality, operability, reliability, maintainability, inspectability, procedures and associated documentation, staffing plans and training, maintenance planning and implementation, as well as Environmental, Safety and Health (ES&H) and waste management. Activities include, but are not limited to:

- Familiarization with plant test and startup requirements;
- Validation of Test Plans;
- Assessment of Operations Contractor's organization and qualifications;
- Review of test and operations procedures;
- Tracking of test completion and certification;
- Assessment of test record documentation and recordkeeping;

- Assessment of training plan and procedures;
- Evaluate training effectiveness;
- Evaluate staffing plans;
- Assessment of training record keeping; and
- Evaluate and report on performance metrics related to plant operating status

The EOTS shall work directly with the Operations Contractor to ensure that the Operations Contract is implemented pursuant to the Project Reporting Requirements and other project requirements identified in Operations Contract.

C.3.1.2.2 SPECIALIZED TECHNICAL SERVICES

The EOTS shall support DOE's efforts in the management of the Operations Contract. Examples of specific tasks are as follows:

- Provide technical support to define the requirements for operations activities of the DUF6 Project Facilities;
- Evaluate proposed management systems for operations of the DUF6 Project Facilities;
- Assist in the evaluation of likely costs for various activities for transition to operations and operation of the DUF6 Project Facilities;
- Assist in the development of other performance requirements relating to DUF6 Operations;
- Provide support for evaluation of an activity based cost estimate for DUF6 Project Operations; and
- Research, review and draft plans and specifications in relation to DUF6 Project Operations.

C.3.1.2 DELIVERABLES

The EOTS shall submit its monthly labor management and cost management reports. Other deliverables required under this task order shall be submitted according to a schedule submitted by the EOTS and as approved by the CO.

C.3.1.3 TRAVEL

Travel will be required and shall be conducted as needed to the places of performance or other locations as needed to support the work. Travel will be in accordance with FTR and only with annual approval of a travel budget plan by the CO. Additions outside of the approved plan will be done by the CO individually.

C.3.2 ADMINISTRATIVE AND RECORDS MANAGEMENT SERVICES

C.3.2.1 ADMINISTRATIVE SERVICES

The EOTS shall provide administrative support including clerical and program analyst duties to all PPPO staff at the Lexington, KY location. Support is expected to be provided by temporary or other personnel when regularly assigned EOTS personnel are unavailable. The EOTS shall cover duties when the DOE administrative staff is unavailable. Duties will include, but may not be limited to:

- General administrative support: B-1
- telephone reception;

- typing and preparation of documents in a variety of word processing, presentation and/or spreadsheet software;
- proofreading, editing, and copying;
- making travel reservations, preparing travel documents in the Government's electronic travel system (Gov Trip), travel authorization and voucher tracking;
- provide assistance with data entry into the Strategic Integrated Procurement Enterprise System (STRIPES) for purchase card services;
- maintain schedules for conference rooms and spare offices;
- visitor control: ensure visitors fill out visitors log information, obtain a visitor's pass, and provide security escort assistance;
- assist DOE Program Support Specialist(s) with the ordering and maintenance of adequate office supplies including mail and packaging supplies;
- preparation and distribution of daily attendance report to the PPPO Federal employees mail:
 - processing incoming and outgoing correspondence and mail,
 - electronic distribution to staff and management;
 - filing;
 - scanning into the LiveLink Document System (an electronic document management system);
 - preparing actions in LiveLink and closing as appropriate;
 - processing outgoing documents properly (including overnight mail and express packages) and in accordance with the PPPO Correspondence Procedures.

Records Management and document control activities to include organizing, managing, and maintaining documents (including a master filing system); mail distribution; performing record searches by physical or electronic means and assisting DOE in responding to discovery requests; FOIA requests; and similar requests including compilation and reproduction of documents.

Meeting and logistics support for various types of meetings (including public and regulator meetings) regarding program and projects under oversight of the PPPO including making arrangements and taking meeting minutes.

The EOTS shall be responsible for tracking, arranging schedules, routine maintenance and upkeep of the GSA-Leased vehicles located in Lexington, KY. In addition, the EOTS shall be responsible for the administrative activities for the Government-owned vehicles such as tracking odometer readings, signing in and out, and other similar activities.

The EOTS shall provide comprehensive document production support, graphics development, reproduction and printing services, website creation, and technical writing and editing as required to support PPPO. These services include, but are not limited to, the production and distribution of technical papers, pamphlets, brochures, reports, presentation materials, and other written and graphic documents.

C.3.2.2 DOCUMENT CONTROL AND RECORDS MANAGEMENT

EOTS shall implement and maintain sound document control functions to ensure the efficient coordination, control, tracking, retrieval, distribution and filing of documents to include, but is not limited to the following major documents:

- System Requirements Documents;

- Independent Reviews;
- Project Reports; and
- Various Operation Contractor deliverables

Document control activities also include the processing (handling, receipt, filing and distribution) of incoming and outgoing project documents and developing and maintaining project procedures, guides and other relevant documents.

The EOTS shall perform records management functions in accordance with all applicable Federal laws, DOE requirements and the PPPO Records Management Program for all records generated/received in performance of this task order.

The EOTS shall provide records management support to the PPPO staff at the Lexington, KY location to include, but is not limited to, tasks associated with creating, receiving, inventorying, scanning, filing, maintaining, storing, preserving, protecting, scheduling, indexing, and dispositioning active and inactive records (regardless of media); further promoting and developing the PPPO Records Management Program, as needed; managing classified records (if applicable), managing vital records and other specialty records, managing electronic records (including e-mail records), retrieving records from on- and off-site storage facilities, and supporting requests related to the Freedom of Information Act (FOIA), the Privacy Act (PA), the Energy Employee Occupational Illness Compensation Program (EEOICPA), the former worker medical screening program, the chronic beryllium disease prevention program, congressional inquiries, and legal discoveries.

The EOTS shall support the development and implementation of records management controls for PPPO to ensure that the identification, maintenance, and disposition of electronic records (including e-mail) are managed through the use of records management applications, in accordance with Federal, DOE and PPPO requirements and guidelines. Additionally, the EOTS shall incorporate controls into electronic information systems or integrate them into a recordkeeping system that is external to the information system itself, in accordance with 36 CFR 1236.

C.3.3 INFORMATION TECHNOLOGY SERVICES

C.3.3.1 INFORMATION TECHNOLOGY (IT) AND TELECOMMUNICATION INFRASTRUCTURE

The EOTS shall provide IT services as required to support the PPPO mission including but not limited to the following sections:

C.3.3.1.1 PROJECT MANAGEMENT AND IT COORDINATION

The EOTS shall be responsible for carrying out all projects and tasks related to IT in line with the PPPO IT strategic plan. The EOTS shall maintain the IT Project Plan and coordinate all IT tasks in accordance with the strategic plan and technology needs of the PPPO IT infrastructure and IT support services. The EOTS shall provide, monthly, a status report of its progress against the IT Project Plan.

C.3.3.1.2 HELPDESK SERVICES

The EOTS shall be responsible for ensuring availability of Helpdesk services for the PPPO user base centralized in Lexington, KY. Helpdesk services shall be available from 7:30 a.m.

– 6:00 p.m. EST Monday–Friday, except holidays and other days on which Federal facilities are closed. Email and voicemail shall be available to the user base to request assistance and/or report a problem. Help Desk Analysts are technical specialists whose primary function is to ensure that workstation and network problems encountered by Federal and contractor personnel at PPPO are resolved as promptly and completely as possible. High priority tickets shall be responded to within one hour, medium priority tickets within three hours, and low priority tickets within five hours. Helpdesk services include but are not limited to the following activities:

- Desktop and local printing setup;
- Office-specific help desk and site support;
- Site-specific troubleshooting for hardware and software; and
- Additional hardware requirements for new equipment

C.3.3.1.3 END USER SITE SUPPORT

The EOTS shall be responsible for establishing, engineering, implementing maintaining the desktop infrastructure and providing desktop service for problem resolution for PPPO federal and contracted support personnel at all three sites. In order to ensure that PPPO personnel experience minimal computer down time, the EOTS shall maintain an End User Support Specialist at the Lexington site during regular business hours (7:30 a.m.-6:00 p.m. Eastern Time) Monday-Friday, excluding Federal holidays. Evening and weekend coverage, on-site or on-call, shall be made available. An IT Specialist shall be provided at each of the Portsmouth, OH and Paducah, KY sites using the industry standard end-user to support person ratio.

The EOTS shall provide desk-side assistance to resolve hardware and software problems referred to End User Support by Help Desk Analysts;

- install new hardware and software at user's desktop;
- maintain Government hardware in good working order;
- document inventory changes;
- maintain the upkeep of storage areas; and
- develop and implement the PPPO Cyber Security Program Plan.

The EOTS shall be responsible for maintaining a minimum of four spare computers at each site, one network-capable printer, and four stand-alone printers available at all sites.

C.3.3.1.4 NETWORK OPERATIONS AND SYSTEMS SUPPORT

The EOTS shall be responsible for establishing, implementing and operating the PPPO network, including:

- Acquisition, installation, configuration and testing of all necessary hardware and software;
- Maintaining file servers, Exchange/Outlook electronic mail post offices and any message transport agent, remote access capabilities, security on servers, network and server resource monitoring, proactive maintenance and data backups;
- Establishing and maintaining email configuration and connectivity, and troubleshooting email-related problems;

- Optimizing the performance, reliability and availability of the PPPO network infrastructure and shared resources, including:
 - Server tuning;
 - Maintaining backup equipment;
 - Risk analysis and disaster recovery planning;
 - Evaluation and implementation or coordination of cable and network equipment upgrades;
 - Maintaining user accounts on the network including:
 - Creation of new user login ID's and file directories;
 - Disabling user accounts as users leave or are reassigned;
 - Deleting user accounts as requested or as users leave or are reassigned;
 - Mapping users to appropriate shared directories and files and ensuring rights are administered at the correct level
 - Ensuring appropriate user access to network-based applications, network printers, and print queues;
 - Administration of shared resources, i.e., Microsoft Exchange, Citrix, shared directories, virus protection, security implementation, website support, etc.,
 - Network security planning and implementation (remote users, access audits, firewalls, physical access controls;
 - Providing prompt and timely notification of network or server outages of any type.

C.3.3.1.5 SOFTWARE/APPLICATION DEVELOPMENT AND SUPPORT

The EOTS shall be responsible for developing, testing, implementing and supporting any Commercial Off the Shelf (COTS), Government or contractor developed software/application on the PPPO network, including:

- Acquisition, installation, configuration and testing of all necessary Database platforms; Optimizing the performance, reliability and availability of the PPPO Infrastructure Databases, including:
 - server tuning;
 - maintaining backups;
 - updates;
 - training; and
 - user support.
- Administration of software and applications, including user setup, account creation, account maintenance and license tracking.
- Administration and maintenance of LiveLink record and action tracking application for all three locations.

C.3.3.1.6 DATABASE ADMINISTRATION

The EOTS shall be responsible for planning, testing, implementing and supporting any Database on the PPPO network, including:

- Acquisition, installation, configuration and testing of all necessary Database platforms; and
- Optimizing the performance, reliability and availability of the PPPO Infrastructure Databases, including:
 - server tuning;
 - maintaining backups;
 - updates;
 - training; and
 - user support.

C.3.3.1.7 HARDWARE AND SOFTWARE COMPATIBILITY TESTING

The EOTS shall be responsible for carrying out compatibility testing on all software (including COTS and government or contractor-developed), computers, and peripherals planned for deployment on the PPPO IT infrastructure. There shall be two types of testing: platform and application. This testing shall be conducted in a test environment apart from, and configured to mimic, the live or production environment. The testing shall include startup, login, network connectivity, printing, and close down. No software shall be deployed until testing is completed. The EOTS shall provide all network compatibility testing information to the PPPO, including the Network Compatibility Testing Checklist and the Notification of Test Results forms. If the software fails the testing, the EOTS, the source of the application (e.g., internal group, external group, or commercial vendor), and the PPPO shall devise a mitigation plan. The EOTS shall not deploy any software without the written approval of the FPD.

C.3.3.1.8 ASSET MANAGEMENT

The EOTS shall track the location and movement of all hardware and software owned by PPPO using the internal PPPO inventory system. This service shall be provided in accordance with DOE Order 580.1, Department of Energy Personal Property Management Program. Activities shall include:

- Logging hardware and software into inventory as it is delivered;
 - Ensuring that the hardware is stored properly;
 - Distributing hardware as directed and approved by the Federal Task Monitor;
 - Tracking the hardware as it is moved from one location to another;
 - Ensuring that obsolete hardware is removed from the inventory as directed;
 - Regularly verifying that inventory records are complete and accurate;
 - Accessing inventory at the direction of the Subtask Monitor or Federal designate;
 - Conducting an annual physical inventory of equipment;
 - Assisting the Subtask Monitor or Federal designate in analyzing and researching asset discrepancies, reviewing or researching items on the Gains & Loss report, and preparing reports as needed; and
 - Preparing inventory exit packages within two days from receipt of direction from the Subtask Monitor or Federal designate.

C.3.3.1.9 CYBER SECURITY SUPPORT

- The EOTS shall provide cyber security support for unclassified systems (hardware and software) and classified systems (hardware and software). This service includes activities for a Q cleared Information System Security Officer (ISSO) role, to ensure compliance in the implementation and operations of all DOE cyber security requirements, in classified and unclassified computing. The responsibilities of the ISSO/cyber security role include: Boundary Certification and Oversight;
- Defining, Documenting, and Maintaining PPPO Boundary Cyber Security Policies; and
- Plan of Action and Milestone (POA&M) Response and Resolution

The scope of this activity includes the unclassified systems:

- Cyber security support for unclassified systems to include hardware (workstations, servers, communications equipment, etc.) and software (COTS and custom developed). Such support includes compliance with all federal laws (including The Federal Information Systems Management Act (FISMA)), regulations, OMB requirements, and DOE Orders and guidance on cyber security, Technical Management Requirements (TMRs) and the EM Program Cyber Security Plan (PCSP);
- Processing Certification and Accreditation (C&A) requests for unclassified systems, monitoring and recommending actions necessary to support the DOE unclassified Cyber Security Program, and ensuring that hardware and software installations are compliant with applicable DOE security regulations;
- Maintaining 100% unclassified system availability is a key performance measure objective; and
- Completion of the PPPO Boundary Certification & Accreditations.

And the classified systems:

- Cyber security support for classified systems to include hardware (workstations, servers, communications equipment, etc.) and software (COTS and custom developed). Such support includes compliance with all federal laws (including FISMA), regulations, OMB requirements, and DOE Orders and guidance on cyber security, Technical Management Requirements (TMRs) and the EM Program Cyber Security Plan (PCSP);
- Processing C&A requests for classified systems, monitoring and recommending actions necessary to support the DOE classified Cyber Security Program, and ensuring that hardware and software installations are compliant with applicable DOE security regulations.
- Maintaining 100% classified system availability is a key performance measure objective.
- Completion of the PPPO Boundary Certification & Accreditations.

The EOTS general cyber security activities include:

- Preparation of information security plans as required by Federal law and DOE orders and directives;
- Responding to security events and working with other DOE elements to ensure proper response and appropriate reporting of events;
- Conduct an annual Cyber Security self-assessment and provide a report on the action;
- Technical support of certification and accreditation of PPPO IT systems in accordance with NIST guidance, and including system testing and evaluation using Center for Internet Security (CIS) Benchmarks;

- Providing support for the development of PPPO cyber security policy and guidance including the development and/or review of policy/procedure documents and guides, support for cyber security training and system owner assistance, and conducting technical verification activities under the guidance of PPPO federal staff;
- Development and maintenance of business continuity planning;
- Providing timely, accurate cyber security support and expertise to assist in ensuring effective cyber security protection and PPPO compliance with all Federal laws, regulations, and DOE guidance on cyber security;
- Providing weekly status reports on the outstanding actions, test reports, white papers, technical advice in written and oral form, C&A documentation, and other cyber security documentation as required;
- Providing technical recommendations to the PPPO and oversight of POA&Ms for projects within the boundary, as well as coordination to ensure corrective actions items are addressed and resolved;
- Assuming the primary technical lead in development of the C&A process for PPPO mission-specific systems;
- Developing, reviewing and advising on PPPO-wide cyber security documentation quality and performance measures;
- Meeting weekly with PPPO IT Oversight and task monitor on PPPO cyber security program status, including recommendations on responding to new Departmental and NIST requirements/guidelines; and

Providing support for future classified systems, as required.

C.3.3.1.10 TECHNOLOGY SOFTWARE, HARDWARE PROCUREMENT

The EOTS shall procure IT related equipment, software, tools and miscellaneous items as needed for PPPO. This procurement support is limited to purchases below \$25,000 that are an immediate requirement for PPPO and must be approved by the CO after proper technical review. Other purchases may be authorized above this limit by the CO, if warranted. All purchases will follow applicable task order requirements and federal regulations in regards to purchasing.

C.3.3.1.11 PROFESSIONAL SERVICES PROCUREMENT

The EOTS shall procure IT related professional and consulting services support for equipment, software, and tools deployed in the PPPO IT infrastructure. All purchases will follow applicable task order requirements and federal regulations in regards to purchasing.

C.3.4 SAFEGUARDS AND SECURITY

C.3.4.1 SERVICE DELIVERY

The EOTS shall support DOE in technical and project security efforts to assure successful and compliant security programs at the Lexington Office and at both Portsmouth and Paducah Oversight staff members shall be available at each of the PPPO sites (Lexington, KY, Portsmouth, OH and Paducah, KY) to support the DOE PPPO Security Manager -. Additional SME's for special projects may be required on an as needed basis.

C.3.4.2 PROJECT MANAGEMENT AND SECURITY COORDINATION

The EOTS shall be responsible for carrying out all projects and tasks related to security consistent with PPPO's security mission. This includes providing oversight and administering requirements/guidance of the Safeguards and Security Program within the PPPO Lexington Facility and the DOE oversight of implementation of security measures and programs for the prime site contractors at both Portsmouth, OH and Paducah, KY.

The EOTS shall provide expert and working knowledge Security Subject Matter Expert(s) (SME(s)) in support of the PPPO security programs. Support requires knowledge in Nuclear Materials Control and Accountability (NMC&A), Uranium Inventory Management, DUF6 Conversion Project, Uranium Fuel Cycle Operations, Site Security Plan (SSP) development, gaseous diffusion operations, safeguards and security management, security project plans, Protective Force Operations, Classification, security self-assessments, Incidents of Security Concern, security deviations or equivalencies, HSPD -12, Operations Security, Personnel Security, Physical Security, Information Security and Classified Cyber Security requirements.

C.3.4.3 LEXINGTON SECURITY SUPPORT

The EOTS shall be primarily responsible for ensuring the availability of support for the PPPO Lexington facility security program. The EOTS shall be responsible for assisting the PPPO Security Manager as the EOTS point of contact for all related activities. Security support includes but is not limited to the following activities:

HSPD 12 program implementation and maintenance;

Development and maintenance of PPPO Site Security Plan(s), PPPO OPSEC plan, PPPO security management plan and PPPO security training plan;

- Development and maintenance of PPPO Security procedures and awareness program;
- Maintain a compliant level of security requirements for a PPPO Lexington Limited Security Area and its associated transmittal equipment;
- Conduct self-assessments, corrective action plans and prepare the comprehensive self-assessment for submittal to the Cognizant Security Office;
- Development and maintenance of the PPPO Security computer based training system;
- Provide classification and unclassified controlled information support to PPPO;
- Development of a consolidated Security strategy in support of the Decontamination & Decommissioning (D&D)/Deactivation/Remediation mission for PPPO;
- Provide overarching security SME cognizance guidance to the PPPO Lexington (e.g. Manager, Deputy Manager, DUF6 FPD and other PPPO Federal Staff) for instance,
 - Support to the PPPO Human Resource officer to facilitate federal access authorizations and badging with the PPPO Cognizant Security Authority;
 - Support to the PPPO legal staff on security matters;
 - Support to the Public Affairs/Community Relations staff by the timely review of DOE approved information to be publicly released or posted, to ensure no sensitive information is inadvertently released;

- Coordinates and implements security programs, in conjunction with the PPPO IT and Security Managers on overlapping programs like classified cyber, controlled articles, lock and key program, Incidents of Security concern, HSPD-12 implementation and management;
- Coordinate the evaluation of draft and newly issued DOE directives on Safeguards and Security for site specific impacts to the PPPO mission;
- Provide security trending analysis on Incidents of Security Concerns for all PPPO sites;
- Plan and participate in PPPO IPTs; and
- Provide support to respond to Security and Safeguards Data call requests from HQ.

C.3.4.4 PADUCAH KENTUCKY SECURITY SUPPORT

The EOTS shall be responsible for assisting the PPPO Security Manager as the EOTS point of contact for all Security and NMC&A related activities at the Paducah site. Safeguards and Security support at Paducah includes but is not limited to the following activities:

- Review, comment and consolidate comments within 15 Days of receipt to PPPO on prime contractors' site security plans, project security plans, training plans, corrective action plans, management plans NMC&A plans and Protective Force Operations;
- Assist with weapon authorization card qualifications as required;
- Interfaces with the PPPO Cognizant Security Office at Oak Ridge regarding evaluation and resolution of Paducah safeguards and security issues;
- Facilitates/participates in Safeguards and Security and Protective Force surveys and program reviews;
- Performs limited scope reviews of the site safeguards and security programs, to include limited surveys with federal personnel;
- Develop Safeguards and Security briefing materials in support of PPPO and EM HQ managers;
- Provide security SME guidance to the PPPO Site Lead, Deputy DUF6 Conversion FPD and other DOE Federal Staff;
- Evaluate draft and newly issued DOE directives on Safeguards and Security for site specific impacts on the PPPO mission;
- Develop and prepare site specific security guidance documents, as needed;
- Assists in the development of formal responses to EM HQ, Health Safety and Security (HSS), Office of Inspector General (OIG) and ORO/CSA queries regarding PPPO Paducah safeguards and security issues;
- Coordinates and implements in conjunction with the IT and Security Managers, to include prime Paducah site contractors on overlapping programs like classified cyber, controlled articles, incidents of security concern, and HSPD-12 implementation maintenance.

- Support the security trending analysis on Incidents of Security Concerns; and Plan and participate in PPPO IPTs.

C.3.4.5 PORTSMOUTH OHIO SECURITY SUPPORT

The EOTS shall be responsible for assisting the PPPO Security Manager as the ETS point of contact for all Security and NMC&A related activities at the Portsmouth site. Safeguards and Security support at Portsmouth includes, but is not limited to, the following activities:

- Review, comment and consolidate comments within 15 Days of receipt to PPPO on prime contractors' site security plans, project security plans, training plans, corrective action plans, NMC&A management plans and Protective Force Operations;
- Assist with weapon authorization card qualifications as required;
- Interfaces with the PPPO Cognizant Security Office at Oak Ridge regarding evaluation and resolution of Portsmouth safeguards and security issues;
- Facilitates/participates in Safeguards and Security and Protective Force surveys and program reviews;
- Performs limited scope reviews of the site safeguards and security programs, to include limited surveys with federal personnel;
- Develop Safeguards and Security briefing materials in support of PPPO and EM HQ managers;
- Provide security SME guidance to the PPPO Site Director, Site Lead, Deputy DUF6 Conversion FPD and other DOE Federal Staff;
- Evaluate draft and newly issued DOE directives on Safeguards and Security for site specific impacts on the PPPO mission;
- Develop and prepare site specific security guidance documents, as needed;
- Assists in the development of formal responses to EM HQ, Health Safety and Security (HSS), Office of Inspector General (OIG) and ORO/CSA queries regarding PPPO Paducah safeguards and security issues;
- Coordinates and implements in conjunction with the IT and Security Managers, to include prime Paducah site contractors on overlapping programs like classified cyber, controlled articles, incidents of security concern, and HSPD-12 implementation maintenance.
- Support the security trending analysis on Incidents of Security Concerns; and
- Plan and participate in PPPO IPTs.

C.3.5 PUBLIC AFFAIRS/COMMUNITY RELATIONS

The EOTS shall be responsible for coordinating the overall public affairs function for PPPO, including supporting DOE in interfacing with the community and other stakeholders, and shall coordinate with other PPPO contractors. The EOTS shall obtain any required classification/public release review prior to any release of information and no information is to be released without DOE approval.

The EOTS shall be responsible for updating the public participation plans as necessary, writing articles for inclusion in newsletters or postings on the PPPO website, coordinating capture of images of PPPO Project activities, preparing fact sheets and press releases, maintaining and updating the PPPO website.

The EOTS shall support DOE in preparing for public/stakeholder meetings.

C.3.6 PROJECT INTEGRATION AND CHANGE CONTROL AND PERFORMANCE MANAGEMENT

The EOTS shall provide support to PPPO Project Management organization to process, integrate, track, analyze, and report data for the roll up of all PPPO projects in the following areas: project management, project control, life cycle planning, performance measurement, budget formulation and execution, and financial management. The EOTS shall coordinate with the PPPO projects, as necessary, in order to consolidate data for all project activities and contracts in accordance with DOE requirements and evaluate and reconcile the data to ensure quality and accuracy of deliverables.

The EOTS shall track and report total PPPO obligations and costs by individual funding source, and provide support to DOE to ensure that obligations and costs do not exceed available funding levels.

At the direction of PPPO, the EOTS shall participate in meetings, conference calls, conferences, and other similar forums relating to overall PPPO Project Integration responsibilities and shall be available to respond to informal DOE requests for information related to Integrated Project Management.

The EOTS shall provide consolidated for all PPPO project data to PPPO in the form of reports, briefing materials, planning and budgeting submittals, data calls, and ad hoc requests.

The EOTS shall be responsible for supporting the overarching PPPO Change Control Administration in accordance with the requirements of DOE Order 413.3B, *Program and Project Management for the Acquisition of Capital Assets*, for changes to capital project baselines and applicable task order requirements for operations activities. Change Control shall be managed to ensure that changes are identified, evaluated, coordinated, controlled, reviewed, approved/disapproved, and documented in a manner that meets all DOE requirements.

C.3.7 NUCLEAR MATERIAL MANAGEMENT

The contractor shall perform services in support of PPPO (Lexington, Portsmouth and Paducah sites) including technical analyses, expert advice, and short turn-around assignments for special projects and/or unique applications. This includes providing SMEs to support PPPO, as needed, in areas of safeguards and security, nuclear safety, excess uranium inventory history, uranium inventory management, characterization, processing, storage, packaging and transportation, value estimation and trending, marketing, and disposition. Services to be provided include:

- Provide direct support to PPPO Lexington operations, as needed, to meet programmatic goals and objectives.

- Provide special project coordination and support for activities such as International Atomic Energy Agency (IAEA) initiatives, securing He3 tubes and portable Criticality Accident Alarm System (CAAS) units from other sites, transfer of autoclaves to support other program offices, and SME support for Paducah work-for-others historical activities.
- Support independent assessments of the PPPO's NMC&A Program, provided by others, and the application of NMC&A practices per DOE requirements.
- Provide independent assessment of Physical Security and Safeguards and Security programs to assess compliance with DOE requirements.
- Development of the annual Nuclear Materials Customer Forecast and Nuclear Materials Management Plan;
- Provide SME support for PPPO excess uranium inventory management, including the following specific tasks:
 - Evaluate and support development of PPPO policy regarding management of DOE uranium inventories;
 - Provide direct support to PPPO management in planning for the disposition of uranium inventories, including activities such as updating the PPPO inventory data included in the DOE Excess Uranium Inventory Management Plan and maintaining oversight of ongoing activities and plans to ensure consistency with DOE plans and policies.
 - Establish and maintain current and accurate data relative to PPPO uranium inventories at Paducah and Portsmouth. This data should include location, quantities, count of containers/cylinders, characteristics, disposition path, marketability, potential shipping and transfer issues, and estimated market value. Data will be developed proactively and maintained in the form of tables, graphs, and schedules. Data will be provided, as appropriate, in briefings and meetings with PPPO management, and maintained for ready reference in responding to PPPO management needs for up-to-date information. Document and maintain information regarding of the uranium processing history from which the PPPO excess uranium inventories are a legacy. This historical documentation will provide information essential for the identification and understanding of the characteristics of the uranium now in the PPPO inventory. Maintain a history of uranium, uranium conversion, and separative work unit market prices and optimum tails for enrichment.
 - Provide technical expertise and support to assist PPPO in the planning and evaluation associated with disposition alternatives for the higher-value DUF6 inventories at Paducah and Portsmouth.
 - Evaluate and support the development of PPPO procurement/marketing initiatives regarding the PPPO uranium inventory;

C.3.8 NUCLEAR SAFETY BASIS

The EOTS shall provide overarching support in the area of nuclear safety basis technical area including but not limited to:

- Assistance with safety basis related assessment activities, such as annual USQ assessments;
- Development of PPPO safety basis training and procedures;
- Safety basis review and/or independent review of PPPO SER as needed

- Assistance to PPPO in addressing any emerging nuclear safety issues, initiatives, or external assessments
- Regulatory transition from NRC to DOE for balance of plant (BOP) facilities
- Development of Safety Basis documents such as NSCE and NSCR
- Development and implementation of PPPO NDA measurement requirements to include oversight

C.3.9 QUALITY ASSURANCE

The EOTS shall maintain a Quality Assurance Program (QAP) for the PPPO in accordance with DOE Order 414.1D, *Quality Assurance*, EM QAP, Nuclear Quality Assurance (NQA-1), and DOE Order 226.1A, *Implementation of Department of Energy Oversight Policy*. The EOTS shall be responsible for continuously pursuing enhancements to quality, safety, and reliability.

The EOTS shall maintain a written PPPO QAP based on DOE Order 414.1D, *Quality Assurance*, EM QAP, NQA-1 and DOE Order 226.1, *Implementation of Department of Energy Oversight Policy* and shall submit it to PPPO for review and approval annually.

The EOTS shall support PPPO by performing QA Independent Assessments and Surveillances of PPPO Project activities in accordance with the assessment schedule or as needed, and shall prepare and distribute “lessons learned” reports to encourage improvements based on experience.

The EOTS shall develop and maintain a database to record non-conformances, issues or deficiencies, corrective actions and corrective action closure and verification.

C.3.10 ENVIRONMENTAL RISK ASSESSMENT

The EOTS shall provide senior-level risk assessment support to DOE/PPPO to perform technical analysis and reviews of risk documents at the Lexington and Paducah sites. Technical support will require periodic travel to Nashville, Tennessee; Lexington, Kentucky; and Paducah, Kentucky, for coordination and technical meetings.

The EOTS shall be responsible to review and comment on a variety of documents, figures, tables, and modeling results and provide QA/QC on risk-based information (including, but not limited to: detection limits, background data, action- and no-action levels, preliminary remediation goals, remediation goals, remedial action objectives, screening levels, and human health and ecological risk & hazard calculations, calculation packages); then reviewing the revisions versus the comment response summary packages.

The EOTS is required to participate in technical meetings including Risk Assessment Working Group Meetings, groundwater modeling meetings, WAC development meetings and comment resolution (decision making) meetings with the federal and state environmental regulators.

C.3.11 ENVIRONMENT, SAFETY, AND HEALTH SUPPORT

The EOTS shall provide overall programmatic Environment, Safety, and Health (ES&H) support to PPPO for the development and implementation of the Federal Employees Occupational Safety and Health.

C.3.12 ADDITIONAL TECHNICAL ASSISTANCE

At the CO's direction, the EOTS shall perform additional technical services which are related to the mission of the PPPO and within the general scope of this task order.

C.4 SECURITY CLEARANCE REQUIREMENTS

All Contractors shall be required to have the ability to obtain an access authorization (e.g., L or Q security clearance).

Labor Classification	Security Clearance Post Award
Database Administrator/Developer	Q
System Administrator	Q
Cyber Security Specialist	Q
System Administrator / IT Project Manager	Q
Network Administrator	Q
Safeguards/Security Specialist	Q
Nuclear Material Inventory & Accountability Specialist	Q
Nuclear Safety Engineer	Q

C.5 REPORTING REQUIREMENTS

The Contractor shall provide reports and other requirements in accordance with Section J, Attachments 3.

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SECTION D - PACKAGING AND MARKING

D.1 PACKAGING

Preservation, packaging, and packing for shipment or mailing of all work delivered hereunder shall be in accordance with good commercial practice and adequate to ensure acceptance by common carrier and safe transportation at the most economical rate.

D.2 MARKING (APR 1984)

- (a) Each package, report or other deliverable shall be accompanied by a letter or other document which:
 - 1. Identifies the contract and Task Order by number under which the item is being delivered.
 - 2. Identifies the deliverable Item Number or Report Requirement which requires the delivered item(s).
 - 3. Indicates whether the contractor considers the delivered item to be a partial or full satisfaction of the requirement.
- (b) For any package, report, or other deliverable being delivered to a party other than the Contracting Officer (CO), a copy of the document required in (a) above shall be simultaneously provided to the office administering the contract, as identified in Section G of the contract, or if none, to the CO.

D.3 HANDLING FEE

A handling fee of 5% shall be applied to all lower-tier subcontractor labor (with the exception of ATL International Inc.) and 1099 worker labor, and all Other Direct Costs, excluding travel. Travel expenses for the contractor, subcontractor and lower-tier subcontractors, and 1099 worker travel will not incur a 5% handling fee when billed to PPPO.

PART I – THE SCHEDULE

SECTION E

INSPECTION AND ACCEPTANCE

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SECTION E - INSPECTION AND ACCEPTANCE

**E.1 FAR 52.246-6 INSPECTION - TIME-AND-MATERIAL AND LABOR-HOUR (MAY
2001)**

E.2 DOE-E-1001 INSPECTION AND ACCEPTANCE

Inspection and acceptance of all items under this contract shall be accomplished by the Contracting Officer, the Contracting Officer's Representative (COR), or any other duly authorized Government representative identified by the Contracting Officer. The contractor will be notified in writing or by a copy of the delegation of authority if a different representative is designated.

PART I – THE SCHEDULE

SECTION F:

DELIVERIES OR PERFORMANCE

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SECTION F - DELIVERIES OR PERFORMANCE

F.1 FAR 52.242-15 STOP-WORK ORDER. (AUG 1989), Alternate I (APR 1984)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either—
- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Termination clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected, and the contract shall be modified, in writing, accordingly, if—
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

F.2 TASK ORDER TERM

The base period of this Task Order will be three (3) years from Notice to Proceed (NTP). All work under this order, including submission of all required reports, shall be completed within 30 days after the end date of the period of performance. At the Government's unilateral option, this delivery order may be extended for two (2) one-year option periods.

This Task Order is anticipated to be issued at least 14 days prior to the issuance of NTP. The Contractor is responsible for all transition activities to assume full responsibilities of this task order during the 14 days prior to the issuance of NTP. This Task order term begins from the day of the Contractor assumes full responsibilities of the Task Order, a day after NTP.

The task order term is as follows:

1. Base Ordering Period: 0 through 36 Months after NTP.
2. Option Period 1: 37 through 48 months after NTP.
3. Option Period 2: 49 through 60 months after NTP.

F.3 EXERCISE OF OPTION

In accordance with Section I clause, FAR 52.217-8 “Option to Extend Services” (Nov 1999) and Section I clause, FAR 52.217-.9 “Option to Extend the Term of the Contract” (Mar 2000), the Department of Energy has included two option periods to extend the term of this task order. In order to demonstrate the value it places on quality performance, the Department has provided a mechanism for continuing a contractual relationship with a successful Contractor that performs at a level which meets or exceeds quality performance expectations as communicated to the Contractor, in writing by the CO or designated representative. When deciding whether to exercise the option(s), the CO may consider: (1) the quality of the Contractor’s performance under this contract; (2) if sufficient funding is available; (3) whether the requirement covered by the option fulfills an existing Government need; (4) whether the exercise of the option is the most advantageous method of fulfilling the Government’s need, price and other factors considered; (5) the option was synopsised in accordance with FAR Part 5 unless exempted by 5.202(a)(11) or other appropriate exemptions in 5.202; and (6) the Contractor is not listed on the Excluded Parties List System (EPLS).

F.4 PRINCIPAL PLACE OF PERFORMANCE

The principal place(s) of performance shall be the Portsmouth/Paducah Project Office (PPPO) located in Lexington, KY, the Depleted Uranium Hexafluoride (DUF6) Conversion Plants located in Paducah KY, and Portsmouth OH and any other facilities which are owned, leased, or otherwise under the control of the U.S. Department of Energy, Portsmouth/Paducah Project Office. The CO may grant specific authority to perform work at another location when it has been determined advantageous to the Government.

F.5 HOURS OF OPERATION

Operating hours for the contractor will normally be the same duty hours as the PPPO and the respective sites. The actual operating hours for the contractor and work hours for each employee will be agreed to by the PPPO or respective site office, the COR, and the Contractor’s designated onsite supervisor.

F.6 DELIVERABLES

All reports specified as deliverables under this delivery order (Section J) shall be delivered to the Contracting Officer shown in Section G and in accordance with Section J, Attachments 3&4.

PART I – THE SCHEDULE

SECTION G Revision 2

CONTRACT ADMINISTRATION DATA

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SECTION G - CONTRACT ADMINISTRATION DATA

G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, correspondence submitted under this contract shall include the contract number and shall be subject to the following procedures:

- (a) **Technical Correspondence.** Technical correspondence (as used herein, this term excludes technical correspondence where patent or technical data issues are involved and correspondence which proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms, or conditions of this contract) shall be addressed to the DOE Contracting Officer's Representative (COR), see below paragraph (d) with an information copy of the correspondence to the DOE CO (see below paragraph (c)).
- (b) **Other Correspondence.**
All correspondence, other than technical correspondence, shall be addressed to the DOE CO, with information copies of the correspondence to the DOE COR.
- (c) **DOE Contracting Officer Address.**
U.S. Department of Energy
Portsmouth/Paducah Project Office
Attn: Daniel Burke, Contracting Officer
1017 Majestic Drive, Suite 200
Lexington, KY 40513
Email at: daniel.burke@lex.doe.gov
- (d) **DOE Contracting Officer's Representative address.**
U.S. Department of Energy
Portsmouth/Paducah Project Office
Attn: Robert Edwards
1017 Majestic Drive, Suite 200
Lexington, KY 40513
Email at: robert.edwards@lex.doe.gov
- (e) The Contractor shall use the COR as the point of contact on technical matters, subject to the restrictions of the clause entitled "DEAR 952.242-70 Technical Direction (DEC 2000)" located in Section I.
- (f) **Technical Reports.** Procedures for technical reports are described in Section D of the contract.
- (g) **Subject Line(s).** All correspondence shall contain a subject line commencing with the task order number and appropriate task order number, as illustrated below:
"SUBJECT: Task Order No. [*Insert subject topic after contract number – (e.g. "Notification of Address Change")*].

G.2 BILLING INSTRUCTIONS

- (a) The Contractor shall submit invoices using the Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal) when requesting payment for supplies or services rendered. The Contractor shall submit invoices on a monthly basis in accordance with FAR 52.232-7 "Payments under Time and Materials and Labor Hour Contracts" (AUG 2012). The Government will make payments to the Contractor by electronic funds transfer not later than fifteen (15) calendar days after receipt of an acceptable invoice from the Contractor.

- (b) Contractors must submit vouchers electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment 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. To obtain access to and use VIPERS, please visit the web page at <https://finweb.oro.doe.gov/vipers.htm>. Detailed instructions on how to enroll and use the system are provided on the web page. The submission of vouchers electronically will reduce correspondence and other causes for delay to a minimum and will facilitate prompt payment to the Contractor. Do not submit a paper copy of the voucher.
- (c) The invoice (Standard Form 1034) must include a statement of cost and supporting documentation for services rendered.
 - 1. The statement of cost shall include, as a minimum, a breakout by cost or price element (Contract Line Item Number/CLIN) of all services actually provided by the Contractor, both for the current billing period and cumulatively for the entire task order. The Direct Productive Labor Hour (DPLHs) incurred during the current billing period must be shown and the DPLH Summary completed. The statement of cost must include a certification statement signed by a responsible official of the Contractor.
 - 2. The charges for the current billing period (month) shall be accompanied by any relevant supporting documentation. The level of detail provided must clearly indicate where the funds were expended. For example, support for labor costs must include the labor category (e.g., program manager, senior engineer, technician, etc.) the hourly rate, the labor cost per category, and any claimed overtime; supporting data for travel must include the destination of the trip, number and labor category of travelers, transportation costs, per diem costs, and purpose of the trip; and supplies shall be categorized by the nature of the items (e.g., office, lab, computer, etc.) and the dollar amount per category.
- (d) All claimed subcontractor costs must be supported by submitting the same detail as outlined herein.

G.3 DEFECTIVE OR IMPROPER INVOICES

Name, title, phone number, office name, and complete mailing address of officials of the business concern who are to be notified when DOE receives a defective or improper invoice:

Ms. Sarah Dunn
Contracting Officer
Strategic Management Solutions LLC
6301 Indian School Rd. NE Suite 215
Albuquerque, NM 87110
505-321-6986
sarah.dunn@smsi.us

G.4 DOE-G-1005 OBSERVANCE OF LEGAL HOLIDAYS

(a) The on-site Government personnel observe the following holidays:

New Year's Day	Martin Luther King, Jr. Birthday
President's Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veterans Day
Thanksgiving Day	Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

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SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 DOE-H-1051 CONSECUTIVE NUMBERING (MAY 2009)

Due to automated procedures employed in formulating this document, clauses and provisions contained within may not always be consecutively numbered.

H.2 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF THE OFFEROR

The Representations, Certifications, and Other Statements of the contractor, dated January 15, 2013, made in response to GSA MOBIS Solicitation No.DE-SOL-0004937/RFQ745184 and any addendums thereto are hereby incorporated into and made a part of this task order.

H.3 KEY PERSONNEL (JULY 2011)

- (a) The personnel listed below are considered essential to the work being performed under this task order. Prior to removing, replacing, or diverting any of the listed or specified personnel, the Contractor shall notify the CO reasonably in advance (not less than thirty (30) days) and submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this task order. No diversion shall be made by the contractor without the written consent of the CO, provided that the CO may ratify in writing such diversion and such ratification shall constitute the consent of the CO required by this clause. Whenever, for any reason, one or more of the following employees is unavailable for assignment for work under this task order, the contractor shall, with the approval of the CO, replace such employee with an employee of substantially equal abilities and qualifications with meritorious consideration of increasing opportunity to fully use the talents and capabilities of a diverse workforce. This clause may be amended from time to time during the course of the task order to either add or delete personnel, as appropriate.
- (b) The Key Personnel for this contract are identified below.

NAME	TITLE
Mr. David R. Allen	Program Director

H.4 CONTRACTOR IDENTIFICATION WHILE ON A DOE INSTALLATION

On-site contractor personnel working within Government facilities on a continuous basis, part-time or full-time, must be recognizable as contractors while in government facilities. This may be accomplished by wearing of appropriate identification badges (to be issued by PPPO) as applicable by site location. Additionally, contractor personnel whose duties include answering telephones at Government work sites shall identify themselves as contractor employees.

H.5 SECURITY CLEARANCES AND BADGES

All personnel performing work under this task order at the Portsmouth Paducah Project Office and the DUF6 Conversion Plants (in Paducah KY, or Portsmouth OH) will be required to obtain

security access from the Portsmouth Paducah Project Office. Requests for security access will be made through the Contracting Officer's Representative identified in Section G.

H.6 CONTRACTOR EMPLOYEE TRAINING

- (a) Contractor's Responsibility: The Contractor shall provide fully qualified and trained personnel from its own resources to support PPPO requirements. The contractor is responsible for ensuring that employees remain cognizant and knowledgeable of emerging and proven technologies applicable to the work to be performed under the task order. The Contractor shall provide fully qualified and trained personnel from its own resources to support PPPO requirements. The Contractor is responsible for ensuring that employees remain cognizant and knowledgeable of emerging and proven technologies applicable to the work to be performed under the task order. Training cost (including expense) to maintain or obtain certification/license are to be included in the loaded labor rate costs under this task order.
- (b) Mandatory Training: The Contractor shall ensure that all employees attend DOE-provided security and/or safety training, as directed by the DOE COR or site Safety Officer or representative (usually within 30 days of the first date of performance on this task order and at least once annually thereafter). The Contractor shall ensure that every employee is instructed to safely and competently perform the work.

H.7 MODIFICATION AUTHORITY

Notwithstanding any of the other provisions of this contract, the Contracting Officer shall be the only individual authorized to:

- (a) Accept nonconforming work,
- (b) Waive any requirement of this contract, or
- (c) Modify any term or condition of this contract.

H.8 NONSUPERVISION OF CONTRACT EMPLOYEES ON GOVERNMENT FACILITIES

The Government shall not exercise any supervision control over Contractor employees performing services under this task order in any manner that may constitute the establishment of an "employer-employee" relationship. The Contractor's employees shall be accountable solely to the Contractor's management, who in turn is responsible to the Government.

H.9 CONTRACTOR INTERFACE WITH OTHER CONTRACTORS AND/OR GOVERNMENT EMPLOYEES

- (a) The parties recognize that DOE has entered into contracts with different prime contractors for the management and operation and/or remediation of facilities at the PPPO facilities. The Contractor hereby agrees that while it is performing work at PPPO sites, it shall comply with applicable Federal, state and local laws, regulations, DOE orders and directions, and with the standards and procedures of the DOE contractors performing on the sites with respect to health, safety, environmental, quality assurance, and safeguard and security matters. The Contractor acknowledges that the performance by the DOE contractors performing on the sites is not intended to and does not reduce the Contractor's obligations, responsibilities,

and/or accountability to DOE or any regulatory agency, including judicial body, responsible for audit, licensing, permitting, or other administrative review or adjudication capacity.

- (b) The Contractor agrees to cooperate fully and in good faith with DOE and its other contractors to perform its contractual obligations, including providing support in the evaluation of the DOE contractors' programs, procedures, systems, processes, and policies regarding health and safety, housekeeping, environmental requirements, radiation protection, security, quality assurance, industrial hygiene, criticality safety, and related operations. In providing support for performing such evaluations, the Contractor agrees it will permit access by the DOE contractor(s) to documents relating to the foregoing which pertains to the individual DOE contractor, including but not limited to policies; procedures; operating instructions; manuals; training programs; qualification of employees consistent with the Privacy Act; quality assurance program; accident reports; insurance reports and claim files; and reports whether generated by the Contractor, subcontractor, prospective subcontractors, or a third party relating to such matters.
- (c) The Contractor acknowledges that the contracts that govern the work performed by other DOE site contractor(s) authorize them to, under specified circumstances, suspend work of the Contractor or deny the Contractor access to the Government's facilities. The Contractor agrees to comply with any such DOE site contractors' direction and notify the CO and COR immediately thereafter.
- (d) The Contractor agrees to include in all subcontracts that may include on-site work under this contract, a clause which will obligate such subcontractors to comply with the provisions of this clause and to impose these obligations on all their subcontractors or suppliers, at any tier, which involve performance of work on-site. As used in this clause, subcontractor(s) and subcontract(s) include such at any tier.

H.10 NONDISPLACEMENT OF QUALIFIED WORKERS

- (a) Consistent with the efficient performance of this contract, the contractor and its subcontractors shall, except as otherwise provided herein, in good faith offer those employees (other than managerial and supervisory employees) employed under the predecessor contract whose employment will be terminated as a result of award of this contract or the expiration of the contract under which the employees were hired, a right of first refusal of employment under this contract in positions for which employees are qualified. The contractor and its subcontractors shall determine the number of employees necessary for efficient performance of this contract and may elect to employ fewer employees than the predecessor contractor employed in connection with performance of the work. Except as provided in paragraph (b) there shall be no employment opening under this contract, and the contractor and any subcontractors shall not offer employment under this contract, to any person prior to having complied fully with this obligation. The contractor and its subcontractors shall make an express offer of employment to each employee as provided herein and shall state the time within which the employee must accept such offer, but in no case shall the period within which the employee must accept the offer of employment be less than 10 days.
- (b) Notwithstanding the obligation under paragraph (a) above, the contractor and any subcontractors (1) may employ under this contract any employee who has worked for the contractor or subcontractor for at least 3 months immediately preceding the commencement of this contract and who would otherwise face lay-off or discharge, (2) are not required to offer a right of first refusal to any employee(s) of the predecessor contractor who are not service employees within the meaning of the Service Contract Act of 1965, as amended, 41 U.S.C. 357(b), and (3) are not required to offer a right of first refusal to any employee(s) of the

- predecessor contractor whom the contractor or any of its subcontractors reasonably believes, based on the particular employee's past performance, has failed to perform suitably on the job.
- (c) In accordance with Federal Acquisition Regulation 52.222-41(n), the contractor shall, not less than 10 days before completion of this contract, furnish the Contracting Officer a certified list of the names of all service employees working under this contract and its subcontracts during the last month of contract performance. The list shall also contain anniversary dates of employment of each service employee under this contract and its predecessor contracts either with the current or predecessor contractors or their subcontractors. The Contracting Officer will provide the list to the successor contractor, and the list shall be provided on request to employees or their representatives.
 - (d) If it is determined, pursuant to regulations issued by the Secretary of Labor (Secretary), that the contractor or its subcontractors are not in compliance with the requirements of this clause or any regulation or order of the Secretary, appropriate sanctions may be imposed and remedies invoked against the contractor or its subcontractors, as provided in Executive Order (No.) 13495, the regulations, and relevant orders of the Secretary, or as otherwise provided by law.
 - (e) In every subcontract entered into in order to perform services under this contract, the contractor will include provisions that ensure that each subcontractor will honor the requirements of paragraphs (a) through (b) with respect to the employees of a predecessor subcontractor or subcontractors working under this contract, as well as of a predecessor contractor and its subcontractors. The subcontract shall also include provisions to ensure that the subcontractor will provide the contractor with the information about the employees of the subcontractor needed by the contractor to comply with paragraph 5(c), above. The contractor will take such action with respect to any such subcontract as may be directed by the Secretary as a means of enforcing such provisions, including the imposition of sanctions for non-compliance: provided, however, that if the contractor, as a result of such direction, becomes involved in litigation with a subcontractor, or is threatened with such involvement, the contractor may request that the United States enter into such litigation to protect the interests of the United States."

H.11 DOE-H-1024 ALTERNATIVE DISPUTE RESOLUTION (ADR)

- (a) The DOE and the Contractor both recognize that methods for fair and efficient resolution of significant disputes are essential to the successful and timely achievement of critical milestones and completion of all Contract requirements. Accordingly, the parties agree that in the event of a dispute to jointly select a 'standing neutral.' The standing neutral will be available to help resolve disputes as they arise. Such standing neutral can be an individual, a board comprised of three independent experts, or a company with specific expertise in the Contract area. If a standing neutral cannot be agreed upon, the DOE Office of Dispute Resolution will make a selection. Specific joint ADR processes shall be developed.
- (b) The parties agree the following provision may be invoked for significant disputes upon mutual agreement of the DOE and the Contractor:
 - 1. DOE and the Contractor shall use their best efforts to informally resolve any dispute, claim, question, or disagreement by consulting and negotiating with each other in good faith, recognizing their mutual interests, and attempting to reach a just and equitable solution satisfactory to both parties. If any agreement cannot be reached through informal negotiations within 30 days after the start of negotiations, then such disagreement shall be referred to the standing neutral, pursuant to the jointly-developed ADR procedures.

2. The standing neutral will not render a decision, but will assist the parties in reaching a mutually satisfactory agreement. In the event the parties are unable after 30 days to reach such an agreement, either party may request, and the standing neutral will render, a non-binding advisory opinion. Such opinion shall not be admissible in evidence in any subsequent proceedings.
- (c) If one party to this Contract requests the use of the process set forth in Paragraphs b(1) and b(2) of this clause and the other party disagrees, the party disagreeing must express its position in writing to the other party. On any such occasion, if the party requesting the above process wishes to file a claim they may precede in accordance with Section I, FAR 52.233-1 Disputes or FAR 52.233-1 Disputes Alternate I.
- (d) The Contractor shall continue performance of the contract during any activities performed or actions taken as described above.

H.12 RELEASE OF INFORMATION

Any proposed public release of information by the Contractor including publications, exhibits, or audiovisual productions pertaining to the work called for in this contract shall be submitted for approval prior to actual printing and distribution. Proposed releases are to be submitted to DOE-PPPO, Office of Public Affairs, P.O. Box 3090, Lexington, Kentucky 40513. All proposed releases should conform to the requirements of the applicable DOE Orders pertaining to the public release of information.

H.13 CONFIDENTIALITY OF INFORMATION

- (a) To the extent that the work under this contract requires that the Contractor be given access to confidential or proprietary business, technical, or financial information belonging to the Government or other companies, the Contractor shall, after receipt thereof, treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing. The foregoing obligations, however, shall not apply to:
1. Information which, at the time of receipt by the Contractor, is in the public domain;
 2. Information which is published after receipt thereof by the Contractor or otherwise becomes part of the public domain through no fault of the Contractor;
 3. Information which the Contractor can demonstrate was in his possession at the time of receipt thereof and was not acquired directly or indirectly from the Government or other companies;
 4. Information which the Contractor can demonstrate was received by it from a third party that did not require the Contractor to hold it in confidence.
- (b) The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each employee permitted access, whereby the employee agrees that he will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.
- (c) The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the

Contractor shall supply the Government with reports itemizing information received as confidential or proprietary and setting forth the company or companies from which the Contractor received such information.

- (d) The Contractor agrees that upon request by DOE it will execute a DOE-approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by DOE, such an agreement shall also be signed by Contractor personnel.
- (e) This clause shall flow down to all subcontracts.

H.14 SUBCONTRACTS

- (a) Prior to the placement of subcontracts and in accordance with the clause entitled FAR 52.244-6, "Subcontracts for Commercial Items (DEC 2010) ," the Contractor shall ensure that:
 - 1. They contain all of the clauses of this contract (altered when necessary for proper identification of the contracting parties) which contain a requirement for such inclusion in applicable subcontracts. Particular attention should be directed to the potential flow-down applicability of the clauses entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" contained in Part II, Section I of the contract;
 - 2. Any applicable subcontractor Certificate of Current Cost or Pricing Data (see FAR 15.404-3b) and subcontractor Representations and Certifications (see Part IV, Section K and the document referenced in the Representations, Certifications and Other Statements of the Bidder clause are received); and
 - 3. Any required prior notice and description of the subcontract is given to the Contracting Officer and any required consent is received. Except as may be expressly set forth therein, any consent by the Contracting Officer to the placement of subcontracts shall not be construed to constitute approval of the subcontractor or any subcontract terms or conditions, determination of the allow-ability of any cost revision of this contract or any of the respective obligations of the parties there under, or creation of any subcontractor privity of contract with the Government.
- (b) Prior to the award of any subcontracts for advisory and assistance services, the Contractor shall obtain from the proposed subcontractor or consultant the disclosure required by 48 CFR (DEAR) 909.507-1, and shall determine in writing whether the interests disclosed present an actual or significant potential for an organizational conflict of interest, in accordance with the clause contained in Section I of this contract. The subcontractor shall perform no work until the Contractor has cleared the subcontractor for Organizational Conflicts of Interest (OCI).

H.15 MAJOR OR CRITICAL SUBCONTRACTS - DESIGNATION AND CONSENT

The following subcontractors have been determined to be major or critical subcontractors:

- Advanced Technologies and Laboratories International, Inc.

The above subcontracts require notification to, and consent by, the Contracting Officer regardless of any exceptions that may be stated in the Subcontracts clause of this contract.

Consent to these subcontracts is retained by the Contracting Officer and will not be delegated. The Contracting Officer may unilaterally designate additional subcontracts as “critical” without such action constituting a basis for adjustment to any other terms of the contract.

H.16 REPORTING OF FRAUD, WASTE, ABUSE, CORRUPTION, OR MISMANAGEMENT

The Contractor is required to comply with the following in accordance with the applicable DOE Order:

- (a) Notify their employees annually of their duty to report directly to the DOE Inspector General (IG) allegations of fraud, waste, abuse, corruption, or mismanagement in DOE programs, operations, funds, or contracts. The DOE Contractor employees should, when appropriate, report directly to the IG any information concerning wrongdoing by employees of DOE, Contractors, or subcontractors. The DOE Contractor employees should also report to the DOE IG any allegations of reprisals taken against DOE or DOE Contractor employees who have reported fraud, waste, abuse, corruption, or mismanagement to the IG;
- (b) Display and publish the DOE IG hotline telephone number in common areas of buildings, such as cafeterias, public telephone areas, official bulletin boards, reception rooms, and building lobbies; and
- (c) Publish the DOE IG hotline telephone number in phone books and newsletters.

H.17 LOBBYING RESTRICTION (CONSOLIDATED APPROPRIATIONS ACT, 2012)

The contractor agrees that none of the funds obligated on this award shall be expended, directly or indirectly, to influence congressional action on any legislation or appropriation matters pending before Congress, other than to communicate to Members of Congress as described in 18 U.S.C.1913. This restriction is in addition to those prescribed elsewhere in statute and regulations.

H.18 ACCESS TO DOE-OWNED OR LEASED FACILITIES

- (a) The performance of this contract requires that employees of the Contractor have physical access to DOE-owned or leased facilities; however, this clause does not control requirements for an employee’s obtaining a security clearance. The Contractor understands and agrees that DOE has a prescribed process with which the Contractor and its employees must comply in order to receive a security badge that allows such physical access. The Contractor further understands that it must propose employees whose background offers the best prospect of obtaining a security badge approval for access, considering the following criteria, which are not all inclusive and may vary depending on access requirements:
 - 1. Is or is suspected of being, a terrorist;
 - 2. Is the subject of an outstanding warrant;
 - 3. Has deliberately omitted, concealed, or falsified relevant and material facts from any Questionnaire for National Security Positions (SF-86), Questionnaire for Non-Sensitive Positions (SF-85), or similar form;
 - 4. Has presented false or forged identity source documents;
 - 5. Has been barred from Federal employment;
 - 6. Is currently awaiting a hearing or trial or has been convicted of a crime punishable by imprisonment of six (6) months or longer; or

7. Is awaiting or serving a form of pre-prosecution probation, suspended or deferred sentencing, probation or parole in conjunction with an arrest or criminal charges against the individual for a crime that is punishable by imprisonment of six (6) months or longer.
- (b) The Contractor shall assure:
1. In initiating the process for gaining physical access, (i) compliance with procedures established by DOE in providing its employee(s) with any forms directed by DOE, (ii) that the employee properly completes any forms, and (iii) that the employee(s) submits the forms to the person designated by the Contracting Officer.
 2. In completing the process for gaining physical access, that its employee (i) cooperates with DOE officials responsible for granting access to DOE-owned or leased facilities and (ii) provides additional information, requested by those DOE officials.
- (c) The Contractor understands and agrees that DOE may unilaterally deny a security badge to an employee and that the denial remains effective for that employee unless DOE subsequently determines that access may be granted. Upon notice from DOE that an employee's application for a security badge is or will be denied, the Contractor shall promptly identify and submit the forms referred to in subparagraph (b)(1) of this clause for the substitute employee. The denial of a security badge to individual employees by DOE shall not be cause for extension of the period of performance of this Contract or any contractor claim against DOE.
- (d) The Contractor shall return to the Contracting Officer or designee the badge(s) or other credential(s) provided by DOE pursuant to this clause, granting physical access to DOE - owned or leased facilities by the Contractor's employee(s), upon (1) the termination of this Contract; (2) the expiration of this Contract; (3) the termination of employment on this Contract by an individual employee; or (4) demand by DOE for return of the badge.
- (e) The Contractor shall include this clause, including this paragraph (e), in any subcontract, awarded in the performance of this Contract, in which an employee(s) of the subcontractor will require physical access to DOE -owned or leased facilities.

H.19 PARTNERING

In order to most effectively accomplish this Contract, the Government proposes to form a cohesive partnership with the Contractor. It is a way of doing business based upon trust, dedication to common goals, and an understanding and respect of each other's expectations and values. The process creates a teambuilding environment which fosters better communication and problem solving, and a mutual trust between the participants. These key elements create a climate in which issues can be raised, openly discussed, and jointly settled, without getting into an adversarial relationship. In this way, partnering is a mindset, and a way of doing business. It is an attitude toward working as a team, and achieving successful project execution. This endeavor seeks an environment that nurtures team building cooperation, and trust between the Government and the Contractor. The partnership strives to draw on the strengths of each organization in an effort to achieve a quality project done right the first time, within budget, and on schedule.

Participation in the partnership will be totally voluntary by the parties. Any cost associated with effectuating this partnership will be agreed to by both parties during Contract performance. The

U.S. Army Corps of Engineers has championed partnering and their guidelines will be utilized in organizing partnering meetings and establishing a partnering agreement.

H.20 STANDARD INSURANCE REQUIREMENTS (NOVEMBER 2011)

In accordance with FAR clause 52.228-7, entitled, *Insurance – Liability to Third Persons*, the Contractor shall carry the following kinds and minimum amounts of insurance during the performance of this Contract:

- (a) Worker's compensation and employer's liability insurance:
 - 1. The amount required by the state in which work is performed under applicable workers' compensation and occupational disease statutes.
 - 2. Employer's liability insurance in the amount of \$100,000.
- (b) General liability insurance. Bodily injury liability coverage written on the comprehensive form of policy of at least \$500,000 per occurrence.
- (c) Automobile liability insurance. Coverage shall be provided on a comprehensive basis. It shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performance of this contract. Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

The amount of liability coverage on other policies shall be commensurate with any legal requirements of the state and locality, plus sufficient to meet normal and customary claims.

Proof of all required insurance shall be provided to the Contracting Officer prior to the commencement of work

H.21 WORKER SAFETY AND HEALTH PROGRAM (NOVEMBER 2011)

- (a) 10 CFR 851 sets forth the worker health and safety requirements for the conduct of contractor activities at DOE sites. A "DOE site" means a DOE-owned or -leased area or location or other area or location controlled by DOE where activities and operations are performed at one or more facilities or places by a contractor in furtherance of a DOE mission. A "Covered workplace" means a place at a DOE site where a contractor is responsible for performing work in furtherance of a DOE mission.
- (b) The Contractor shall comply with all applicable safety and health requirements set forth in 10 CFR 851, Worker Safety and Health Program. The Contractor shall develop, implement, and maintain a written Worker Safety and Health Plan (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 environmental, health, and safety regulations. The Contractor shall take all reasonable precautions to protect the environment, health, and safety of its employees, DOE personnel, and members of the public. The Contractor shall take all necessary and reasonable steps to minimize the impact of its work on DOE functions and employees. 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.

- (c) The Contractor shall immediately report all job-related injuries and/or illnesses which occur in any DOE facility to the Contracting Officer's Representative. Upon request, the Contractor shall provide a copy of occupational safety and health self-assessments and/or inspections of work sites for job hazards for its DOE facilities to the Contracting Officer's Representative.
- (d) The Contracting Officer will notify the Contractor, in writing, of any noncompliance with the terms of this clause, plus the corrective action to be taken. After receipt of such notice, the Contractor shall immediately take corrective action.
- (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, a start order for resumption of the work may be issued at the discretion of the Contracting Officer. The Contractor shall not be entitled to an equitable adjustment of the Contract amount or extension of the performance schedule on any stop work order issued under this special Contract requirement.

H.22 QUALITY ASSURANCE PROGRAM (NOVEMBER 2011)

The Contractor shall implement a DOE-approved Quality Assurance Program (QAP) in accordance with DOE Order 414.1D, Quality Assurance, Attachment 1, Contractor Requirements Document (CRD); 10 CFR 830, Subpart A, for nuclear work; the EM Quality Assurance Program, EM-QA-001; and associated DOE directives (i.e. Policies, Guides, Manuals and Orders), prior to commencement of work affecting nuclear safety. Although DOE Order 414.1D allows 90 days, the QAP shall be submitted to DOE for approval within 60 days of the contract award date. DOE approval must be documented prior to commencing any work under the contract.

Contractors have three options for complying with this contract requirement:

1. Adopt the prior Contractor's DOE-approved QAP and resubmit for DOE approval;
2. Modify the prior Contractor's DOE-approved QAP and submit it for DOE approval; or
3. Develop and submit for DOE approval a new QAP.

Development of a new QAP, or adoption of an existing or modified version of a QAP from a prior contractor, does not alter a contractor's legal obligation to comply with DOE Order 414.1D, 10 CFR 830, Subpart A and other regulations or directives affecting quality assurance (QA).

The EM QAP provides the basis to achieve quality across the EM complex for all mission-related work while providing a consistent approach to Quality Assurance (QA). EM requires that American Society of Mechanical Engineers (ASME) NQA-1, 2008, Quality Assurance Requirements for Nuclear Facility Applications with the NQA-1a-2009 addenda, be implemented as part of the Contractor's QA Program for work affecting nuclear safety. However, EM also allows for the use of other standards that provide an equivalent level of safety and quality using the variance process in EM-QA-001. The required portions of NQA-1 to be implemented include: Introduction, Part I, and as applicable, portions of Part II. NQA-1 Parts III and IV are to be used as guidance for the Contractor's QAP and implementing procedures.

The Contractor's QAP shall describe the overall implementation of the QA requirements and shall be applied to all work performed by the Contractor (e.g., research, design/engineering,

construction, operation, budget, mission, safety, and health). Regardless of the performer of the work, the contractor is responsible for complying with the requirements of the CRD. The contractor is responsible for flowing down the requirements of the CRD to subcontractors at any tier to the extent necessary to ensure the contractor's compliance with the requirements and the safe performance of work. The Contractor's QAP shall also describe the supply chain for electronic subcomponents, require procurement of subcomponents only from original equipment manufacturers (OEMs) or OEMs authorized distributors, and require electronic subcomponents be procured from vendors with a documented successful history with the supplier.

The Contractor shall develop, implement, assess and continuously improve the QAP to implement the QA criteria, Suspect/Counterfeit Items (SC/I) prevention requirements and Safety Software requirements, as defined in the CRD, using a graded approach and describing how the QA criteria and graded approach are applied. The QAP must be integrated with other quality or management system requirements in applicable DOE directives and external requirements, including DOE P 450.4, DOE Safety System Management Policy. The Contractor shall, at a minimum, annually review and update as appropriate, their QAP. The review and any changes (other than editorial changes that do not reduce or change commitments per DOE O 414.1D) shall be submitted to DOE for approval, and all changes shall be approved before implementation by the Contractor.

The Contractor shall develop and implement a comprehensive Issues Management System for the identification, assignment of significance category, and processing of quality or safety-related issues identified within the Contractor's organization. The significance assigned to the issues shall be the basis for all actions taken by the Contractor in correcting the issue from initial causal analysis, reviews for reporting to DOE, through completion of effectiveness reviews if required, based on the seriousness of the issue.

The Contractor shall perform activities in connection with a nuclear facility, as defined by Title 10 Code of Federal Regulations (CFR) 820, Procedural Rules for DOE Nuclear Activities; Title 10 CFR 835. Radiation Protection; and Title 10 CFR 830, Nuclear Safety Management, specifically Section 830.3. The requirements of 10 CFR Part 830 Subpart A shall apply to all work affecting nuclear safety.

H.23 WORK STOPPAGE AND SHUTDOWN AUTHORIZATION (JULY 2011)

- (a) Imminent Health and Safety Hazard is a given condition or situation which, if not immediately corrected, could result in a serious injury or death, including exposure to radiation and toxic/hazardous chemicals. Imminent Danger in relation to the facility safety envelope is a condition, situation, or proposed activity which, if not terminated, could cause, prevent mitigation of, or seriously increase the risk of (1) nuclear criticality, (2) radiation exposure, (3) fire/explosion, and/or (4) toxic hazardous chemical exposure.
- (b) Work Stoppage. In the event of an Imminent Health and Safety Hazard, identified by facility line management or operators or facility health and safety personnel overseeing facility operations, or other individuals, the individual or group identifying the imminent hazard situation shall immediately take actions to eliminate or mitigate the hazard (i.e., by directing the operator/implementer of the activity or process causing the imminent hazard to stop work, or by initiating emergency response actions or other actions) to protect the health and safety of the workers and the public, and to protect U.S. Department of Energy (DOE) facilities and the environment. In the event an imminent health and safety hazard is identified, the individual or group identifying the hazard should coordinate with an appropriate Contractor official, who will direct the shutdown or other actions, as required. Such mitigating action should subsequently be coordinated with the DOE and Contractor

management. The suspension or stop-work order should be promptly confirmed in writing by the Contracting Officer.

- (c) Shutdown. In the event of an imminent danger in relation to the facility safety envelope or a non-Imminent Health and Safety Hazard identified by facility line managers, facility operators, health and safety personnel overseeing facility operations, or other individuals, the individual or group identifying the potential health and safety hazard may recommend facility shutdown in addition to any immediate actions needed to mitigate the situation. However, the recommendation must be coordinated with Contractor management, and the DOE Site Manager. Any written direction to suspend operations shall be issued by the Contracting Officer, pursuant to the Clause entitled, "FAR 52.242-15, Stop-Work Order."
- (d) Facility Representatives. DOE personnel designated as Facility Representatives provide the technical/safety oversight of operations. The Facility Representative has the authority to "stop work," which applies to the shutdown of an entire plant, activity, or job. This stop-work authority will be used for an operation of a facility which is performing work the Facility Representative believes:
 - 1. Poses an imminent danger to health and safety of workers or the public if allowed to continue;
 - 2. Could adversely affect the safe operation of, or could cause serious damage to the facility if allowed to continue; or
 - 3. Could result in the release of radiological or chemical hazards to the environment in excess of regulatory limits.
- (e) This clause flows down to all subcontractors at all tiers. Therefore, the Contractor shall insert a clause, modified appropriately to substitute "Contractor Representatives" for "the Contracting Officer" in all subcontracts.

H.24 GOVERNMENT-FURNISHED PROPERTY

- (a) The Government shall provide office space, utilities (including telephones, telephone service, faxing capabilities, internet services), equipment (including CPU's, monitors, printers), and office supplies for the Contractor's personnel at each PPPO location. The Contractor may have to lease space and/or equipment and purchase supplies for the remaining personnel ordered and if DOE space becomes unavailable. If lease of space becomes necessary, the lease shall be reviewed by the CO before the Contractor enters the lease.
- (b) Except as otherwise authorized by the Contracting Officer in writing, the Contractor is not authorized to acquire as a direct charge item under this contract any supplies, or equipment, furniture, fixtures, or other personal property items. It is anticipated that the contractor has the facilities and resources necessary to support its activities other than those specified above to be furnished by the Government. Any Other Direct Costs (ODCs) authorized by the Contracting Officer will be reimbursed at actual cost as defined in Section B.
- (c) Any Government-furnished personal property to be provided for use by contractor employees for work under this contract will be controlled by the DOE Property Personnel responsible for the property at each site.

H.25 GSA SUBCONTRACTING RATES

If the contractor contemplates subcontracting any work, in addition to the requirements specified on H.15, the contractor shall invoice in accordance with the prime contractor's GSA Schedule contract, including any applicable price reductions.

DOE should be able to verify that any unit prices or hourly rates do not exceed the prices awarded under the contractor GSA Schedule contract.

H.26 MINIMUM LABOR QUALIFICATIONS

The Contractor shall provide personnel with the expertise necessary to perform the services identified in the PWS and as ordered by the Contracting Officer. Labor Categories under which the expertise is required to be encompassed is identified in Attachment J-5 Minimum Labor Qualifications.

SMSI confirms through written assurance (See Vol. 3 Section 4.1 of proposal) that the minimum qualification for both the RFQ and GSA schedule labor categories will be met for each proposed labor category.

H.27 ACCESS CONTROLS FOR VISITING MINORS

Access of minors to PPPO areas and facilities controlled for radiologic purposes is not permitted for minors under the age of 18 under any circumstance. Visiting minors may only be permitted into Controlled Access Areas when approved by the PPPO Health Physicist, the appropriate Site Lead and the PPPO Deputy Manager and Manager, or Designee. Such approval shall be documented in writing. Visiting minors must be accompanied by, and under the supervision of, a parent, legal guardian or chaperone. In addition, a Parental Consent for Minors Visiting PPPO form must be completed for each visiting minor. This policy is not applicable to workers, who are under the age of 18, including the U.S. Department of Energy (DOE) contractors and their subcontractors and persons working under DOE grants.

H.28 CONFERENCE MANAGEMENT (AUG 2015) (AL 2015-09)

The Contractor agrees that:

- a) The contractor shall ensure that contractor-sponsored conferences reflect the DOE/EM's commitment to fiscal responsibility, appropriate stewardship of taxpayer funds and support the mission of DOE/EM as well as other sponsors of work. In addition, the contractor will ensure conferences do not include any activities that create the appearance of taxpayer funds being used in a questionable manner.
- b) The definition of a conference is provided below:
 - 1) General Definition. "Conference" is defined in the Federal Travel Regulation as, "[a] meeting, retreat, seminar, symposium, or event that involves attendee travel. The term 'conference' also applies to training activities that are considered to be conferences under 5 C.F.R 410.404." However, this definition is only a starting point. What constitutes a conference for the purpose of this guidance is a fact based

determination based on an evaluation of the criteria established in this attachment.

- 2) Additional Indicia of Conferences. Conferences subject to this guidance are also often referred to by names other than "conference." Other common terms used include conventions, expositions, symposiums, seminars, workshops, or exhibitions. They typically involve topical matters of interest to, and the participation of, multiple agencies and/or nongovernmental participations. Indicia of a formal conference often include but are not limited to registration, registration fees, a published substantive agenda, and scheduled speakers, or discussion panels. Individual events may qualify as conferences without meeting all of the indicia listed above, but will generally meet some of them. Please note that some training events may qualify as conferences for the purposes of this guidance, particularly if they take place in a hotel or conference center.
- 3) Local Conferences. Events within the local duty location that do not require advance travel authorization may also qualify as a conference for the purposes of this guidance if the event exhibits other key indicia of a conference, especially the payment of a registration, exhibitor, sponsor, or conference fee.
- 4) Exemptions. For the purposes of this guidance, the exemptions below apply and these types of activities should not be considered to be conferences even if the event meets the general definition of conference in section 1 above. Even where an event is considered exempt from this guidance, organizations are expected to continue to apply strict scrutiny to DOE's participation to ensure the best use of government funds and adherence with not only all applicable laws and policy, but the underlying spirit or principles, including ensuring that only personnel attend events that have a mission-essential need to do so, that expenses be kept to a minimum, and that participation in any associated social events be limited and restrained to the greatest degree practicable to avoid the appearance of impropriety. Exemptions from this guidance should be granted sparingly and only when events fully meet the definition and intent of the criteria below:
 - i) Meetings necessary to carry out statutory oversight functions. This exemption would include activities such as investigations, inspections, audits, or non-conference planning site visits.
 - ii) Meetings to consider internal agency business matters held in Federal facilities. This exemption would include activities such as meetings that take place as part of an organization's regular course of business, do not exhibit indicia of a formal conference as outlined above, and take place in a Federal facility.

- iii) Bi-lateral and multi-lateral international cooperation engagements that do not exhibit indicia of a formal conference as outlined above that are focused on diplomatic relations.
 - iv) Formal classroom training which does not exhibit indicia of a formal conference as outlined above.
 - v) Meetings such as Advisory Committee and Federal Advisory Committee meetings, Solicitation/Funding Opportunity Announcement Review Board meetings, peer review/objective review panel meetings, evaluation panel/board meetings, and program kick-off and review meetings (including those for grants and contracts).
- c) Contractor-sponsored conferences include those events that meet the conference definition and either or both of the following:
- 1) The contractor provides funding to plan, promote, or implement an event, except in instances where a contractor:
 - i) covers participation costs in a conference for specified individuals (e.g. students, retirees, speakers, etc.) in a total amount not to exceed \$10,000 (by individual contractor for a specific conference) or
 - ii) purchases goods or services from the conference planners (e.g., attendee registration fees, renting booth space).
 - 2) The contractor authorizes use of its official seal, or other seals/logos/ trademarks to promote a conference. Exceptions include non-M&O contractors who use their seal to promote a conference that is unrelated to their DOE contract(s) (e.g., if a DOE IT contractor were to host a general conference on cyber security).
- d) Attending a conference, giving a speech or serving as an honorary chairperson does not connote sponsorship.
- e) The contractor will provide information on conferences they plan to sponsor with expected costs exceeding \$100,000 in the Department's Conference Management Tool, including:
- 1) Conference title, description, and date
 - 2) Location and venue
 - 3) Description of any unusual expenses (e.g., promotional items)
 - 4) Description of contracting procedures used (e.g., competition for space/support)
 - 5) Costs for space, food/beverages, audio visual, travel/per diem, registration costs, recovered costs (e.g., through exhibit fees)
 - 6) Number of attendees
- f) The contractor will not expend funds on the proposed contractor-sponsored conferences with expenditures estimated to exceed \$100,000 until notified of approval by the contracting officer.

- g) For DOE-sponsored conferences, the contractor will not expend funds on the proposed conference until notified by the contracting officer.
- 1) DOE-sponsored conferences include events that meet the definition of a conference and where the Department provides funding to plan, promote, or implement the conference and/or authorizes use of the official DOE seal, or other seals/logos/ trademarks to promote a conference. Exceptions include instances where DOE:
 - i) covers participation costs in a conference for specified individuals (e.g. students, retirees, speakers, etc.) in a total amount not to exceed \$10,000 (by individual contractor for a specific conference) or
 - ii) purchases goods or services from the conference planners (e.g., attendee registration fees; renting booth space); or provide funding to the conference planners through Federal grants.
 - 2) Attending a conference, giving a speech, or serving as an honorary chairperson does not connote sponsorship.
 - 3) The contractor will provide cost and attendance information on their participation in all DOE-sponsored conference in the DOE Conference Management Tool.
- h) For *non-contractor sponsored conferences*, the contractor shall develop and implement a process to ensure costs related to conferences are allowable, allocable, reasonable, and further the mission of DOE/NNSA. This process must at a minimum:
- 1) Track all conference expenses.
 - 2) Require the Laboratory Director (or equivalent) or Chief Operating Officer approve a single conference with net costs to the contractor of \$100,000 or greater.
- i) Contractors are not required to enter information on non-sponsored conferences in DOE'S Conference Management Tool.
- j) Once funds have been expended on a non-sponsored conference, contractors may not authorize the use of their trademarks/logos for the conference, provide the conference planners with more than \$10,000 for specified individuals to participate in the conference, or provide any other sponsorship funding for the conference. If a contractor does so, its expenditures for the conference may be deemed unallowable.

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SECTION I - CONTRACT CLAUSES

I.1 FAR 52.252-2, CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

In addition to the clauses of the GSA Schedule contract, this task order incorporates the following clauses by reference with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at these addresses:

<https://www.acquisition.gov/far>

<http://professionals.pr.doe.gov/>

CLAUSE NO. AND TITLE	Fill-In Information See FAR
I.2 FAR 52.202-1 DEFINITIONS (JAN 2012) (As modified by DEAR 952.202-1)	
I.3 FAR 52.203-5 COVENANT AGAINST CONTINGENT FEES APR 1984)	
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I.8 FAR 52.203-14 DISPLAY OF HOTLINE POSTER(S) (DEC 2007)	DOE IG HOTLINE POSTER: http://energy.gov/ig/downloads/of inspector-general-
I.9 FAR 52.204-2 SECURITY REQUIREMENTS (AUG 1996)	
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Classification</th> <th style="width: 30%;">City/State/County</th> <th style="width: 10%;">Pay Grade</th> <th style="width: 40%;">Equivalent Rate</th> </tr> </thead> <tbody> <tr> <td>Administrative Assistant II</td> <td> <ul style="list-style-type: none"> • Piketon, OH (Pike Cty) • Lexington, KY (Fayette Cty) • Paducah, KY </td> <td>GS-7</td> <td>18.65</td> </tr> </tbody> </table>	Classification	City/State/County	Pay Grade	Equivalent Rate	Administrative Assistant II	<ul style="list-style-type: none"> • Piketon, OH (Pike Cty) • Lexington, KY (Fayette Cty) • Paducah, KY 	GS-7	18.65	
Classification	City/State/County	Pay Grade	Equivalent Rate							
Administrative Assistant II	<ul style="list-style-type: none"> • Piketon, OH (Pike Cty) • Lexington, KY (Fayette Cty) • Paducah, KY 	GS-7	18.65							

	(McCracken Cty)			
Document Preparation Clerk	<ul style="list-style-type: none"> • Piketon, OH (Pike Cty) • Lexington, KY Fayette Cty) • Paducah, KY (McCracken Cty) 	GS-3	11.99	
Computer Programmer II	<ul style="list-style-type: none"> • Piketon, OH (Pike Cty) • Lexington, KY Cty) • Paducah, (McCracken Cty) 	GS-5	15.06	
Engineering Technician VI	<ul style="list-style-type: none"> • Piketon, OH (Pike Cty) • Lexington, KY Cty) • Paducah, (McCracken Cty) 	GS-11	27.60	
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I.75	DEAR 952.215-70 KEY PERSONNEL (DEC 2000)	(a) Section H Clause "Key Personnel"
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CLAUSES INCORPORATED IN FULL TEXT

I.70 DEAR 952.204-2 SECURITY (MAR 2011) DEVIATION (OCT 2013)

(a) *Responsibility.* It is the Contractor's duty to protect all classified information, special nuclear material, and other DOE property. The Contractor shall, in accordance with DOE security regulations and requirements, be responsible for protecting all classified information and all classified matter (including documents, material, and special nuclear material) which are in the Contractor's possession in connection with the performance of work under this contract against sabotage, espionage, loss, or theft. Except as otherwise expressly provided in this contract, the Contractor shall, upon completion or termination of this contract, transmit to DOE any classified matter or special nuclear material in the possession of the Contractor or any person under the Contractor's control in connection with performance of this contract. If retention by the Contractor of any classified matter is required after the completion or termination of the contract, the Contractor shall identify the items and classification levels and categories of matter proposed for retention, the reasons for the retention, and the proposed period of retention. If the retention is approved by the Contracting Officer, the security provisions of the contract shall continue to be applicable to the classified matter retained. Special nuclear material shall not be retained after the completion or termination of the contract.

(b) *Regulations.* The Contractor agrees to comply with all security regulations and contract requirements of DOE as incorporated into the contract.

(c) *Definition of Classified Information.* The term *Classified Information* means information that is classified as Restricted Data or Formerly Restricted Data under the Atomic Energy Act of 1954, or information determined to require protection against unauthorized disclosure under Executive Order 12958, *Classified National Security Information*, as amended or prior executive orders, which is identified as *National Security Information*.

(d) *Definition of Restricted Data.* The term *Restricted Data* means all data concerning design, manufacture, or utilization of atomic weapons; production of special nuclear material; or use of special nuclear material in the production of energy, but excluding data declassified or removed from the Restricted Data category pursuant to 42 U.S.C. 2162 [Section 142, as amended, of the Atomic Energy Act of 1954].

(e) *Definition of Formerly Restricted Data.* The term "*Formerly Restricted Data*" means information removed from the Restricted Data category based on a joint determination by DOE or its predecessor agencies and the Department of Defense that the information-- (1) relates primarily to the military utilization of atomic weapons; and (2) can be adequately protected as National Security Information. However, such information is subject to the same restrictions on transmission to other countries or regional defense organizations that apply to Restricted Data.

(f) *Definition of National Security Information.* The term "*National Security Information*" means information that has been determined, pursuant to Executive Order 12958, Classified National Security Information, as amended, or any predecessor order, to require protection against unauthorized disclosure, and that is marked to indicate its classified status when in documentary form.

(g) *Definition of Special Nuclear Material.* The term "*special nuclear material*" means-- (1) plutonium, uranium enriched in the isotope 233 or in the isotope 235, and any other material which, pursuant to 42 U.S.C. 2071 [section 51 as amended, of the Atomic Energy Act of 1954] has been determined to be special nuclear material, but does not include source material; or (2) any material artificially enriched by any of the foregoing, but does not include source material.

(h) *Access authorizations of personnel.* (1) The Contractor shall not permit any individual to have access to any classified information or special nuclear material, except in accordance with the Atomic Energy Act of 1954, and the DOE's regulations and contract requirements applicable to the particular level and category of classified information or particular category of special nuclear material to which access is required.

(2) The Contractor must conduct a thorough review, as defined at 48 CFR 904.401, of an uncleared applicant or uncleared employee, and must test the individual for illegal drugs, prior to selecting the individual for a position requiring a DOE access authorization.

(i) A review must-- verify an uncleared applicant's or uncleared employee's educational background, including any high school diploma obtained within the past five years, and degrees or diplomas granted by an institution of higher learning; contact listed employers for the last three B-1 years and listed personal references; conduct local law enforcement checks when such checks are not prohibited by state or local law or

regulation and when the uncleared applicant or uncleared employee resides in the jurisdiction where the Contractor is located; and conduct a credit check and other checks as appropriate.

(ii) Contractor reviews are not required for an applicant for DOE access authorization who possesses a current access authorization from DOE or another Federal agency, or whose access authorization may be reapproved without a federal background investigation pursuant to Executive Order 12968, Access to Classified Information (August 4, 1995), Sections 3.3(c) and (d).

(iii) In collecting and using this information to make a determination as to whether it is appropriate to select an uncleared applicant or uncleared employee to a position requiring an access authorization, the Contractor must comply with all applicable laws, regulations, and Executive Orders, including those-- (A) governing the processing and privacy of an individual's information, such as the Fair Credit Reporting Act, Americans with Disabilities Act (ADA), and Health Insurance Portability and Accountability Act; and (B) prohibiting discrimination in employment, such as under the ADA, Title VII and the Age Discrimination in Employment Act, including with respect to pre- and post-offer of employment disability related questioning.

(iv) In addition to a review, each candidate for a DOE access authorization must be tested to demonstrate the absence of any illegal drug, as defined in 10 CFR 707.4. All positions requiring access authorizations are deemed *testing designated positions* in accordance with 10 CFR Part 707. All employees possessing access authorizations are subject to applicant, random or for cause testing for use of illegal drugs. DOE will not process candidates for a DOE access authorization unless their tests confirm the absence from their system of any illegal drug.

(v) When an uncleared applicant or uncleared employee receives an offer of employment for a position that requires a DOE access authorization, the Contractor shall not place that individual in such a position prior to the individual's receipt of a DOE access authorization, unless an approval has been obtained from the head of the cognizant local security office. If the individual is hired and placed in the position prior to receiving an access authorization, the uncleared employee may not be afforded access to classified information or matter or special nuclear material (in categories requiring access authorization) until an access authorization has been granted.

(vi) The Contractor must maintain a record of information concerning each uncleared applicant or uncleared employee who is selected for a position requiring an access authorization. Upon request only, the following information will be furnished to the head of the cognizant local DOE Security Office.

A. The date(s) each Review was conducted;

B. Each entity that provided information concerning the individual;

C. A certification that the review was conducted in accordance with all applicable laws, regulations, and Executive B-1 Orders, including those governing the processing and privacy of an individual's information collected during the review;

D. A certification that all information collected during the review was reviewed and evaluated in accordance with the Contractor's personnel policies; and

E. The results of the test for illegal drugs.

(i) *Criminal liability.* It is understood that disclosure of any classified information relating to the work or services ordered hereunder to any person not entitled to receive it, or failure to protect any classified information, special nuclear material, or other Government property that may come to the

Contractor or any person under the Contractor's control in connection with work under this contract, may subject the Contractor, its agents, employees, or Subcontractors to criminal liability under the laws of the United States (see the Atomic Energy Act of 1954, 42 U.S.C. 2011 et seq.; 18 U.S.C. 793 and 794).

(j) *Foreign Ownership, Control, or Influence.* (1) The Contractor shall immediately provide the cognizant security office written notice of any change in the extent and nature of foreign ownership, control, or influence over the Contractor which would affect any answer to the questions presented in the Standard Form (SF) 328, *Certificate Pertaining to Foreign Interests*, executed prior to award of this contract. In addition, any notice of changes in ownership or control which are required to be reported to the Securities and Exchange Commission, the Federal Trade Commission, or the Department of Justice shall also be furnished concurrently to the Contracting Officer. Contractors are encouraged to submit this information through the use of the online tool at <https://foci.td.anl.gov>. When completed the Contractor must print and sign one copy of the SF 328 and submit it to the Contracting Officer.

(2) If a Contractor has changes involving foreign ownership, control, or influence, DOE must determine whether the changes will pose an undue risk to the common defense and security. In making this determination, DOE will consider proposals made by the Contractor to avoid or mitigate foreign influences.

(3) If the cognizant security office at any time determines that the Contractor is, or is potentially, subject to foreign ownership, control, or influence, the Contractor shall comply with such instructions as the Contracting Officer shall provide in writing to protect any classified information or special nuclear material.

(4) The Contracting Officer may terminate this contract for default either if the Contractor fails to meet obligations imposed by this clause or if the Contractor creates a foreign ownership, control, or influence situation in order to avoid performance or a termination for default. The Contracting Officer may terminate this contract for convenience if the Contractor becomes subject to foreign ownership, control, or influence and for reasons other than avoidance of performance of the contract, cannot, or chooses not to, avoid, or mitigate the foreign ownership, control, or influence problem.

(k) *Employment announcements.* When placing announcements seeking applicants for positions requiring access authorizations, the Contractor shall include in the written vacancy announcement, a notification to prospective applicants that reviews, and tests for the absence of any B-1 illegal drug as defined in 10 CFR 707.4, will be

conducted by the employer and a background investigation by the Federal government may be required to obtain an access authorization prior to employment, and that subsequent reinvestigations may be required. If the position is covered by the Counterintelligence Evaluation Program regulations at 10 CFR 709, the announcement should also alert applicants that successful completion of a counterintelligence evaluation may include a counterintelligence-scope polygraph examination.

(I) Flow down to subcontracts. The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph, in all subcontracts under its contract that will require subcontractor employees to possess access authorizations. Additionally, the Contractor must require such subcontractors to have an existing DOD or DOE facility clearance or submit a completed SF 328, *Certificate Pertaining to Foreign Interests*, as required in 48 CFR 952.204-73, Facility Clearance, and obtain a foreign

ownership, control and influence determination and facility clearance prior to award of a subcontract. Information to be provided by a subcontractor pursuant to this clause may be submitted directly to the Contracting Officer. For purposes of this clause, Subcontractor means any subcontractor at any tier and the term "Contracting Officer" means the DOE Contracting Officer. When this clause is included in a subcontract, the term "Contractor" shall mean subcontractor and the term "contract" shall mean subcontract.

I.79 FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within **thirty (30) days from contract expiration.**

I.80 FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within at least **thirty (30) days from contract expiration** provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **60 days** before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **five (5) years.**

I.81 FAR 52.223-9, ESTIMATE OF PERCENTAGE OF RECOVERED MATERIAL CONTENT FOR EPA-DESIGNATED PRODUCTS (MAY 2008)

(a) Definitions. As used in this clause —

“Postconsumer Material” means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Postconsumer material is a part of the broader category of “recovered material.”

“Recovered Material” means waste materials and by-products recovered or diverted from solid waste, but the term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

(b) The Contractor, on completion of this contract, shall—

1. Estimate the percentage of the total recovered material content for EPA designated item(s) delivered and/or used in contract performance, including, if applicable, the percentage of post-consumer material content; and
2. Submit this estimate to the Contracting Officer.

I.82 DEAR 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 B-1 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."

I.83 FAR52.203-17 CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS

As prescribed in 3.908-9, insert the following clause:

Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights (Apr 2014)

(a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.

(b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J

LIST OF ATTACHMENTS

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**ATTACHMENT J-1: REQUIREMENTS SOURCES AND IMPLEMENTING DOCUMENTS
(LIST A)**

Pursuant to Section I clause 970.5204-2 Laws, Regulations and DOE Directives (Dec 2000), DOE may provide a list of laws and regulations (List A) applicable to work performed under this contract. The Contractor shall comply with all applicable Federal and State Laws, Statutes, Codes, Rules, Regulations, Executive Orders and agreement documents applicable to work performed under this contract. The federal laws and regulations listed in the table below contain requirements normally relevant to the Contractor scope of work. These laws and regulations, and others, apply regardless whether they are explicitly stated in the Contract. In addition, laws and regulations typically apply to all persons or organizations such as subcontractors, suppliers, and federal employees.

Omission of any such applicable law or regulation from List A does not affect the obligation of the Contractor to comply with such law or regulation pursuant to DEAR clause 970.5204-2. The Contractor must be aware of changes in the Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), the United States Code (USC), Public Laws (PL) or other regulatory entities that have applicability to the Department of Energy and that impact the work scope. The Contractor will notify DOE of any changes, and DOE will make a determination regarding modification to the contract.

The following table does not contain any specific state laws, regulations, permits, and licenses, etc.

Document Number	Title
41 U.S.C. 351	Service Contract Labor Standards
44 U.S.C. 21	National Archives and Records Administration
44 U.S.C. 29	Records Management by the Archivist of the United States and by the Administrator of General Services
44 U.S.C. 31	Records Management by Federal Agencies
44 U.S.C 33	Disposal of Records
44 U.S.C. 35	Coordination of Federal Information Policy
18 U.S.C. 2071	Concealment, Removal or Mutilation Generally
10 CFR 820	Procedural Rules for DOE Nuclear Activities
10 CFR 830	Nuclear Safety Management
10 CFR 850	Chronic Beryllium Disease Prevention Program
10 CFR 851	Worker Safety and Health
10 CFR 436	Federal Energy Management And Planning Programs
10 CFR 707	Workplace Substance Abuse Programs At DOE Sites
10 CFR 708	DOE Contractor Employee Protection Program
10 CFR 710	Criteria And Procedures For Determining Eligibility For Access To Classified Matter Or Special Nuclear Material
10 CFR 712	Human Reliability Program
10 CFR 719	Contractor Legal Management Requirements
36 CFR Chapter 12, Sub Chapter B	Records Management
48 CFR Part 970.5203-2	Performance Improvement and Collaboration
48 CFR Part 970.5223-1	Integration of Environmental, Safety, and Health into the Work Planning and Execution

ATTACHMENT J-2: LIST OF APPLICABLE DOE DIRECTIVES (LIST B) Revision 4

Pursuant to Section I clause DEAR 970.5204-2, Laws, Regulations and DOE Directives (Dec 2000), this attachment contains the list of DOE Directives (List B), applicable to work performed under this contract. DOE Directives can be accessed through the following link: <https://www.directives.doe.gov/directives>

DOE Directive (Orders, Policies, Notices, Manuals, Guidance, Standards)	Subject
DOE O 130.1	Budget Formulation
DOE M 140.1-1B	Interface with the Defense Nuclear Facilities Safety Board
DOE O 142.2A Admin Change 1	Voluntary Offer Safeguards Agreement and Additional Protocol with the International Atomic Energy Agency
DOE O 142.3A	Unclassified Foreign Visits and Assignments Program
DOE O 150.1A	Continuity Programs
DOE O 151.1C	Comprehensive Emergency Management System
DOE O 200.1A	Information Technology Management
DOE O 205.1B Change 3	Department of Energy Cyber Security Program
DOE M 205.1-3 Admin Change 1	Telecommunications Security Manual
DOE O 206.1	Department of Energy Privacy Program
DOE O 206.2	Identity, Credential, and Access Management (ICAM)
DOE O 210.2A	DOE Corporate Operating Experience Program
DOE O 221.1A	Reporting Fraud, Waste, and Abuse to the Office of the Inspector General
DOE O 221.2A	Cooperation with the Office of Inspector General
DOE O 225.1B	Accident Investigations
DOE O 226.1B	Department of Energy Oversight Policy
DOE G 226.1-2A	Federal Line Management Oversight of DOE Nuclear Facilities
DOE O 227.1	Independent Oversight Program
DOE O 231.1B Admin Change 1	Environment, Safety, and Health Reporting
DOE O 232.2 Admin Change 1	Occurrence Reporting and Processing of Operations Information
DOE O 241.1B	Scientific and Technical Information Management
DOE O 243.1B Admin Change 1	Records Management Program
DOE O 252.1A Change 1	Technical Standards Program
DOE O 311.1B	Equal Employment Opportunity and Diversity Program
DOE O 341.1A	Federal Employee Health Services
DOE O 410.2 Admin Change 1	Management of Nuclear Materials
DOE O 412.1A Admin Change 1	Work Authorization System
DOE O 413.1B	Internal Control Program
DOE O 413.3B	Program and Project Management for the Acquisition of Capital Assets
DOE O 414.1D Admin Change 1	Quality Assurance
DOE O 420.1C	Facility Safety
DOE O 413.3B	Program and Project Management for the Acquisition of Capital Assets
DOE O 414.1D Admin Change 1	Quality Assurance

PPPO/DUF6 Engineering and Operations Technical Services
GSA Contract #: GS-10F-0061R Task Order #: DE-DT0005643

DOE Directive (Orders, Policies, Notices, Manuals, Guidance, Standards)	Subject
DOE O 420.1C	Facility Safety
DOE O 422.1 Change 2	Conduct of Operations
DOE O 425.1D Admin Change 1	Verification of Readiness to Startup or Restart Nuclear Facilities
DOE O 426.2 Change 1	Personnel Selection, Training, Qualification, and Certification Requirements for
DOE O 430.1B, Chg. 2,	Real Property and Asset Management
DOE G 430.1-2	Implementation Guide for Surveillance and Maintenance during Facility
DOE G 430.1-3	Deactivation Implementation Guide
DOE G 430.1.4	Decommissioning Implementation Guide
DOE G 430.1-5	Transition Implementation Guide
DOE O 433.1B Admin Change 1	Maintenance Management Program for DOE Nuclear Facilities
DOE O 435.1, Change 1	Radioactive Waste Management
DOE M 435.1-1, Change 2	Radioactive Waste Management Manual
DOE G 435.1-1	Crosswalk Tables DOE Order 5480.2A vs. DOE O 435.1/M 435.1-1
DOE O 436.1	Departmental Sustainability
DOE O 440.1B Change 1	Worker Protection Program for DOE (including NNSA) Federal Employees
DOE O 442.2	Differing Professional Opinions for Technical Issues Involving Environment,
DOE O 450.2	Integrated Safety Management
DOE P 444.1	Preventing and Responding to all Forms of Violence in the Workplace
DOE O 451.1B Admin Change 3	National Environmental Policy Act Compliance Program
DOE O 452.8	Control of Nuclear Weapons Data
DOE O 458.1 Admin Change 3	Radiation Protection of the Public and the Environment
DOE O 460.1C	Packaging and Transportation Safety
DOE O 460.2A	Departmental Materials Transportation and Packaging Management
DOE O 461.1B	Packaging and Transportation for Offsite Shipment of Materials of National
DOE O 461.2	Onsite Packaging and Transfer of Materials of National Security Interest
DOE P 470.1A	Safeguards and Security Program
DOE O 470.3B	Graded Security Protection (GSP) Policy
DOE O 470.4B Admin Change 1	Safeguards and Security Program
DOE O 470.5	Insider Threat Program
DOE O 470.6	Technical Security Program
DOE O 471.1B	Identification and Protection of Unclassified Controlled Nuclear information
DOE O 471.3, Admin Change 1	Identifying and Protecting Official Use Only Information
DOE M 471.3-1, Admin Change 1	Manual for Identifying and Protecting Official Use Only Information
DOE O 471.5	Special Access Programs
DOE O 471.6 Admin Change 2	Information Security
DOE O 472.2, Change 1	Personnel Security

DOE Directive (Orders, Policies, Notices, Manuals, Guidance, Standards)	Subject
DOE O 473.3	Protection Program Operations
DOE O 474.2, Change 2	Nuclear Material Control and Accountability
DOE O 475.1	Counterintelligence Program
DOE O 475.2B	Identifying Classified Information
DOE O 483.1A	DOE Cooperative Research and Development Agreements
DOE O 484.1, Admin Change 2	Reimbursable Work for the Department of Homeland Security
DOE O 522.1	Pricing of Departmental Materials and Services
DOE O 523.1	Financial Management Oversight
DOE O 534.1B	Accounting
DOE O 551.1D Chg 1	Official Foreign Travel
DOE O 552.1A, Admin Change 1	Travel Policy and Procedures
DOE STD – 1027, Change Notice No. 1	Hazard Categorization and Accident Analysis Techniques for Compliance with DOE O 5480.23, Nuclear Safety Analysis Reports
DOE-STD-1134	Review Guide for Criticality Safety Evaluations
DOE-STD-1158	Self-Assessment Standard for DOE Contractor Criticality Safety Programs
DOE-STD-3007	Guidelines for Preparing Criticality Safety Evaluations at Department of Energy Non-Reactor Nuclear Facilities
DOE-STD-3009, Change Notice No. 3	Preparation Guide for the U.S. Department of Energy Nonreactor Nuclear Facility Documented Safety Analyses

ATTACHMENT J-3: REPORTING REQUIREMENTS CHECKLIST

DEL #	Driver	Deliverable and Report Description	No. of Copies	Frequency	Submit To	Approval/ Review
1.	C-2	Status Report	2	Monthly	COR & CO	Review
2.	C.3.3.1.1	IT Project Management Plan Execution Update	2	Monthly	COR & CO	Review
3.	C.3.3.1.9	Cyber Security Self-Assessment	1	Annual	CO	Review
4.	C.3.3.1.8	IT Personal Property Inventory Report	1	Annual	CO	Review
5.	DOE M 231.1-1A, Chg 2	Individual Accident/Illness Report (DOE F 5484.4)	1	Monthly	COR & CO	Review
6.	“Reserved”					
7.	C.3	Other Documents	2	As Required	COR & CO	Review

ATTACHMENT J-4: ACRONYM LIST

Acronym	Description
ALARA	As-low-as-reasonably-achievable
ADR	Alternative Dispute Resolution
BOP	Balance of Plant
C&A	Certification and Accreditation
CAAS	Criticality Accident Alarm System
CAF2	Calcium fluoride
CAGE	Commercial and Government Entity Code
CAIRS	Computerized Accident and Injury Reporting System
CFR	Code of Federal Regulations
CLIN	Contract line item number
CO	Contracting Officer
COOP	Continuity of Operations
COTS	Commercial Off the Shelf
COR	Contracting Officer Representative
CPARS	Contractor Performance Assessment Retrieval System
CIS	Center for Internet Security
CTA	Contractor Teaming Arrangement
D&D	Decontamination and Decommissioning
DOE	U.S. Department of Energy
DPLH	Direct Productive Labor Hours
DUF6	Depleted Uranium Hexafluoride
EOTS	Engineering and Operations Technical Services
EM	Environmental Management
EMCBC	Environmental Management Consolidated Business Center
ES&H	Environment, Safety, and Health
FAR	Federal Acquisition Regulation
FISMA	Federal Information Systems Management Act
FOIA	Freedom of Information Act
FOCI	Foreign Ownership Control or Influence
FPD	Federal Project Director

FTE	Full Time Equivalent
GAO	Government Accountability Office
GSA	General Services Administration
G&A	General and Administrative
HF	Hydrofluoric
HSS	DOE Office of Health Safety and Security
HQ	Headquarters
IAEA	International Atomic Energy Agency
IPT	Integrated Project Team
ISSO	Information System Security Officer
NMC&A	Nuclear Material Control and Accountability
ODC	Other Direct Cost
OIG	Office of Inspector General
ORPS	Occurrence Reporting and Processing System
PA	Public Affairs
PD	Program Director
POC	Point-of-Contact
PPIRS	Past Performance Information Retrieval System
PPPO	Portsmouth Paducah Project Office – Lexington, KY
PCSP	Program Cyber Security Plan
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
RDP	Records Disposition Plan
RFQ	Request for Quotation
SCA	Service Contract Act
SME	Subject Matter Expert
SPM	Senior Project Manager
STRIPES	Strategic Integrated Procurement Enterprise System
TMR	Technical Management Requirements
TO	Task Order
U308	Uranium oxide
WBS	Work Breakdown Structure

ATTACHMENT J-5: MINIMUM LABOR QUALIFICATIONS MOD 0002

For the performance of the PWS, the Contractor shall provide skilled labor workforce with the minimum labor qualifications specified below:

Administrative Assistant II - Must possess 5 years of general business experience, excellent communication skills, Microsoft Office proficiency. Must be able to prepare, proofread and format complex reports, presentations, and contract/task order documents using standard software. Provide document management and control services for project level systems. Must be able to complete documents, including reproduction, collation and delivery and be able to effectively handle a variety of competing job tasks and use good judgment in handling information.

Administrative Assistant III - Must possess a minimum of 7 years of general business experience, excellent communication skills, Microsoft Office proficiency. Must be able to work alone in a leadership role directly interfacing with key Federal staff to prepare, proofread and format complex reports, presentations, and contract/task order documents using standard software. Provide document management and control services for project level systems. Must be able to complete documents, collation and delivery and be able to effectively handle a variety of competing job tasks and use good judgment in handling information. Additionally, must formulate and prepare training materials for various functions. As noted above, must demonstrate a diligent, dedicated and professional sensitivity to supporting activities associated with legal, contractual and public interfaces. Responsible to directly perform functions of and serve in the role of the Federal Administration official to PPPO Manager and Deputy Manager.

Senior Auditor/Accountant - BS degree in Accounting and 15 years minimum combined experience as an accountant/auditor. Work experience should include but is not limited to the following capabilities: Provide financial information to management by researching and analyzing accounting data; preparing reports, letters, spreadsheets, etc.; ability to analyze assets, liabilities, and capital account entries by compiling and analyzing account information; Documents financial transactions by entering account information; Recommends financial actions by analyzing accounting options; Summarizes current financial status by collecting information; preparing and analyzing balance sheets, profit and loss statements, and other reports; Substantiates financial transactions by auditing documents; Maintains accounting controls by preparing and recommending policies and procedures; Guides appropriate staff including coordinating activities and answering questions; Reconciles financial discrepancies by collecting and analyzing account information; Secures financial information by completing data base backups; Maintains financial security by following internal controls; Reviews invoices for payments by verifying documentation, and requesting data as necessary; Answers accounting procedure questions by researching and interpreting Federal procurement and accounting policy and regulations; Complies with federal, state, and local financial legal requirements and understands existing and new legislation, assists in enforcing adherence to requirements, and advising management on needed actions; Prepares special financial reports by collecting, analyzing, and summarizing account information and trends; Maintains customer confidence and protects operations by keeping financial information confidential; Maintains professional and technical knowledge as necessary; reviews professional publications; establishes personal networks; participates in professional societies; Accomplishes the result by performing the duty; and Contributes to the team effort by accomplishing related results as needed.

Cyber Security Specialist – Bachelor's degree in computer science or information technology and 5 years' experience or 10 years' experience in network and server administration primarily in the design and security of computer networks and portable device security. Knowledge of networking, Microsoft platforms, Linux and Cisco needed. Knowledge of FISMA and methods and techniques federal compliance required.

Database Administrator/Developer - Bachelor's degree in computer science or information technology and 5 years' experience or 10 years' experience with network and server administration in the areas of database management systems, developing specific computer code and design and development of intranet sites.

Environmental Risk Assessor - Bachelor of Science in biology, or a health related science and at least 10 years of professional experience in environmental protection with expert level knowledge of ecological risk assessment procedures including both deterministic and probabilistic methodology, computer software (database and spreadsheet), statistical analysis, environmental sampling and analysis protocols, as well as know U.S. and state hazardous waste regulations (RCRA, CERCLA).

Junior Process/Operations Engineer or Specialist - Combination of 5 years of progressive experience /education in chemical, nuclear/radiological plant/facilities. Knowledge and application of conduct of operations and safe work practices and practices required read and understand drawings. Ability to conduct functional area assessments and coordinate site level environmental and waste management regulatory actions required. Ability to integrate/track cross site technical issues. Knowledge of contract management techniques sufficient to make recommends on performance, invoice payment, improvements, etc. Desired: DOE experience, nuclear facility experience.

Senior Network Administrator - Bachelor's degree in computer science or information technology and 7 years' experience or 15 years' experience in operating and maintaining a company- wide multi-site computer network to include troubleshooting, maintenance and updating of hardware/software on Microsoft, Linux and Cisco platforms.

Network Administrator - Bachelor's degree in computer science or information technology and 5 years' experience or 10 years' experience in operating and maintaining a company- wide multi-site computer network to include troubleshooting, maintenance and updating of hardware/software on Microsoft, Linux and Cisco platforms.

Nuclear Material Inventory & Accountability Specialist - Must have at a minimum a Bachelor's in a relevant engineering or physical science and 10 years' experience in Nuclear Materials Inventory and Controls IAW with DOE directives and policy. Ability to provide detailed review of submittals, program assessments, and coordination of activities is required.

Nuclear Safety

Nuclear Safety Engineer - Must have at a minimum a Bachelor's Degree in Nuclear/ Mechanical Engineering or Nuclear Physics from an accredited school. Minimum 5-10 years direct experience in nuclear safety analysis. Knowledge of fundamental nuclear, mechanical, electrical theory and engineering principles, nuclear regulations and regulatory processes. Ability to define problems, collect information, evaluate data, draw valid conclusions, and develop solutions in a time-critical environment. Desired: DOE experience, NRC experience, D&D project experience and/or nuclear facility experience.

Sr. Nuclear Safety Engineer - Must have at a minimum a Bachelor's Degree in Nuclear/ Mechanical Engineering or Nuclear Physics from an accredited school. Minimum over 10 years direct experience in nuclear safety analysis. Knowledge of fundamental nuclear, mechanical, electrical theory and engineering principles, nuclear regulations and regulatory processes. Ability to define problems, collect information, evaluate data, draw valid conclusions, and develop solutions in a time-critical environment. Desired: DOE experience, NRC experience, D&D project experience and/or nuclear facility experience.

Program Analyst - Must have at a minimum an Associate Degree in Business from an accredited school or a minimum of 10 years' experience. Knowledgeable of MS Office Suite; good attention to detail; database management, and office administration such as planning meetings, handling security and travel arrangements, and invoicing.

Program Director - Must have at a minimum of a Bachelor's Degree from an accredited school in a related field. Possess at least 15 years' experience in the appropriate field or 20 years related experience. Must be able to research and define project scope, schedule and budgets. Must demonstrate an enterprising, innovative, proactive management approach. Must be able to research and define multiple project scopes, schedules and targets. Desired: PMP Certification, DOE Experience, D&D project experience and/or nuclear facility experience.

Senior Project Analyst - Bachelor's degree in an appropriate discipline or a minimum of twenty (20) years experience in the areas (combined total) of finance, accounting, budgeting, cost analysis, business administration or management and/or project management. Qualified candidate be experienced in managing multiple staff and projects/tasks simultaneously, experienced in industrial and DOE line item projects over \$5M. Must have experience in project controls and management techniques and have familiarity with construction and engineering projects necessary to understand, develop, and monitor realistic schedules and estimates, They must have prepared written reports and analysis on a variety of project and program topics, and be fully proficient with various project controls software packages including P6 Schedule Software and Cobra.

Project Controls Engineer - Must have at a minimum a Bachelor's Degree in Construction Management, Engineering or related discipline. 15 or more years of experience with P6 Scheduling Software, Cobra and Earned Value Management working for Federal, Military, and commercial building construction and renovation projects. Must be familiar with DOE Orders, Cost Guides and DOE Order 413.3B.

Quality Assurance (QA)/Quality Control (QC) Analyst - Must have at a minimum an Associate's Degree in Science or related field from an accredited school or 5 years of QA experience on DOE projects. Requires knowledge of 10 CFR 830, Subpart A and NQA-1, conducting assessments, and review of DOE contractor's QA programs.

Records/Document Control Specialist - A minimum an Associate's Degree from an accredited school or a minimum of 5 years in records management. Working knowledge of DOE requirements for management of environmental and project records, preparation of compliance documents as required for regulatory permits and in support of DOE operations. Desired: experience with database systems.

Safety Basis Engineer:- Requires Bachelor's degree in Mechanical, Chemical or Nuclear Engineering with a minimum of 15 years' experience in mechanical, chemical or nuclear processing systems. Minimum of 5 years' experience with working knowledge of Quality Assurance/Quality Control requirements in same environment. Must be able to provide technical support for federal nuclear safety capabilities supporting safety basis document revisions for the Portsmouth and Paducah sites e.g. Un-reviewed Safety Questions (USQ), as well as annual update requirements. Support the oversight of safety basis implementation activities with respect to PPPO nuclear safety responsibilities. Specific activities include review of Documented Safety Analysis and Safety Evaluation Report preparation. This position will support the NNC&A program and the uranium management and inventory programs for PPPO.

Technical Writing – Program Design – Must have at a minimum a Bachelor's Degree from an accredited school and over 10 years of relevant experience in subject field that demonstrates broad knowledge and experience with industry documentation standards, researching, designing, writing, editing, producing, and managing documentation.

Senior Infrastructure Specialists

Senior Quality Assurance (QA)/Quality Control (QC) Specialist - Must have at a minimum a Bachelor's Degree in Engineering or Science from an accredited school and 15 years of QA experience on DOE projects or 30 years of QA experience on Federal projects. Requires expert

knowledge of 10 CFR 830, Subpart A and NQA-1, developing and conducting assessments, controls of S/CIs, and oversight of DOE contractor's QA programs. Requires ability to manage programmatic oversight requirements between sites in supporting field oversight personnel.

Senior Waste Management, Transportation and Regulatory Specialist - Must have a Bachelor's Degree in Engineering, Environmental Science or equivalent and 10 years of waste management experience. Broad experience in all aspects of LLW, MLLW, TSCA and PCB waste management (to include NEPA support, pollution prevention and waste minimization, inventory & cylinder yard control, generation, sampling and analysis, analytical data review, packaging, storage, transportation, treatment and disposal), radiological controls, hazardous materials transportation and waste storage operations. Desired: Regulatory experience in Federal statutes and regulations, DOE directives/Orders, USEPA Statutes and Regulations, Title 401 of KY Administrative Regulations, Chapter 3745 of Ohio Administrative Code, Issued USEPA, KY and Ohio Environmental Permits, Agreed Orders and Authorizations, and Reporting requirements. Additional but not required experience in ISMS, Quality Assurance, Emergency Response/Management, Nuclear Material Management, Fire Protection, Radiological Controls, Authorized Release, etc. is helpful.

Senior Procurement Specialist - Must have a Bachelor's Degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management and 20 years of experience in contracting, 10 of which are with the Department of Energy. Must be able to support analyzing, evaluating, and developing contracting policies, procedures, guidance, and control; evaluating and recommending disposition on requested actions; participating in the support of the development of policy ; providing advice and guidance on contracting matters to project managers and contracting officers. Experience should include serving as contracting officer with unlimited signatory authority for a significant system or program characterized by large funding levels, high visibility, complexity and scope of the project; planning, developing, and establishing the contractual strategy for the overall acquisition program; and/or leading contract negotiations, and personally negotiating the majority of large, complex contracts.

Senior Process/Operations Engineer or Specialist - Combination of 15 years progressive experience/education in chemical, nuclear/radiological facilities. Credit for 4 years' experience can be claimed for attainment of BA/BS in Science, Engineering, or related field from an accredited school. Knowledge and application of conduct of operations and safe work practices and practices required. Ability to conduct functional area assessments and coordinate site level environmental regulatory actions required. Highly Desired: DOE experience, nuclear facility experience.

Senior Program/Financial /Media Analysts

Sr. Program/Financial Analyst - Must have at a minimum a Bachelor's in Business from an accredited school and a minimum of 10 years' experience. Ability to conduct comprehensive financial analysis of business systems/submission and project baselines as related to DOE contract management. Knowledgeable of MS Office Suite; good attention to detail; database management, and overall office administration such as planning meetings, handling security and travel arrangements, and invoicing.

Sr. Media Analyst - Must have at a minimum a JD or a Master's degree in a public relations/media relations field from an accredited school and possess at least 5 years of relevant, practical experience in concise communications (written and oral) with top level Headquarters personnel to include B-1 Congressional staff; and establishing and maintaining relationships with the general public, the news and information media, key officials,

agency stakeholders, industry representatives, and/or community groups in order to communicate and disseminate program information which results in an understanding of the agency's mission and activities. Must be familiar with all forms of media, to include oversight of web-based information, use of media tools to create and manage presentations, and use of digital office software to manage and create documents.

Senior Project Manager - Must have at a minimum of a Bachelor's Degree from an accredited school and over 10 years of project management experience. Must have the ability to manage and direct larger and more complex engineering, environmental or constructions projects. Must demonstrate innovative and proactive project management approach along with strong verbal and written communication skills. Responsible for all aspects of project planning and scheduling, cost estimating and monitoring, and quality review. Relies on extensive experience and judgment to plan and accomplish goals. Must have the ability to direct and coordinate a variety of professional disciplines to achieve project goals. Desired: DOE Experience, nuclear/chemical project experience and/or nuclear facility operating experience.

Senior Project Manager (for IT) – Must have at a minimum a Bachelor's Degree from an accredited school and over 10 years of project management experience. Must have the ability to manage and direct larger and more complex engineering, environmental or construction projects. Must demonstrate innovative and proactive project management approach along with strong verbal and written communication skills. Responsible for all aspects of project planning and scheduling, cost estimating and monitoring, and quality review. Relies on extensive experience and judgement of plan and accomplish goals. Must have the ability to direct and coordinate a variety of professional disciplines to achieve project goals. Desired: DOE Experience, nuclear/chemical project experience and/or nuclear facility operating experience.

Senior Security Specialists

Sr. Safeguards/Security Specialist - Bachelor's Degree in a relevant field from an accredited school with a minimum of 5 years' experience in DoD and/or DOE safeguards and security, or a minimum of 15 years' relevant experience in DoD and/or DOE safeguards and security. Expert knowledge of applicable DOE orders and security requirements, nuclear operation considerations and tracking and conducting security assessments and training is essential.

Sr. Cyber Security Specialist - Bachelor's degree in computer science or information technology and 5 years' experience or 15 years' experience in network and server administration primarily in the design and security of computer networks and portable device security. Knowledge of networking, Microsoft platforms, Linux and Cisco needed. Knowledge of FISMA and methods and techniques federal compliance required.

Subject Matter Expert(s) (SME) - Must have at a minimum of a Bachelor's Degree from an accredited school and over 20 years of relevant experience in subject field that demonstrates expert level in field. Subject Matter expertise can include, but is not limited to fire protection engineering, nuclear criticality, specialized regulatory/environmental/waste management, chemical processing, etc.

System Administrator / IT Project Manager - Bachelor's degree in computer science or information technology and 7 years' experience or 20 years' experience with network and server administration. Manage and lead a staff in the maintenance and operation of a computer system and network through installation new hardware and software on user's desktop and network wide, troubleshooting of systems, administration of shared resources, compatibility testing of software, etc. Knowledge of networking, Microsoft platforms, Linux and Cisco needed.

Junior System Administrator – 2-5 years' experience in supporting systems and users related to network, desktop and ancillary equipment operations and assisting with all phases of operations through installation new hardware and software on user's desktop and network wide, troubleshooting of systems, and administration of shared resources. Provide end user help desk support with knowledge of networking and computer operations. Associate's B-1 degree in computer science or information technology preferred. Strong familiarity with Microsoft platforms and networking needed.

System Administrator - Bachelor's degree in computer science or information technology and 5 years' experience or 10 years' experience with network and server administration. Manage and lead a staff in the maintenance and operation of a computer system and network through installation new hardware and software on user's desktop and network wide, troubleshooting of systems, administration of shared resources, compatibility testing of software, etc. Knowledge of networking, Microsoft platforms, Linux and Cisco needed.

Senior System Administrator:- The Senior System Administrator requires a Bachelor's degree in computer science or related field or equivalent experience and a minimum of 7 years' experience with network administration. It also requires a demonstrated understanding of TCP/IP networking concepts and experience with routing protocols and the configuring and maintaining Layer 2/3 switches, routers and

Firewalls. The ideal candidate with also have experience with Active Directory Server 2008R2, Exchange 2007 Administration, server management, SANs, hardware infrastructure and VMware administration and configuration.

Waste Regulatory Specialist - Must have a Bachelor's Degree in Engineering, Environmental Science or equivalent and 5-10 years of waste management experience. Broad experience in all aspects of LLW, MLLW, TSCA and PCB waste management, radiological controls, hazardous materials transportation and waste storage operations.

Attachment J-6 – J-8: Service Contract Act Wage Determination *These Attachments are incorporated in the base GSA contract.*

Attachment J-6: Service Contract Act Wage Determination – Portsmouth Attachment J-7:
Service Contract Act Wage Determination – Paducah Attachment J-8: Service Contract Act
Wage Determination – PPPO