Part I- The Schedule

Section C

Description of Services/Specifications

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C.1 Background and General Requirements

The Department of Energy's (DOE) Office of Environmental Management (EM) (DOE EM) mission is to complete the safe cleanup of the environmental legacy resulting from five decades of nuclear weapons development and government-sponsored nuclear energy research. The EM Program is one of the largest and most diverse and technically complex environmental cleanup programs in the world and includes responsibility for the cleanup of hundreds of sites across the country. A listing of the major sites can be found at https://energy.gov/em/cleanup-sites

Integral to that responsibility is the need to safely disposition large volumes of nuclear waste; safeguard and prepare for disposition of nuclear materials (NM) that could be used in nuclear weapons; deactivate and decommission several thousand radiologically and chemically contaminated facilitates no longer needed to support the DOE's mission; and remediate extensive surface and groundwater contamination. DOE EM is charged with completion of the mission within the parameters of directives, regulations, and requirements while maximizing performance and maintaining budget.

DOE EM reorganized pursuant to Public Law 95-91, *Organization Act*, in 2016 to create a more efficient and site-focused organization. The reorganization structures EM headquarters (EM HQ), offices of EM-1 through EM-5, to align with how the EM program executes the mission; promotes increased coordination and interaction between the field and EM HQ; and improves cross-organizational workflow and communication. Under EM-1, *Assistant Secretary* and EM-2, *Principal Deputy Assistant Secretary*, the following organizations are established to meet the EM mission. EM-2 is made up of 3 suboffices: EM-2.1, *Office of the Chief of Staff*, EM-2.2 *Regulatory Intergovernmental and Stakeholder Engagement,* and EM-2.3, *Office of Communications*. EM-3, *Field Operations*, provides strategies, policy, and guidance for the EM field sites and houses the EM site liaisons. EM-3 oversees EM's technology development efforts; analysis and engineering for major capital projects; and safety, security, and quality assurance programs. EM-4, *Regulatory and Policy Affairs*, supports complex-wide infrastructure management and disposition issues and waste and materials management. EM-5, *Corporate Services*, oversees acquisition and project management; budget and planning activities; workforce management and information technology. As EM HQ requirements are to meet the mission established by DOE, irrespective of structure, any changes to the organization structure shall continue to be served by this Performance Work Statement (PWS). EM HQ has a requirement for support service Contractors to provide a wide range of technical services to support the EM cleanup mission and program objective. It is essential that EM have the support of a Contractor that can provide objective assistance at the highest levels of program planning, definition, execution, and evaluation.

The purpose of this contract is to provide technical support services of superior quality in support of on-going activities at DOE. The Contractor has the responsibility for total performance under this requirement, including determining the specific methods for accomplishing the work effort, performing quality control, and assuming accountability for accomplishing the work under the contract. The Contractor shall provide a workplace of choice to facilitate recruitment and retention of highly qualified support staff personnel.

C.2 Contractor Performance

(a) The Contractor shall furnish offsite personnel, facilities, office furniture, equipment, material, services, and supplies, and otherwise do all things necessary to accomplish work in a safe, integrated, effective, and efficient manner in accordance with the terms and conditions of the contract. While work will generally be performed offsite utilizing offsite or may be performed remotely, for certain work performed at government facilities referenced in section F.2, the Government will furnish office furniture, equipment, materials, services, and supplies. In performing the work, the Contractor shall comply with all applicable DOE Orders and local, state, and Federal regulations.

(b) The Contractor shall be responsible for planning, integrating, managing, and executing the programs, projects, operations, and other activities as described in this PWS.

(c) Contractor personnel shall be expected to be fully certified or trained and capable of performing the activities described in this PWS with minimum oversight and guidance by DOE, while in compliance with all applicable procedures. However, continual training or certification is not included in the scope and is the responsibility of the Contractor. The Contractor shall ensure that duties are performed in a competent, professional manner that meets established milestones and adheres to established schedules. Work products are expected to be thorough, timely, accurate, appropriately documented, and comply with established criteria. Some work products shall include highly sensitive information and recommendations. The Contractor shall use Attachment J-5, Notice of Nondisclosure form. The Contractor shall ensure that all its personnel sign a nondisclosure form. The Contractor shall maintain the signed nondisclosure forms for all its current and former personnel and shall provide copies of the signed nondisclosure forms to the DOE CO upon request. The Contractor shall ensure overall DOE standards of ethics and professional behavior are upheld.

(d) When a CLIN states that there is a security requirement, the Contractor shall ensure its personnel possesses appropriate security clearances to access classified information and facilities. This requirement may also involve assessing the employing organizations Foreign Ownership, Control, or Influence determination information.

(e) When a CLIN states that there is a travel requirement, the DOE CO or COR may require travel to DOE sites or other locations as requested, as a part of normal work responsibilities.

(f) In providing the support specified herein, the Contractor may be required to cooperate and interface with other EM Contractors who are also providing technical support services.

(g) The Contractor shall deliver a monthly status report to the DOE CO and COR for each Contract Line-Item Number (CLIN) to include the following information. By CLIN, the monthly status report shall first summarize monthly accomplishments, including monthly dollars spent and hours worked. Second, the report shall detail the monthly expenditures, to include a copy and listing of the current subcontractor invoices. Finally, the report shall provide the status of funds available for continued performance pursuant to Section B, B.5, DOE-B-2013, Obligation of Funds and B.8, Limitation of Government's Obligation (applicable only to the Transition) and align to Section G, G.5, DOE-G-2005, Billing Instructions and G.6, DOE-G-2005, Billing Instructions – Alternate I.

C.3 Work Scope

C.3.1 CLIN 00001 Transition Period (90 Days)

The desired outcome is a smooth transition of full responsibility for execution of the contract that maintains continuity of operations and avoids or minimizes disruptions to ongoing operations and/or accomplishment of the DOE mission. The main goal of the transition process is to ensure that terms and conditions of the contract are fully understood by the Contractor and the Contractor demonstrates readiness to assume responsibility seamlessly, prior to assumption of full responsibility for performance of the contract.

Contract transition shall be conducted in accordance with DOE approved transition plans. The Contractor shall perform the activities necessary to transition work from the incumbent Contractor, transition any subcontract work as deemed necessary and complete work force transition in accordance with the requirements of this contract.

The Contractor shall establish the necessary logistical support (office space, computers, telephone, etc.) to execute the 90-day transition period (estimated). The Contractor shall ensure all necessary personnel, including key personnel, are available during the transition period, unless specifically directed otherwise by the CO.

(a) **Transition Plan.** Within 5 days after NTP, the Contractor shall submit a transition plan for DOE approval that:

(1) Includes a schedule and description of the activities necessary to transition the work from the incumbent Contractor in a manner that (1) ensures that all work for which the Contractor is responsible under the contract is continued without disruption; (2) provides for an orderly transfer of resources, responsibilities, and accountability from the incumbent Contractor; (3) designates Contractor officials responsible for transition activities; and (4) provides for the ability of the Contractor to perform the work in an efficient, effective, and safe manner;

(2) Includes a description of the activities necessary to transition the workforce. Workforce transition includes but is not limited to:

(i) Ensuring all necessary personnel, including key personnel, are available during the transition period, unless specifically directed otherwise by the CO;

(ii) Managing workforce and benefits transition in accordance with the requirements of the Contractor Human Resource Management clauses in Section H, as applicable;

(iii) Employing additional staff as necessary;

(iv) Ensuring all staff have appropriate badges and clearances to perform their designated scope of work.

(3) Addresses how all Government property, including Government furnished and Contractor-acquired property (i.e. materials), and associated records, currently assigned to the incumbent Contractor, will be transferred to the Contractor during the transition period;

(4) Document in a Transfer Agreement with the prior Contractor(s) all key elements of the transfer. This may identify purchase order and subcontract assignments, software license

agreements, property transfers/exclusions, key documents/databases/records, permits, outstanding liabilities, litigation, administrative claims, or other documents.

The Contractor is responsible for performing due diligence to ensure that all activities, deliverables, and actions to be completed by the end of the transition identified in the PWS are included in the Transition Plan.

The Contractor shall put into place any agreements it deems necessary between it and other Contractors/subcontractors for provision of services. Any agreement that requires DOE consent shall be subject to a 14-calendar day review and approval period unless a longer review/approval period is warranted due to the size and complexity of the document.

(b) **Status Reports – Transition Activities.** The Contractor shall provide weekly status reports of transition activities to DOE. The Contractor shall establish routine status meetings with DOE and affected Contractors to review transition activities and issues.

(c) **Declaration of Readiness.** Submit a Declaration of Readiness to Execute Contract to the CO, at least 10 days prior to the end of the transition period, indicating readiness to assume responsibility for execution of the contract. Also, identify any post-transition activities that may be required (e.g., notifications to outside agencies of transfer of co-operator responsibilities, or completion of procedure updates).

(d) **Recommendations/Lessons Learned.** The Contractor is expected to conduct all work in a manner that promotes and improves productivity and minimizes wasteful spending, while complying with contract terms and conditions, safety standards and security standards. The initial recommendations for all areas of the PWS shall be submitted to the Contracting Officer's Representative (COR) within 90 days after NTP. Recommendations/lessons learned shall be relevant, useful, and implementable.

C.3.2 CLIN 00002, Technical Support Services for the Idaho Cleanup Project (ICP)

The Contractor shall support the ICP Office in the development and defense of the ICP Strategic Plan, along with all required supporting documentation. The plan shall reflect a closure strategy for the ICP to address all mission scope through its life cycle.

Required expert technical assistance/SME support includes:

(a) Cost/Technical Analysis:

(1) Long-range data and program analysis/project reviews to support the development of improved life-cycle cost & schedule baselines for the Idaho Cleanup Project and identification of the range of budget/program alternatives and priorities to be considered in an updated ICP strategic plan/closure strategy.

(2) Refinement/tailoring of ICP analytical and cost modeling capabilities to quantitatively evaluate alternative cleanup in terms of optimizing risk reduction, minimizing cost, maximizing return on investment, and adjusting reported performance metrics as appropriate.

(3) Integration of the full suite of ICP program cost profiles to inform and support the development of ICP's red-blue planning data sets, as well as the environmental liability (cost) estimate and the associated auditing process;

(4) Refinement of ICP data visualization and reporting capability to facilitate communication of ICP cleanup progress and alternatives;

(5) Cost studies and other analyses/evaluations related to alternative strategies to disposition high-level radioactive waste (HLW), spent nuclear fuel (SNF), new waste forms, and other wastes/materials; and

(6) Integration, planning, and analysis for contaminated excess DOE facility deactivation and decommissioning (D&D) activities.

(b) Programmatic Support:

(1) Regulatory analysis support, including reviews of Congressional legislation and support for EM's responses to the Government Accountability Office (GAO), Investigator General (IG), and other audits;

(2) Preparation of regulatory-related materials for use in engaging with the State of Idaho, Idaho Department of Environmental Quality, etc. as it relates to the socialization and implementation of the closure strategy; and

(3) Preparation of briefings, documents, graphics, options papers, and other documents, and administrative support.

Travel Requirement: Yes

Security Requirement: No

C.3.3 CLIN 00003 – Technical Support Services for the Office of Regulatory Compliance, EM-2.21, Support for Regulatory Compliance and Regulatory Initiatives

The EM Office of Regulatory Compliance (EM-2.21) uses subject matter experts to review and develop formalized, consensus-based processes for enhanced decision making on key remediation activities. This support also facilitates improved communication with regulators and can lead to effective cleanup at reduced costs. The Contractor shall provide assistance to EM-2.21 by developing and implementing risk-based communication strategies to address concerns associated with potential elevated levels of contamination at and in the vicinity of EM sites. In support of this effort, the contractor may provide technical support to EM sites and HQ on communicating, strategizing, and analyzing site capabilities for addressing regulatory concerns and support DOE Headquarters in identifying and communicating regulatory agreements, milestones, and decision documents.

Work Description: The Contractors may serve on facilitation teams for regulatory support and shall provide direct technical support to EM-2.21 by presenting the Principles of Environmental Restoration (Principles) to Headquarters and Site Integrated Project Team (IPT) members, training IPT members on the Principles and on the characteristics of an effective regulatory team, facilitating and preparing meetings and conferences, and other relevant duties as assigned. The Contractor shall support EM-2.21 in monitoring regulatory compliance through milestone tracking and other methods, as needed. The Contractor shall provide technical expertise on tracking compliance through a database system. The Contractor shall assist EM-2.21 staff in working the sites where

technical assistance is required. The Contractor shall develop technical products and revising these, as needed.

The contractor shall support EM-2.21 in developing issue papers for regulatory initiatives, congressional initiatives, and providing technical expertise on the impacts of specific regulatory initiatives implemented. The Contractor shall revise documents, as required.

Travel Requirement: Yes

Security Requirement: No

C.3.4 CLIN 00004 – Technical Support Services for the Office of Regulatory Compliance, EM-2.21, DOE Order 435.1

DOE Order 435.1, Radioactive Waste Management, is in place to ensure that DOE radioactive waste is managed in a manner that is protective of workers, public health and safety, and the environment. The last comprehensive update of requirements for radioactive waste management was completed in July of 1999 when DOE Order 435.1 replaced DOE Order 5820.2A.

In government Fiscal Year 2009, the Department undertook a project to revise the Order to incorporate current practices. This revision has been ongoing while decisions were made regarding the high-level waste definition clarification. That clarification was completed in FY 2019 and therefore the remaining portions of the revision need to be completed.

In 2021, the revision to the order was restarted with an integrated project team and rulemaking activities.

Work Description:

The Contractor shall provide SME(s) to support EM-2.21 in implementing the DOE O 435.1 update processes. This includes the development of project schedule, requirements, guidance, technical basis, technical standards, and training course material. The Contractor shall support document configuration control and documentation of comment resolution. The Contractor shall also train DOE and Contractor personnel on the requirements of DOE O 435.1. As part of revising the DOE Order and supporting documentation, the Contractor shall also assist in revising and implementing the Waste Management Oversight Program for Order 435.1 and developing a Waste Management Assessment program to assess the compliance and effectiveness of DOE O 435.1 driven site disposal and associated documentation.

Travel Requirement: Yes

Security Requirement: No

C.3.5 CLIN 00005 – Technical Support Services for the Office of Regulatory Compliance, EM-2.21, Low Level Waste (LLW) Disposal Facility Federal Review Group (LFRG)

The support activities under this CLIN are for regulatory compliance associated with EM mission, including, but not limited to, National Environmental Policy Act (NEPA), Resource Conversation

and Recovery Act (RCRA), Comprehensive Environmental Response Compensation Liability Act (CERCLA), LFRG, Communities of Practice, and Long-Term Storage Activities (LTS) activities.

Work Description: The Contractor shall support EM-2.21 for the LFRG and this includes: (1) providing technical expertise associated with the disposal of low-level waste, mixed low-level waste, transuranic waste, and high-level waste; (2) supporting the review of site specific performance assessments and composite analyses; (3) providing knowledge and expertise of national and international regulations relating to disposal of radionuclides; (4) supporting the development of or revisions to documents that guide LFRG activities; (5) assisting in resolving complex disposal issues at a site (e.g., *in situ* closure of reactor buildings) or at the complex level; (6) drafting selected waste management position papers; and (7) assisting the review of Site Disposal Annual Summary Reports that document compliance with DOE O 435.1.

Travel Requirement: Yes

Security Requirement: No

C.3.6 CLIN 00006 – Technical Support Services for the Office of Regulatory Compliance, EM-2.21 National Environmental Policy Act (NEPA)

The support activities for the National Environmental Policy Act (NEPA) will include continuing activities from the contract: (1) developing and maintaining a tracking and reporting system (e.g., a database) that meets the needs laid out in the NEPA reporting plan and maintains flexibility for future change to tracking and reporting needs; (2) developing training courses including slides, exercises/interactions/case studies, and speaking notes on each assigned topic; and (3) ad hoc NEPA resource development, including, but not limited to: (a) development of and/or revisions to specified resources fort eh EM NEPA Desk Reference; and (b) technical support on NEPA documents, as requested. The Contractor shall review DOE comments within 2 business dates of submission, and, if necessary, schedule a follow-up conference call.

Work Description: The Contractor shall work with EM's NEPA Compliance Officer (NCO) to continue to maintain and develop migrate the tracking and reporting systems (e.g., a database) that meets the needs laid out in the NEPA reporting plan and maintains flexibility for future change to tracking and reporting needs. The Contractor shall develop or maintain, as necessary, System IT requirements documentation for future transition to new developers. The Contractor shall pretest all functions in both test and final versions. The Contractor shall also develop a testing plan for each step to ensure that EM NCO (and other testers) test all applicable functions, EM NCO will have access to the database and be responsible for data maintenance (e.g., corrections and updates apart from submissions). The Contractor shall be asked to develop training courses including slides, exercises/interactions, and speaking notes, on each assigned topic and length. EM NCO will provide existing materials such as training, presentations, guidance, and outlines that will form the basis of the training courses. EM NCO will review and approval an outline of each course before the contractor proceeds with development. The outline shall include resources to be used to develop each section. All graphics and similar resources will be DOE-owned, global commons, or otherwise free for DOE-use.

The Contractor may be asked to assist in development of resources for the EM NEPA Desk Reference. These resources will be specifically identified by the EM NCO and may include templates, best practices, diagrams, and high-level research into specified NEPA streamlining measures across the Federal government. The Contractor may be asked to provide technical support on NEPA documents, to include copy editing, research into existing NEPA documents and coverage, and development of graphics and diagrams.

Travel Requirement: Yes

Security Requirement: No

C.3.7 CLIN 00007 – Technical Support Services for the Office of Communications, EM-2.3 Clean Energy Initiative

The Communications Office provides leadership for all messaging across EM HQ and sites and develops mission strategies, policy, and guidance to support EM's environmental mission. The office provides guidance for integrated, timely, and responsive internal and external communications across the EM complex and has the overriding responsibility to support field offices by enabling the effective execution of the mission.

In an effort to reuse available land at our cleanup sites and reduce landlord costs, a communications and project management support Contractor is needed that clearly understands the EM cleanup program and available lands for leasing DOE property to land developers with reasonable clean energy projects that can be developed for the benefit of DOE and the local community where DOE does business.

Work Description:

(a) The support Contractor shall provide expert support to EM in the following areas:

(1) Project Management – Support Contractor shall provide organizational, technical, costing, and scheduling support to EM, as requested, to ensure a central management approach and interface at DOE and EM Headquarters from the Field sites. Oversight tools and dashboard metrics shall be developed. Coordination of lessons learned between Field sites. Technical experts for review of clean energy project development; and

(2) Communications – Support Contractor shall provide expert level public and stakeholder communications support to EM. This includes strategic planning, preparation of various communication products, facilitating stakeholder events and procuring venues as needed.

Travel Requirement: Yes

Security Requirement: No

C.3.8 CLIN 00008 – Technical Support Services for the Office of Communications, External Affairs, EM-2.31 and Communications Services, EM-2.32

EM-2.31: Office of External Affairs develops policies and strategies for all messaging across EM HQ and sites and develops mission strategies, policy, and guidance for oversight and implementation of

congressional and media relations to support EM's mission. The office oversees media, congressional, website content and related communication across the EM complex and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office is responsible for advising the Director on all external communication, media relations, public affairs, and congressional issues. The office serves as the liaison between EM and the DOE Congressional and Intergovernmental Affairs Office. The office is the main contact for news media and public inquiries and is the liaison with the DOE Public Affairs Office (PA).

EM-2.32: Office of Communications Services provides leadership and develops mission strategies, policy, and guidance for oversight and implementation of internal communication and communication support services to support EM's mission. The office supports internal communication across the EM complex and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office is also responsible for employee engagement, graphics, video production, trip books, historical preservation, EM headquarters standard operating procedures, conference management, and the Freedom of Information Act (FOIA).

Work Description: Technical support services are needed to assist EM-2.31 and EM-2.32, and office staff in analytical and communications support.

The Contractor shall provide regular and/or daily support to EM-2.31 and EM-2.32. Services shall include communications support, key document rollout, analysis and development/production of newsletters, input to web pages, technical writing/editing, and analysis and development/production of written products.

The Contractor shall support producing videos and podcasts. Services shall include writing and editing scripts, recording, editing, and producing videos using video cameras and professional lighting, transmitting videos to required recipients, and managing videos on YouTube or other channels.

Travel Requirement: Yes

Security Requirement: No

C.3.9 CLIN 00009 – Technical Support Services to EM-3, Field Sites

The Field Operations Office provides leadership and develops mission strategies, policy, and guidance for field operations to support EM's mission. The office oversees EM nuclear operations; construction; environmental restoration and other mission activities; health and safety; safeguards and security; quality assurance; emergency management; transportation operations; and has the overriding responsibility to support field offices by enabling the effective execution of the mission. The office supports overall site integration and operations to ensure line management accountability to execute the safe, efficient, and timely completion of the EM mission.

Work Description: Technical support is to be provided to the Senior Site Liaison Coordinator, Deputy Senior Site Liaison Coordinator and Site Liaisons.

Travel Requirement: Yes

Security Requirement: Yes

C.3.10 CLIN 00010 – Technical Support Services for Nuclear Safety and Nuclear Quality Assurance Support to the Office of the Chief of Nuclear Safety (CNS), EM-3.11

(a) The CNS position was established in January 2006 in response to DNFSB Recommendation 2004-1. Reporting to the CNS is a small group of recognized experts with diverse technical education and experience who provide operational awareness and technical nuclear safety advice to senior line managers.

(b) The mission of the CNS and staff is to support the Central Technical Authority (CTA) in fulfilling CTA responsibilities. Central Technical Authority responsibilities include:

(1) Concurring with the determination of the applicability of DOE Directives involving nuclear safety included in contracts pursuant to DEAR 970.5204-2(b);

(2) Concurring with nuclear safety requirements included in contracts pursuant to DEAR 970.5204-2(c);

(3) Concurring with all exemptions to nuclear safety requirements in contracts that were added to the contract pursuant to DEAR 970.5204-2;

(4) Recommending to the Chief Health, Safety and Security Officer (EHSS-1) issues and proposed resolutions concerning DOE safety requirements, concurring in the adoption or revision of nuclear safety requirements (including supplemental requirements), and providing expectations and guidance for implementing nuclear safety requirements as necessary for use by DOE employees and Contractors;

(5) Maintaining operational awareness of the implementation of nuclear safety requirements and guidance, consistent with the principles of Integrated Safety Management across the DOE complex (including, for example, reviewing Documented Safety Analyses, Authorization Agreements, and readiness reviews as necessary to evaluate the adequacy of safety controls and implementation);

(6) Periodically reviewing and assessing whether DOE is maintaining adequate numbers of technically competent personnel necessary to fulfill nuclear safety responsibilities;

(7) Providing inputs to, reviewing, and concurring with DOE-wide nuclear safety related research development activities;

(8) Managing Differing Professional Opinion (DPO) Evaluation and Decision Authority at DOE Nuclear Facilities;

(9) Reviewing Program and Project Management Safety Documentation and Critical Decisions; and

(10) Interfacing with the EFCOG Engineering Practices Working Owners Group.

(c) In developing, evaluating, and implementing opportunities to improve program efficiencies, the CNS requires expert advice and consultation in the following specific areas related to Nuclear Safety Management (10 CFR 830) including:

(1) Engineering and technical reviews;

(2) Quality Assurance (QA) and Safety Software QA;

(3) Safety Basis - Safety Integration and Safety Management; and

(4) Safety Oversight (QA & Safety Basis).

Engineering and Technical Reviews Work Description

The desired objective is to assess engineering and the adequacy of technical work and performance in the execution of projects and activities managed by EM and its field elements.

EM has experienced several safety related issues due to engineering and technical problems in the performance of design, the oversight of Contractors and determining acceptable criteria for engineering products. Engineering and technical reviews can be a part of ongoing Independent Project Reviews, Peer Reviews, etc.; in direct support of field engineering activities; or conducted for specific issues encountered by EM.

The Contractor shall demonstrate an understanding of existing project technical issues and experience with resolution of these issues. This includes an understanding of the DOE Order 413.3, Project Management; DOE STD 1189, Safety in Design; and various design engineering processes. The Contractor shall have an expert level understanding of the Critical Decision process and identify the critical technical elements for each phase. The Contractor shall develop documents used to evaluate and improve projects and operations including, a capability to develop and maintain standard review plans and/or criteria, review, and approach documents. The Contractor shall demonstrate the role of Design Authority and the roles and responsibilities for DOE and Contractors. The Contractor shall maintain the website for the CNS SASSI Verification and Validation project, found at http://71.126.153.21/SASSI/index.asp?sS=L. The Contractor shall maintain the website for the Central and Eastern U.S. Seismic Source Characterization project for nuclear facilities, found at http://www.ceus-ssc.org.

The Contractor shall provide timely and effective analysis and recommendations to the Contracting Officer (CO) and/or Contracting Officer Representative (COR) on issues pertaining to:

(a) Resolving technical issues related to design, construction, and operations;

(b) Developing methodology and conducting design verification activities for new construction projects;

(c) Reviewing and/or participating in the development of nuclear safety documents, including but not limited to Safety Design Strategies, Documented Safety Analyses, Justifications for Continued Operation, and Safety Evaluation Reports;

(d) Conducting Operational Readiness Reviews and Readiness Assessments;

(e) Analyzing facility hazard categorizations and safety analysis documents, calculations, and supporting information and providing recommendations for achieving an appropriate safety basis and control suite;

(f) Participating in the development of nuclear safety-related directives, standards, and guidance;

(g) Developing training on nuclear safety directives, standards, and guidance, as well as on the conduct of engineering and DOE's role; and

(h) Support various nuclear safety initiatives such as the periodic Natural Phenomena Hazards workshop, updating accident analysis approaches, and other technical issues that may arise.

Quality Assurance (QA) and Software QA Work Description

The objective of this scope is to assist with assessing quality assurance implementation and performance in the execution of projects managed by EM and its field elements.

EM has experienced project-related cost and schedule overruns attributable to the failure of QA management systems. QA requires constant diligence and oversight on major nuclear construction projects. Further, proper quality assurance is of critical importance to nuclear safety.

The Contractor shall implement EM's corporate approach with participation from individual projects in the field. This approach emphasizes assessing the immediate project execution with HQ-led teams and an EM QA oversight infrastructure that can support corrective actions in the field. Team elements include resources from site offices and the Chief of Nuclear Safety Office.

The Contractor must provide timely and effective analysis and recommendations on issues pertaining to:

(a) Integrating quality with design, construction, operations, and project management;

(b) Addressing the threat posed by suspect/counterfeit items;

(c) Nuclear safety software quality;

(d) Commercial grade dedication of items and services intended for nuclear safety applications, but not produced under a QA Program compliant with ASME NQA-1; and

(e) Nuclear QA implementation workshops.

Safety Integration and Safety Management Work Description

The Contractor shall provide timely and effective analysis and recommendations on issues pertaining to:

(a) Nuclear safety requirements;

(b) Guidance for implementing nuclear safety requirements;

(c) Contract nuclear safety requirements;

(d) Operational awareness of nuclear safety requirements implementation;

(e) Maintaining adequate numbers of technically competent personnel;

(f) DOE-wide nuclear safety related research and development activities;

(g) Facility design, construction, procurement, testing, startup, operations, and decommissioning;

(h) Conduct of Peer Reviews, Construction Project Reviews, etc.;

(i) Resolution of complex nuclear safety issues affecting projects stemming from assessments, Differing Professional Opinions Program, Employee Concerns Program; and

(j) Resolution of DOE-wide nuclear safety technical issues, including deposition velocity, SASSI computer code, natural phenomena hazards, criticality, piping/vessel corrosion, etc.

The Contractor shall provide professional administrative, technical, and oversight support assistance to the Chief of Nuclear Safety with increased emphasis on integration of safety into design and construction projects consistent with requirements established in DOE Order 413.3, Program and Project Management for the Acquisition of Capital Assets. This shall include (1) providing support to both the Central Technical Authority and Acquisition Executive regarding the effectiveness of efforts to integrate safety into design at each of the Critical Decisions, and as requested during other project reviews; (2) validation that integration of design and safety basis activities include the use of a system engineering approach tailored to the specific needs and requirements of the project; (3) determination that nuclear facilities have incorporated the concept of defense-in-depth into the facility design process; (4) validation that Federal personnel assigned to the Integrated Project Team as nuclear safety experts are appropriately qualified; and (5) support for efforts to ensure that QA and SQA are adequately being addressed.

The Contractor shall provide professional administrative, technical, and oversight support assistance to support safety policy development activities, safety research and performance analysis, event investigation, technical support to EM projects.

Safety Oversight Work Description: The Contractor shall facilitate coordination efforts within program offices in implementing safety oversight and responding to and implementing Defense Nuclear Facilities Safety Board (DNFSB) recommendations and similar commitments.

The Contractor shall provide assistance with technical expertise in support of CNS safety oversight initiatives; implementation of integrated safety management and support of site lead and site operations safety and oversight issues and activities. Specifically, technical support includes, but is not limited to:

(a) Providing technical engineering and safety expertise on oversight activities;

(b) Identifying tracking and analyzing key information and preparing communication materials;

(c) Providing liaison support between CNS and the DNFSB and other interface organizations;

(d) Developing and maintaining data and reports to analyze and rank nuclear facilities with respect to nuclear hazards, material inventories, material forms, safety systems, work activity levels, facility condition, etc.; and

(e) Reviewing documents associated with and reporting on pertinent actions associated with DOE-wide and EM-related DNFSB recommendations, safety management systems, and DOE rulemaking and directives affecting the program.

Travel Requirement: Yes

Security Requirement: Yes.

C.3.11 CLIN 00011 – Technical Support Services for the Office of Safety Management, Safety Culture and Data Analysis

The Office of Safety Management (EM-3.111) provides leadership and develops mission strategies, policy, and guidance for the safety management programs that are necessary to support EM's mission. The office supports implementation and continuous improvement of Integrated Safety

Management Systems (ISMS); provides strategic guidance on EM safety standards and has the overriding responsibility to support field offices by enabling the effective execution of the mission. It serves as the focal point (liaison function) within EM on all DNFSB related issues and ensures timely and technically sound resolution of its recommendations and concerns. The office also coordinates activities for delegating authorities for safety functions to the field and safety-related technical qualification activities in support of the Federal Technical Capability Panel.

Work Description: The Contractor shall provide technical support assisting in the following areas:

(a) Analyzing facility, and system design/engineering and operational vulnerabilities in order to facilitate a prompt resolution or effective path forward for correcting identified issues.

(b) Provide technical support for oversight of the design, construction, and commissioning of safety systems.

(c) Provide subject matter experts in safety disciplines, such as nuclear criticality, fire protection, chemical process safety and worker safety.

(d) Provide technical support for evaluation of field office safety posture and safety performance trends.

(e) Compiling, reviewing, analyzing, and monitoring EM safety performance data including occurrence reports, Computerized Accident/Incident Reporting Systems (CAIRS), and other DOE corporate and field safety performance indicator input. The Contractor shall use the results in the preparation of periodic and ad hoc safety reports.

(f) Provide technical support for the coordination of EM activities in support of DOE's Operating Experience Program.

Travel Requirement: Yes

Security Requirement: Yes.

C.3.12 CLIN 00012 – Technical Support Services for the Office of Operation Safety, EM-3.112, Radiological Support

The Contractor shall provide expertise in radiological operations to supplement the existing skill set of the EM-3.1 federal staff. EM-3.112 performs assessments of radiological programs and responds to radiological events at EM field sites. Effective radiological control is a key element of the hazards control program for all EM work. At times the EM-3.112 staff's expertise in this area is inadequate to meet the needs of the oversight program.

Work Description: The Contractor shall provide expertise in radiological protection to supplement the existing skill set of the EM-3.112 federal staff. EM-3.112 performs assessments of radiological protection, conduct of operations, and training and qualification programs. EM-3.112 also responds to radiological protection issues and events. Radiological protection is recognized as a vital part of the worker protection program given the serious radiological issues encountered in the field. As such, it must be a major focus area of the planned EM-3.112 assessments. EM-3.112 has limited staff with the expertise to ensure that the appropriate and expected rigor is achieved in the radiological protection programs implemented by DOE Contractors and overseen by DOE field elements. The

Contractor shall provide technical support in the following areas:

(a) Assessment planning, including the development of well scoped Criteria and Review Approach Documents.

(b) Field work for planned assessments, including direct observation of radiological work at EM field sites for adequacy and compliance with 10CFR835 and local procedures, interviews with personnel performing, managing, or monitoring radiological work, and document reviews.

(c) Review of radiological protection programmatic documentation and implementing procedures.

(d) Review of technical basis data supporting program activities.

(e) Review of radiological work permits, survey plans, and survey data to ensure adequate field implementation.

(f) Support EM-3 event response to events with significant radiological components.

(g) Travel to EM field sites to perform assessments.

(h) Prepare reports and generate well-supported recommendations.

Travel Requirement: Yes

Security Requirement: Yes

C.3.13 CLIN 00013 – Technical Support Services for the Office of Operation Safety, EM-3.112, Work Planning and Control

The Contractor shall provide expertise in work planning and control to supplement the existing skill set of the EM-3.1 federal staff. EM-3.112 performs assessments of work planning and control, conduct of operations, and training and qualification programs. Work planning and control is recognized as a primary component of an effective Integrated Safety Management System, and as such, it must be a major focus area of the planned EM-3.112 assessments. EM-3.112 has limited staff with the expertise to ensure that the appropriate and expected rigor is achieved in the work planning and control systems implemented by DOE Contractors and overseen by DOE field elements.

Work Description: The needed Work Planning and Control activities include:

(a) Perform reviews of work planning and control programmatic documents, implementing procedures, and work orders to determine their adequacy;

(b) Generate assessment plans, including Criteria and Review Approach Documents, with sufficient detail and scope definition to enable successful performance of assessments;

(c) Perform assessment field work, including direct observation of work, personnel interviews, and document reviews;

(d) Prepare assessment reports, or provide input to assessment reports, documenting the assessment and its results;

(e) Review Corrective Action Plans (CAPs) submitted in response to assessment findings for adequacy and recommend approval or disapproval; and

(f) Verify the implementation of approved CAPs and provide recommendations to EM-3.112 regarding issue closure.

Travel Requirement: Yes

Security Requirement: Yes.

C.3.14 CLIN 00014 – Technical Support Services for the Office of Standards and Quality Assurance, EM-3.113

EM-3.113 ensures that the necessary technical, safety and quality requirements and standards are properly identified and put in place for all line-item, EM capital and major operating projects and facilities in a timely and technically sound manner.

When requested, the Contractor shall analyze acquisition strategies, project planning documents, and execution documents within EM to ensure appropriate quality requirements and standards, with regards to QA and SQA, are appropriately rightsized for the level of risk associated with the work activities. The Contractor shall support the monitoring of EM HQ vendors and suppliers to support complex wide activities, in relation to SQA, with emphasis on safety software.

When requested, the Contractor shall provide the expert technical assistance necessary to facilitate in the planning, conducting, and report preparation of QA audits at selected DOE EM projects and facilities as defined in this PWS. The PWS provides detailed sections that shall govern these objectives as they pertain to overall Performance Requirements, Audit Requirements, Audit Approach, Audit Methodology and Audit Resource Requirements.

When requested, the Contractor shall support the development and maintenance of the EM Corporate QA Program and its HQ procedure set. When requested, the Contractor shall provide administrative support to EM-3.113.

An SQA program within DOE EM-HQ is needed to help improve safety software quality performance across all EM work activities. SQA is critical to the success of the EM organization and EM-3.113 is responsible for oversight of QA and SQA activities to see that they are effectively implemented. EM sites are currently experiencing a shortage of SQA talent and may call on EM-3.113 for SQA technical expertise and oversight support. When requested, the Contractor shall provide SQA expertise to directly support work activities at EM's highly visible projects and assist with the critical shortage of SQA expertise throughout the EM complex, if needed.

Contractor personnel shall perform these activities with a minimum level of oversight and guidance by EM personnel. The Contractor shall be responsible for providing specialized technical expertise as requested (e.g., technical advisor, training, etc.) and performing the necessary activities to support completion of duties as further defined in this PWS, such as administrative support, document reproduction, and technical editing. The Contractor shall provide related functions such as cost/schedule control, budgeting and planning, monthly performance reporting and monitoring, property management, and consultant/subcontractor management. It is also anticipated the Contractor may lead certain audits, except for Construction Project Reviews (CPRs), as directed by the Government.

Work Description, Technical Requirements:

Technical support must meet these minimum requirements and may be provided to any DOE EM project or activity. Most of the EM construction projects are already into Critical Decision (CD)-2 or beyond and work is progressing, so the support must be readily available without a significant learning curve. Delays in providing effective oversight support risks the possibility of incurring significant cost and schedule problems when the projects enter startup and operation.

Familiarity with EM Corporate QA Program and Applicable DOE and Regulatory Requirements: The DOE EM Corporate Quality Assurance Program, EM-QA-001, is the EM management system to ensure we "do work correctly". The QAP adopts the American Society of Mechanical Engineers (ASME) NQA-1-2008 with 2009 addenda, Quality Assurance Requirements for Nuclear Facility Applications. It also meets the requirements of DOE Order 414.1, Quality Assurance; and 10 CFR 830 Subpart A, "Quality Assurance Requirements". The requirements contained within the EM QAP apply to EM Headquarters and provide guidance to EM Field/Project Offices and EM Contractors as applicable to the work contributing to safe completion of the EM mission.

Project engineering and safety programs, as required by DOE O 413.3, Program and Project Management for the Acquisition of Capital Assets; and DOE P 450.4, Integrated Safety Management Policy, are implemented by EM projects. Technical support under this contract must be familiar with the requirements and management expectations stipulated in the EM QAP, including applicable DOE and regulatory requirements, to ensure proper compliance of the audited party.

Familiarity with EM sites and DOE Oversight Programs: As the owner of the projects, EM must go beyond simply evaluating whether a project is technically in compliance with regulatory requirements. EM-3.113 oversight personnel must focus on implementation of management system controls, and the effectiveness of these controls on the engineering/construction/operation aspects of the project. Technical support provided under this contract must be familiar with assessing projects using an implementation and performance-based approach developed by DOE-EM over recent years as part of its project oversight process.

Strong Technical Capability: Technical support personnel must have significant training and experience in engineering; particularly those branches of engineering that are applicable to the treatment and disposal of radiological wastes. The support personnel should have advanced degrees in chemistry, nuclear or radiological engineering (or similar) with at least 10 years of experience outside academia in an engineering field.

Strong Communication Skills: The support personnel may be asked to independently develop reports describing their results and conclusions. These reports must be able to support the judgments and findings identified by the investigator during the investigation. Strong writing skills and the ability to clearly describe judgments based logically upon documented fact are important to effectively supporting this effort.

Audit Requirements:

When requested, the Contractor shall provide draft Lines of Inquiry (LOIs) to the Government for input and approval containing clear and effective statements of objectives with adequate flow down. The Contractor shall then resolve comments as needed and finalize the audit objectives. When requested, the Contractor shall perform audits of the EM construction and operational projects using a combination of performance-based and compliance-based techniques to meet the objectives of the

audit. The performance-based techniques involve conducting field interviews, observing work processes, and reviewing samples of documents. The compliance-based techniques include assessing the management infrastructure (for example, policies, procedures, and training) and individual actions to ensure compliance with contractual and regulatory requirements. In practice, audits are likely to include a combination of both methods. The areas evaluated, sample sizes of document reviews, and the number of individuals selected for interviews shall be determined by the Contractor based on the current level of effort being conducted by the Department or its Contractor at the project being audited. Based upon the foregoing, the Contractor shall execute, as appropriate, a range of audit types including those having a single focus requiring a very specific talent or a multifaceted approach requiring multiple SMEs.

When requested, the Contractor is responsible for establishing and presentation of the scope of an audit to EM-3.113 for approval prior to implementation. The following are some of the methods to be used, as appropriate, by the Contractor in the performance of the audit:

(a) Observations of ongoing activities to which the project's QA program applies;

(b) Interviews with personnel performing activities subject to the QA program;

(c) Reviews of audit, surveillance, corrective action, assessment, and trend reports including supporting documentation and previous recommendations for potential recurring conditions;

(d) Reviews of work products;

(e) Reviews of recent/ongoing technical processes (such as document development) for effectiveness and adequacy of the QA controls applied to the process;

(f) Review of management involvement in the project's QA program and of the effectiveness of the QA organizations in verifying the adequacy and implementation effectiveness of the project's QA program;

(g) Observations focus on interfaces between the DOE prime Contractor(s) at the project and subcontractors; with the objective of determining if QA requirements flow down through the organizational structure; and attend meetings internal to the project such as staff meetings, client/Contractor meetings, and meetings held with external organizations and stakeholders to gather information.

The Contractor shall use at least one or more of the above base techniques as appropriate to evaluate quality assurance functions during the audits. The Contractor shall use reports of previous audits, surveillances, assessments, trend analysis, recommendations, and other documents as background information. To the extent considered meaningful, selected performance indicators shall be developed and used by the Contractor's audit team as a basis for determining the effectiveness of the background information.

Conclusions shall be reached by each of the Contractor's audit team members regarding the adequacy and effectiveness of the project's QA Program. These conclusions shall be based on an analysis of the data obtained from document reviews, personal interviews, reports on past performance, and observations of work in-progress as applicable.

Audit Approach

When requested, the Contractor shall verify the existence of Project QA Programs, as required by DOE O 413.3, Program and Project Management for the Acquisition of Capital Assets, and DOE O 414.1, Quality Assurance, by evaluating the adequacy and effectiveness of the QA program implementation within selected EM projects. The Contractor shall also ensure the Project QA Programs are consistent with the EM expectations. The Corporate QA Program (EM-QA-001) will be used for the HQ QA program and as a template for the site/filed offices. The Contractor's evaluation approach shall:

(a) Focus on DOE-EM high-priority construction and operational projects as determined by DOE-EM;

(b) Provide a cost-effective evaluation approach focused on individual projects, but provide the opportunity to broaden the scope where needed;

(c) Employ a lessons-learned approach for incorporation into subsequent evaluations,

(d) Employ an approach which shall identify broader impacts to DOE Order 413.3;

(e) Assess program management system implementation as opposed to solely assessing QA implementation (performance-based vs. strictly compliance-based evaluation);

(f) Fulfill the requirements of DOE O 414.1 to perform management evaluations to identify and correct problems that hinder the project from achieving its objectives;

(g) Provide an opportunity to extract complex-wide value through the identification of lessons learned and best practices;

(h) Demonstrate a proactive EM approach to evaluate Project-based QA implementation; and

(i) Result in improvement initiatives which are integrated and communicated throughout all levels of the EM organization.

Audit Methodology:

When requested, the Contractor shall develop or assist the lead auditor in developing a project-specific audit plan, based on the project's QA standards selected and the scope and nature of work, prior to each audit. The Contractor shall be responsible for developing lines of inquiry (both general and project-specific) to guide the overall evaluation process. These lines of inquiry shall be used as guidance for project- specific detailed audit checklists, which the Contractor shall develop or assist the lead auditor in developing during the project- specific audit planning phase. The Contractor, when acting as the lead auditor, shall issue a daily schedule prior to the audit that identifies the specific criteria to be audited, the individuals performing the audit, the points of contact, and when the audit shall be performed. The Contractor shall also assist with the tracking and follow-up of the audit (e.g., corrective action review, issue entry into EM-3.113 systems, etc.)

Resources:

The Contractor may be required to provide audit team leaders and/or audit team members. When required to provide these resources, the Contractor shall have responsibility for and perform the following key functions:

Audit Team Leader

- Leads the QA audit,
- Provides input on the recommended audit scope,
- Provides direction and guidance to team members on the approach to the audit,
- Drafts the project specific audit plans,
- Provides feedback on the proposed audit team structure and makes recommendations for additional resources needed to accomplish the scope,
- Makes arrangements with the project for document requests and project (site specific) logistical support,
- Establishes the schedule of events for the audit and makes team assignments,
- Ensures that team members perform their assigned duties,
- Addresses concerns associated with audit activities,
- Provides feedback to project personnel on a daily basis to validate audit information and clearly communicates areas of concern, and
- Prepares and resolves comments specific to the draft and final project audit reports.

Audit Team Members

- Support the team leader in conducting the audit,
- Provide input to the audit scope and potential approaches,
- Conduct audit activities following the direction and guidance of the team leader,
- Prepare their schedule of interviews to accomplish during the audit's onsite visit,
- Review key project documents prior to the audit's onsite visit,
- Validate audit data and conclusions with project personnel on a daily basis to ensure factual accuracy,
- Provide written input for the interim and final project Audit Reports as directed by the audit team leader, and
- Participate in validation meetings with counterparts and project management, as directed.

Schedule and Current Identified Projects:

When requested, the Contractor shall assist EM-3.113 in preparing an annual audit schedule to be incorporated into the EM-3 Integrated Audit Schedule. Audit subjects may include suppliers, manufacturers, Contractors, major construction projects, operating facilities and sites associated with EM QA audits, and federal offices.

Audits may include construction project reviews, effectiveness of quality assurance program implementation reviews for Contractors and federal field offices, assist/verification visits for corrective action implementation, high-level waste/used nuclear fuel activities and other specialized topic reviews, and vendor/subcontractor/special focus area reviews. These audits/assessments may

also include multiple audits of the same organization. The required audits to be performed are based on existing activities; current issues; and EM management priorities. As such, audit schedules and locations may change and there will be circumstances where the Contractor is given less than one week to support team assembly and preparation for an audit. There could also be circumstances where the team may be deployed for multiple weeks. Auditors shall have a technical understanding of the project being reviewed prior to the audit.

Technical understanding of the project would include at a minimum an understanding of the issues the project is addressing along with the technology being applied to address it, the present status of the project relative to DOE O 413.3, Program and Project Management for the Acquisition of Capital Assets, requirements, and any specific QA and programmatic issues identified during previous QA visits.

Travel Requirement: Yes

Security Requirement: No

C.3.15 CLIN 00015 – Technical Support Services for the Office of Safeguards, Security, and Emergency Preparedness, EM-3.114

This Office supports and evaluates resources; technology upgrades, infrastructure, and equipment; staffing and training; and process improvement strategies to ensure security and emergency preparedness solutions protect EM assets, operations, mission essential functions, and provide resiliency during emergency events. The Office includes Federal security, emergency preparedness, and technical staff and uses contract support to provide technical experts to expand upon needed in-house capabilities.

Technical expertise in safeguards and security (S&S), FOCI, information security, classification, emergency management and preparedness (EP), and emerging missions to provide effective oversight, assistance, and program implementation at EM HQ and Field locations. This includes assisting the Federal staff to analyze and review programs for compliance and evaluate risks, assess findings and deficiencies, develop responsive corrective action plans, and validate site corrective actions. The technical support ensures effective execution of Federal staff oversight as required by DOE Orders and directives.

The Contractor shall provide management and technical expertise to support the following activities:

(a) Project manager responsible for supervision of administrative and technical staff.

(b) Technical staff to implement the EM-Centralized FOCI program.

(c) Technical staff to implement the EM HQ Security Officer Program.

(d) Technical staff to implement the EM classification program.

(e) Technical staff to implement the Controlled Unclassified Information program.

(f) Technical staff to support the EM EP program.

(g) Technical staff available to provide "as needed" assistance for S&S and EP programs related to protective force operations, physical security systems, material control and accountability, vulnerability and security risk assessments, and emergency management continuity of operations.

(h) All technical programs must be performed by qualified staff and be capable of performing the following:

(1) Project management and tracking

(2) Knowledge of DOE S&S and EP requirements and standards

(3) Ability to use DOE computer software programs, including SharePoint.

(4) Maintain a Q clearance and access to the DOE classified networks (e.g., Secret Restricted Data Network, Safeguards and Security Information Management System (SSIMS).

(5) Complete DOE required training to ensure compliance with DOE security and EP requirements, including the protection of Controlled Unclassified Information and Classified Information.

(6) Analytical reviews, surveys, and self-assessments

(7) Development of procedures, memorandums, and communications

(8) Tracking and trending of corrective actions

(9) Provide qualified personnel to support the development of strategic plans to enhance EM's S&S and EP programs and activities, to include Security Roadmap initiatives and other emerging S&S and EP activities.

(i) Provide senior level administrative staff to perform tasks to support EM-3, Associate Principal Deputy Assistant Secretary and EM-3.114, Director of Safeguards, Security and Emergency Preparedness. The work scope requires highly focused results-oriented individual(s) with good interpersonal skills in dealing with high level management and technical personnel.

(1) Contractor(s) shall demonstrate effective oral and written communications skills in preparing briefing packages, office reports, travel arrangements, travel-related documents and perform a wide variety of other related office duties assigned by the management or Federal staff. Work requirements include:

- Maintain a Q clearance and access to DOE classified networks required to support EM-3, or Designee, and EM-3.114
- Complete training and implement controls for the protection of CUI and Classified Information.
- Manage Office calendars, meeting request, and electronic records.
- Utilize computer technology to perform project controls necessary to receive, process, track, and trend requests for support.
- Complete training and implement controls to use Office 365 Productivity Suite to include Outlook, Word, Teams, Excel, PowerPoint, and SharePoint.

- Proofread, edit, and properly format documents and make necessary corrections.
- Identify, track, and analyze key information and prepare communication/briefing materials.
- Provide liaison support between EM-3.1 and all subordinate offices, and other interface organizations.
- Review documents associated with and reporting on pertinent actions associated with DOE-wide and EM-related recommendations and directives affecting the program.
- Prepare and track actions and documentation.
- Ability to work independently or in a team environment.
- Exhibit a high degree of professionalism in the production of deliverables and in interactions with fellow employees and client personnel. Always display a professional customer-service attitude.
- Prepare and coordinate correspondence memorandums, documentation, briefing packages, reports, etc. in a timely manner.
- Process concurrence packages and ensure timely routing; utilize eDOCs.
- Prepare, compile, distribute, and coordinate meeting and teleconference materials.
- Provide backup support to other EM offices, as needed.
- Record, organize, and distribute meeting minutes.
- Coordinate travel arrangements, prepare travel authorizations and process related documentation using the Concur travel system; coordinate approval; and assist staff with the Concur travel system.
- Prepare time and attendance for certification.

Travel Requirement: Yes

Security Requirement: Yes

C.3.16 CLIN 00016 – Technical Support Services for the Office of Technology Development, EM-3.2, EM Minority Serving Institutions Partnership Program (MSIPP)

EM MSIPP consists of seven programs: internships, competitive research awards, a post-doctoral research program, the Savannah River Environmental Sciences Field Station, graduate fellowships, grants, and Success Through Academic Research Scholarship Program.

The funding will enable EM to sustain current efforts to aggressively recruit highly qualified candidates who graduate from the roughly 700 minority serving institutions across the country.

Work Description: The Contractor shall provide technical support for initiatives in support of the EM MSIPP program, including subject matter expertise for consultation:

(a) Support onsite/offsite meetings, workshops, conferences;

(b) Preparation presentations/briefings and technical reports;

(c) Support program/project management and planning;

(d) Support data input, retrieval, and analysis for the MSIPP Dashboard;

(e) Provide data analytics, quality assurance, fact checking, etc. as needed;

(f) Support planning, documentation preparation, and capturing of notes related to grants efforts;

(g) Technical expertise for evaluation of grant proposals; and

(1) Other assigned technical support activities as related to Minority Serving Institutions (MSI).

Travel Requirement: Yes

Security Requirement: No

C.3.17 CLIN 00017 – Technical Support Services for the Office of Technology Development, EM-3.2

The EM Technology Development Office (TDO) requires technical services in support of various initiatives in the development and deployment of innovative, advanced technologies into the EM mission work. Technical services include, but are not limited to advance technology expert consultation, engineering design, proposal evaluation, support of onsite/offsite meetings, workshops, conferences, presentations/briefings, technical reporting, project management/planning, and any other assigned technical support activities required to accomplish the advanced innovation, technology development and deployment initiatives.

Work Description: The Contractor shall provide technical support for EM Technology Development Office, EM-3.2 initiatives in the development and deployment of various advanced technologies into the EM mission work, including advance technology subject matter expertise for consultation, engineering design, quality assurance and proposal evaluation.

Contractor shall:

(a) Support onsite/offsite meetings, program reviews, workshops, and conferences.

(b) Support preparing and maintaining mission governance documents, program management documents, standard operating policies and procedures, and implementing procedures.

(c) Support the preparation of presentations/briefings and technical reports.

(d) Preparation of routine program reporting, project status reporting, and communications

(e) Support program/project management and planning.

(f) Provide technical and subject matter expertise for the evaluation of technology proposals, technology maturation and readiness assessments, and market studies.

(g) Support collaboration with other federal executive departments and independent agencies for technology and information exchange.

(h) Support collaboration and cooperation with foreign countries having mutual technology and innovation interests.

(i) Provide technical and subject matter expertise for field demonstrations, test bed activities, and field support.

(j) Support other assigned technical support activities related to advanced technology innovation, development, and deployment initiatives.

Travel Requirement: Yes

Security Requirement: Yes

C.3.18 CLIN 00018 – Technical Support Services for the Office of Infrastructure and D&D

The mission of the Office of Infrastructure and D&D (EM-4.11) is to develop policy for D&D, real property asset management, sustainability, and energy management. The office leads the transfer of completed projects; manages the transfer of excess contaminated facilities and materials from National Nuclear Security Administration (NNSA), Office of Science (SC), and the Office of Nuclear Energy (NE); and has the overriding responsibility to support field offices by enabling the effective execution of the mission.

The office provides guidance and integration, planning and analysis for all EM D&D and Facility Infrastructure including sustainability projects to ensure that these activities are completed efficiently and effectively reducing significant risks and life cycle schedules and costs in the D&D program across the EM complex. The office provides technical direction and/or assistance to resolving difficult technical problems associated with D&D.

The office coordinates EM's sustainability, climate resilience and energy management activities, including energy efficiency related initiatives. It also works to provide EM field offices and program/project managers with better tools to manage real property assets. The office performs assessments, establishes technical criteria, and promotes cross-site integration.

Work Description: EM-4.11 requires technical expertise, program knowledge, and analytical support for its Infrastructure and D&D programs. The Contractor shall provide support with field and headquarters D&D activities, including project planning, project integration for deactivation, surveillance and maintenance, demolition, and in situ decommissioning. The Contractor shall conduct analysis for all EM D&D activities including sustainability projects to ensure that these activities are completed efficiently and effectively reducing significant risks and life cycle schedules and costs in the D&D program.

This scope of work encompasses all Department of Energy Laboratories, Sites and Facilities, including Office of Naval Reactors (NR) Sites, wherein the Contractor supports the Program Office in managing D&D and the transfer of excess contaminated facilities and materials from NNSA, SC, and NE to EM.

The Contractor shall also perform D&D walk downs (or evaluations) of the DOE Complex, including the four NR sites. Walkdowns include making arrangements with the sites, preparing walkdown check lists, performing condition assessments, identifying clean-out and stabilization requirements, identifying monitoring activities to ensure long term stability, developing ROM D&D cost estimates,

and developing final reports with recommendations. In addition, the Contractor shall develop a prioritization/strategy for all Complex Wide D&D projects, including the NR sites.

Travel Requirement: Yes

Security Requirement: Yes

C.3.19 CLIN 00019 – Technical Support Services for the Office of Infrastructure and D&D, Support to Naval Reactors, EM-4.11

The mission of the Office of Infrastructure and D&D (EM-4.11) is to develop policy for D&D, real property asset management, sustainability, and energy management. The office leads the transfer of completed projects; manages the transfer of excess contaminated facilities and materials from National Nuclear Security Administration (NNSA), Office of Science (SC), and the Office of Nuclear Energy (NE); and has the overriding responsibility to support field offices by enabling the effective execution of the mission.

The office provides guidance and integration, planning and analysis for all EM D&D and Facility Infrastructure including sustainability projects to ensure that these activities are completed efficiently and effectively reducing significant risks and life cycle schedules and costs in the D&D program across the EM complex. The office provides technical direction and/or assistance to resolving difficult technical problems associated with D&D.

The office coordinates EM's sustainability, climate resilience and energy management activities, including energy efficiency related initiatives. It also works to provide EM field offices and program/project managers with better tools to manage real property assets. The office performs assessments, establishes technical criteria, and promotes cross-site integration.

In addition, the office provides guidance and integration planning support for D&D execution to the Office of Naval Reactors (NR) at four sites: Knolls Laboratory (New York), Kesselring Site (New York), Naval Reactor Facility (Idaho) and Bettis Laboratory (Pennsylvania).

Work Description: EM-4.11 requires technical expertise, program knowledge, and analytical support for its Infrastructure and D&D programs. The Contractor shall provide support with field and headquarters D&D activities, including project planning, project integration for deactivation, surveillance and maintenance, demolition, and in situ decommissioning. The Contractor shall conduct analysis for all EM D&D activities including sustainability projects to ensure that these activities are completed efficiently and effectively reducing significant risks and life cycle schedules and costs in the D&D program. The Contractor shall assist with the Knowledge Management Community of Practice.

This scope of work encompasses all Department of Energy Laboratories, Sites and Facilities, including NR Sites, wherein the Contractor supports the Program Office in managing D&D and the transfer of excess contaminated facilities and materials from NNSA, SC, and NE to EM.

The Contractor shall also perform D&D walk downs (or evaluations) of the DOE Complex, including the four NR sites. Walkdowns include making arrangements with the sites, preparing walkdown check lists, performing condition assessments, identifying clean-out and stabilization requirements, identifying monitoring activities to ensure long term stability, developing ROM D&D cost estimates,

and developing final reports with recommendations. In addition, the Contractor shall develop a prioritization/strategy for all Complex Wide D&D projects, including the NR sites.

Travel Requirement: Yes

Security Requirement: Yes

C.3.20 CLIN 00020 – Technical Support Services for the Office of Subsurface Closure, EM-4.12

The Office of Subsurface Closure provides expert advice, leadership, and policy guidance to ensure safe and effective management of subsurface contaminants including remediation of soil and groundwater and tank closures. The office reviews practices related to tank closures and soil and groundwater remediation across the EM complex and has the overriding responsibility to support field offices enabling the effective execution of the mission. The office monitors progress in meeting milestones, metrics, and contract requirements specific to complex-wide tank closures and remediation activities.

To meet these mission goals, the Office has focused on identifying technical targets to accelerate closure for groundwater, tank/buries waste, and soils. We support new technologies, such as artificial intelligence and machine learning to develop new paradigms for long term monitoring that will result in significant cost savings. We also support online platforms that bring transparency to the public and other stakeholders on the status and progress of groundwater, buried waste, and soil remediation, such as the Tracking Restoration and Closure (TRAC) system.

The primary objectives of this scope of work are to 1) establish the overarching framework of long-term monitoring at DOE's legacy sites by systematically combining state-of-art hardware and software technologies. Advanced Long-Term Environmental Monitoring Systems (ALTEMIS) offers a new paradigm of monitoring to ensure long-term environmental protection at DOE's legacy sites. This shall include the development of an end state vision based on long term monitoring goals/requirements and the assistance to sites in the overall groundwater closure strategy; 2) assisting with the development of a Tank Waste Closure Strategy based on the recent Hanford Tank Waste Roadmap and leveraging the TRAC system; 3) launching a new initiative designed to build on lessons learned from the groundwater strategy to develop a strategic plan for soils remediation, which would include evaluating the major challenges across the complex related to soil remediation and then identifying technical targets to make progress meeting those challenges.

Work Description: The Contractor shall facilitate the following:

(a) Review all papers generated by the ALTEMIS program.

(b) Develop a Workshop on Long Term Monitoring and Artificial Intelligence with Legacy Management to facilitate site transfers and to provide written reports & summaries. Participate in all reviews of the next steps based on that report.

(c) Develop technical targets for the Tank Closure and Waste Processing Program following a similar strategy used for the soil and groundwater program.

(d) Development of a Workshop to review current challenges and update technical targets for soil remediation with final report.

(e) Participate in technical assistance projects at Paducah and Portsmouth as needed and provide final reports on the assistance with follow on assistance to Moab, West Valley, and Oak Ridge.

(f) Facilitate technology transfer of technologies for long term monitoring through the technical assistance program and groundwater closure discussions.

(g) Identify appropriate metrics that can be used to measure progress in buried waste and soil remediation that can also be used in the TRAC system to provide transparency on the current status and progress towards milestones in remediation of soils and buried waste.

Travel Requirement: Yes

Security Requirement: No

C.3.21 CLIN 00021 – Technical Support Services for the Office of Subsurface Closure, EM-4.12, Per- and Polyfluorinated Substances (PFAS)

Technical support to include compiling information regarding sampling plans and progress in measuring PFAS groundwater contamination across sites and tracking changing regulatory requirements at state and federal levels. Working on PFAS policy and regulatory issues, including those related to PFAS disposal and remediation of soil and groundwater. Tasks shall include assistance with communication of recent developments in PFAS regulatory requirements, assisting the EM sites with reporting of PFAS contamination, and development of sampling guidelines and sampling plans that meet the new regulatory requirements.

Work Description: Contractor shall help with the following:

(a) Tracking state regulatory requirements for PFAS screening levels, cleanup levels, health-based thresholds, and analytical methods across mediate (soil, groundwater, surface water, drinking water, etc.).

(b) Facilitation of discussions with EM site personnel on matters related to PFAS regulatory adherence.

(c) Development of webinars and workshops to assist with compliance at EM sites and leverage expertise to addressing site-specific PFAS challenges.

(d) Facilitate meetings with other federal agencies as needed for collaborative discussion on issues related to PFAS.

Travel Requirement: Yes

Security Requirement: No

C.3.22 CLIN 00022 – Technical Support Services for Reprocessing Water Integration and Disposition, National TRU Program, EM-4.21

The general support under this contract covers technical, policy, programmatic and regulatory areas under the mission and functions assigned to EM's Office of Waste & Materials Management, EM-4.2 and its sub-offices.

The scope of work includes analyses and deliverables covering waste management and disposition activities and facilities for mixed/low-level waste (M/LLW), Greater-than-Class C (GTCC) LLW, transuranic (TRU) waste, application of the HLW interpretation, Spent Nuclear Fuel (SNF), materials with potential value or reuse (e.g., uranium, nickel, heavy water), etc. Disposition planning involves waste and materials that have a current disposition path, as well as those that do not. Work activities include, but are not limited to: technical, engineering, and project management support related to activities or facilities that EM is responsible for or oversees; environmental and National Environmental Policy Act (NEPA) support including reviews, compliance, analyses, document preparation and Records of Decision (ROD) support for actions that EM is responsible for or oversees; scope, cost and schedule estimates and trade-off studies, fee development, and systems engineering support related to implementing key Federal programs under EM's responsibility or oversight; programmatic and regulatory compliance support including white papers, policy recommendations/analyses, evaluations, internal and external briefings; support related to the technical and engineering activities associated with SNF and surplus NM; EPACT Title X Uranium/Thorium licensee reimbursement support; elemental Mercury storage facility support; compiling and analyzing data related to waste and material management and packaging and transportation deliverables; preparation of cost analysis and estimates for storage, treatment, and disposal of waste as well as for packaging and transportation deliverables; provide various strategic planning materials, technical briefings, and issue papers related to waste and materials management, treatment, disposal, packaging, and transportation; DOE-Managed SNF, HLW, and new waste form support; surplus NM and other challenging materials; identification and development of new technologies that contribute to significant reductions in schedule, cost and risk; preparation of a report(s) in response to external organization recommendations (e.g., GAO, IG, NAS, etc.); support for the development and review of NEPA compliance documentation; support EM in managing the Foreign Research Reactor Fuel SNF Acceptance Program; provide specialized expertise (SMEs) as well as technical and expert assistance to support programmatic decisions related to the capabilities, needs and options for the treatment, storage and disposition of the full range of radioactive materials that fall under EM responsibility; and assistance in organizing and managing technical workshops and meetings.

Work Description: Provide technical, regulatory, and programmatic support to EM-4.2 initiatives for disposition of reprocessing waste including support for the application of the HLW interpretation, policy development, environmental studies, cost analyses, inventory assessments, treatment and disposal evaluations, regulatory basis reviews, strategic planning, and project communication.

As directed by personnel within EM-4.2 and sub-offices, the Contractor shall prepare National Environmental Policy Act assessments and technical evaluations on treatment and disposal alternatives for reprocessing wastes in support of the HLW interpretation; compile and assess reprocessing waste inventory data; prepare cost studies for storage, treatment, and disposal of reprocessing waste; identify and analyze packaging and transportation options for shipment of reprocessing waste to potential treatment and disposal facilities; evaluate disposal facility waste acceptance criteria, performance objectives, regulatory permits, license conditions and other applicable requirements; evaluate treatment alternatives and requirements for reprocessing waste; support preparation and/or review of waste classification documentation; research regulatory basis documents for classification and disposal of reprocessing waste; prepare and/or review strategic planning documents, technical briefings, issue papers, reports, and other documentation on

reprocessing waste initiatives; support internal and external reviews of reprocessing waste initiatives; and assist in development of DOE policy documents for disposition of reprocessing waste. This is a continuation of work already being performed under prior contracts.

Travel Requirement: Yes

Security Requirement: Yes

C.3.23 CLIN 00023 – TRU Oversight DOE Order 435.1, EM-4.21

This work area addresses assessment, oversight, technical assistance, site integration, and regulatory support for the Office of National TRU Program's (EM-4.21) responsibilities associated with DOE sites regarding generation, characterization, packaging, storage, transport, and waste disposal of TRU.

Work Description:

(a) Review site-and/or HQ developed documentation, e.g., Technical Basis Documents, etc.

(b) Preparation and review of waste disposal plans, procedures, reports, technical standards, presentations, and other related documents

(c) Participation in HQ and site meetings/workshops and on-site reviews/inspections/oversights e.g., DOE Order 435.1-related, NTP User Group, etc.

(d) Review of waste acceptance criteria requirements, plans and processes, waste determination, generators, etc.

(e) Review waste disposal documents and participate in meetings as necessary from international and national institutions/agencies (e.g., IAEA, NRC, EPA, etc.)

Travel Requirement: Yes

Security Requirement: Yes

C.3.24 CLIN 00024 – Technical Site Support for Regulatory Compliance and Operation for Waste Disposal

The desired objective is technical assistance and support for the Office of Waste Disposal's (EM-4.22) responsibilities associated with DOE sites and overall policy regarding the Low-Level Waste Facility Federal Group (LFRG), DOE Order 435.1, Radioactive Waste Management, and international and national waste disposal. Support also is being provided by DOE EM-4.22 for reviews of Performance Assessments and other technical basis documents, and to backfill gaps in the federal expertise.

Work Description: Site Support for Regulatory Compliance and Operation for Waste Disposal

Review EM-4.2/LFRG site-developed Performance Assessments/Composite Analyses/Annual Summaries/ and other Technical Basis Documents virtual or in-person as needed.

(a) Preparation and review of waste disposal (e.g., LFRG) plans, procedures, reports, technical standards, and other related documents

(b) Preparation and review of DOE Order/Manual 435.1 execution implementation, oversight, and related plans

(c) Participation in LFRG/DOE Order 435.1 related HQ and site meetings/workshops and on-site reviews/inspections/oversights, which involve travel.

(d) Development and review of waste acceptance criteria requirements, plans and processes, and waste determination.

(e) Review and exchange waste related information and participate in meetings as necessary for or required by international and national institutions/agencies (e.g., IAEA, NRC, EPA, State Regulators, Performance & Risk Assessment Community of Practice (CoP).

(f) Support and participate as required in LFRG reviews along with a separate Performance Assessment review and backfill gaps in the federal staff expertise.

Travel Requirement: Yes

Security Requirement: Yes

C.3.25 CLIN 00025 – Technical Support DOE on Implementation of DOE's obligation under Mercury Export Ban Act (MEBA), Office of Waste Disposal, EM-4.22

The contractor shall provide support for a DOE-designated facility for the purpose of long-term management and storage of elemental mercury generated in the United States and support for other requirements of the Department under the Mercury Export Ban Act of 2008 (MEBA) and the amendments to MEBA in the Frank R. Lautenberg Chemical Safety for the 21st Century Act (Lautenberg Act).

(a) **Work Description:** Support DOE's long-term storage and management of Elemental Mercury through:

(1) **Development of the Long-Term Elemental Mercury (LTEMSF) Fee and Rule.** Once the fee is effective, the contractor shall provide an assessment and draft annual report on the collected fee, provide input and analysis for adjustments of calculation of the Fee Structure, and otherwise provide support to the Department in fulfilling this obligation.

(2) **Support the examination of mercury storage and treatment options.** The Contractor shall provide expert technical support on treatment, storage, or eventual transport and disposal associated with DOE's obligations under MEBA. This may require data collection and other related activities. The Contractor shall provide continuing support to the DOE EM Office of Waste Disposal (EM-4.22) for implementing DOE's duties and responsibilities under the MEBA and Lautenberg Acts, including any modifications to execution of these duties and responsibilities as may be necessary as a result of a court-approved negotiated settlement between DOE and the plaintiffs.

(3) **Support the National Environmental Policy Act (NEPA) analysis of long-term management and storage of elemental mercury.** If additional NEPA analysis is required, the Contractor shall provide expert technical support for analysis of NEPA under DOE's obligation under the MEBA. This may require data collection and other related

activities. The Contractor shall conduct the requisite environmental reviews (e.g., assess past NEPA actions, complete ongoing NEPA actions and/or initiate new NEPA analyses) as needed to confirm/validate DOE's 2019 Record of Decision (ROD), produce an Amended ROD or similar decision document. Support shall also include applicable CEQ NEPA requirements required in support of procurement actions related to evolving elemental mercury management or storage activities.

(4) **Provide support for oversight of the designated mercury storage facility**. This may require periodic site visits to review stored waste, assess waste acceptance information, and support updates to policy and guidance. The Contractor shall provide technical and subject-matter expert (SME) cost analysis and estimating support necessary to assist DOE's scoping, technical and cost studies and analyses needed to support ongoing DOE fee rulemaking efforts to establish a fee for providing long-term management and storage of elemental mercury. Support shall also include any requisite stakeholder outreach, public interactions (e.g., internet or in-person meetings), public comment disposition and preparation of a rulemaking administrative record.

The Contractor shall conduct technical, engineering, and project management support related to DOE oversight of the elemental mercury storage facility startup, receipt, and operations activities. Such support shall include facilitating EM in transitioning facility operational oversight responsibilities, duties, and processes to Legacy Management (LM).

The Contractor shall conduct technical, engineering, and cost analysis support for EM program acquisition planning on the ongoing or evolving need for contracted services for elemental mercury management and storage. Included in this scope is the potential need to conduct reviews, analyses and studies on emerging management and storage capabilities with needed elemental mercury storage and disposal capabilities.

Travel Requirement: Yes

Security Requirement: Yes

C.3.26 CLIN 00026 – Technical Support to the United States (US) Interagency Working Group (IWG) for the Joint Convention on the Safety Spent Fuel Management and on the Safety of Radioactive Waste Management, Office of Waste Disposal, EM-4.22

The Joint Convention on Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management (Joint Convention) is a legally binding international legal instrument similar to a treaty which applies exclusively civilian managed spent fuel and radioactive waste. The ratifying Member States (known as the Contracting Parties) are obligated to establish and maintain a legislative and regulatory framework for the safety of spent fuel and radioactive waste management. The United States (US) ratified the Joint Convention in April 2003. DOE EM leads the Interagency Working Group (IWG) comprised of staff from other DOE organizations, the US Nuclear Regulatory Commission (NRC), the Department of State and the US Environmental Protection Agency (EPA) to meet US obligations under the Joint Convention. Over a three-year cycle, The International Working Group (IWG) pulls current information from US radioactive waste and spent fuel management safety programs to update the US National Report, reviews other Contracting parties' national reports,

prepares questions/comments for use by the US delegation during the peer review, responds to questions/comments on the US National report, composes an oral presentation summarizing the status of US safety programs in radioactive waste and spent fuel management, as well as other activities. EM leads the IWG for DOE. In this capacity, EM-4.22 collects, collates, updates information, and prepares issue papers relating to the US safety programs to support Joint Convention activities.

Work Description: The Contractor supports some aspects of this work area as follows for a full background discussion please consult other documents. The review process is a three-year cycle that culminates in a formal, international peer review of National Reports submitted by Contracting Parties to the Joint Convention. The Eighth Review Meeting of the Contracting Parties to the Joint Convention is forthcoming in March 2025. Work products and assistance shall include maintaining information from previous Review Meetings and new key developments; hosting of working group meetings; supporting preparation for the upcoming meetings by drafting newsletters, compiling lessons learned, and supporting the planning activities for the Eighth Review Meeting process, as requested.

The Contractor shall ensure consistent data and information is collected among the different organizations in the IWG to develop final products representing the US government as a single entity. These support tasks include integrating spent fuel and radioactive waste management information and statistics from various sources, updating reports, and resolving commercial waste disposal data discrepancies in the Manifest Information Management System for use when preparing the US National Report. Interactions and data resolution also involve the NRC Agreement States, the Conference of Radiation Control Program Directors, the Organization of Agreement States, industry, and the EPA Authorized States. The current period of performance & required start date runs 12 months from April 2023 to March 2024 with an option period. Therefore, only part of the 3-year cycle of the Joint Convention work can be requested as deliverables. Beginning in 2025, work will continue to prepare for the upcoming three-year cycle as it repeats through 2028 toward a Ninth Review meeting with identical scope of work and deliverables. From 2028 to 2030, work will continue toward a Tenth Review meeting with identical scope of work and deliverables.

(a) The Contractor shall assist in the US Government in preparing for the Joint Convention activities in the following support, recognizing that performance requires flexibility in assignments and quick turnaround (often within 24 hours):

(1) Collect, collate, and update information from the IWG on previous US National report and prepare a revised U.S. National Report;

(2) Collect and collate questions/comments generated by the IWG through the review of other Contracting Parties' National Reports submitted for the Eighth Review Meeting of the Joint Convention;

(3) Collect and collate the IWG prepared responses to other Contracting Parties' questions/comments on the U.S. National Report;

(4) Maintain and upload documents to and from kiteworks or other contractor-friendly service to and from the Joint Convention SharePoint EM database as well as electronically submit documents to the IAEA website for viewing by other Contracting Parties.

(5) Collect and package Joint Convention information to support the Eighth Review Meeting in 2025, and subsequently the Ninth and Tenth Review meetings through 2030. This information shall consist of spreadsheets organized to indicate country, relevant article of the Joint Convention, as well as questions/comments and responses.

(6) Assist in collecting, collating as well as documenting follow-up and lessons learned analysis from the various meetings including the Eighth and Ninth Review meeting.

(7) Develop input for the U.S. presentation and other supporting technical information at the international review meeting held after each update of the U.S. National report.

(8) Assist the U.S. Government with building data bridges and documents across multiple platforms to maintain a government-owned SharePoint or other database legacy for future use to conserve resources and mechanize the future preparation of the National Reports and peer review process with Contracting Parties.

(b) Collect, assemble, categorize, analyze, and maintain information from past review meetings including the questions/comments from the Contracting Parties on previous US National Reports by preparing spreadsheets, identifying the Contracting Party, topic, national report section, article number, the specific question/comment, and the respective US response. Any previous data collected or SharePoint/data sites from other Joint Convention Review Meetings shall need to be recreated to stand up in a current SharePoint site and layout in a hosted environment and other appropriate database or reports for user friendly access. Integration of previous questions/comments provides trends in individual Contracting parties' safety programs, as well as quality control on consistency in the positions taken by US delegations in the past review cycles. This involves the following:

(1) Assembling and assessing publicly available information from NRC and NRC Agreement States, EPA and EPA Authorized States, DOE, other Federal agencies, and other sources such as the CRCPD and OAS regarding official positions and policies to respond to specific questions/comments and to develop the US National report. Subsequent changes in US policy would be reflected in the collation of this information. In terms of making documents publicly available, this means access to IAEA and other federal agencies in universally acceptable platforms.

(2) Provide statistical and analytical information relating to questions/comments, including articles relevant to questions/comments, by source and target Contracting Party.

(3) Prepare, maintain, and make available statistics on article frequency and topics raised to the NRC Technical Project Manager or their designee.

(c) Assist in uploading, populating, and maintaining relevant information to the Joint Convention SharePoint database.

Travel Requirement: Yes

Security Requirement: No

C.3.27 CLIN 00027 –Title X, Greater Than Class C (GTCC) Low Level Waste (LLW) and Molybdenum-99 (Mo-99) Support, Office of Waste Disposal, EM-4.22

The desired objective is general technical assistance and support for the Office of Waste Disposal's (EM-4.22) responsibilities associated with Title X of the Energy Policy Act of 1992 (EPAct1992), Greater Than Class C (GTCC), and Molybdenum-99 (Mo-99) Tasks per the American Medical Isotopes Production Act of 2012.

GTCC Low Level Radioactive Waste (LLRW) has radionuclide concentrations exceeding the limits for Class C LLRW established by the U.S. Nuclear Regulatory Commission (NRC). This waste is generated by activities licensed by the NRC or Agreement States and cannot be disposed of in currently licensed commercial LLRW disposal facilities. DOE prepared and issued the 2016 EIS in accordance with the National Environmental Policy Act, Section 631 of the Energy Policy Act of 2005 (Public Law 109-58), and Section 3 (b) of the Low-Level Radioactive Waste Policy Amendments Act of 1985 (Public Law 99-240). GTCC LLW and GTCC-like waste inventories were developed for purposes of the EIS analysis during 2005-2010 and are described in the 2016 Final GTCC EIS, Appendix B, and three progressive inventory reports.

(a) *Final GTCC EIS Appendix B* – Describes final inventory used for GTCC EIS analysis.

(b) *Supplement to Greater-Than-Class C (GTCC) Low-Level Radioactive Waste and GTCC-Like Waste Inventory Reports*, ANL/EVS/R-10/1, Argonne National Laboratory, October 2010 – Updates/supplements previous two inventory reports (May 2008 and July 2007) based on evolving data.

(c) *Basis Inventory Report for Greater-Than-Class C Low-Level Radioactive Waste Environmental Impact Statement Evaluations*, Revision 1, Sandia National Laboratories, May 2008 – Relies on July 2007 Inventory Report with some adjustments and provides detailed information on waste packaging assumptions, estimated isotopic profiles, and other information to inform GTCC EIS analysis.

(d) *Greater-Than-Class C Low-Level Radioactive Waste and DOE Greater-Than-Class C Like Waste Inventory Estimates*, Sandia National Laboratories, July 2007 – High-level description of GTCC waste types and estimated volumes.

The Contractor shall support as requested EM's conduct a desk-top review of the greater-than-Class C (GTCC) low-level waste and GTCC-like waste inventory volumes analyzed in the *Final Environmental Impact Statement for the Disposal of Greater-Than-Class C (GTCC) Low-Level Radioactive Waste and GTCC-Like Waste* (EIS-0375, February 2016) (Final EIA)*, Volume II Appendix B* and identify any potential significant changes in the volumes.

Work Description:

Title X: Support overall management of the Title X program as requested. Such requests may include but not be limited to the following:

Analyses, documentation, and reviews of the annual status reports on Title X activities. The Annual Status report is required per the EPAct1992 implementing regulations and is the primary means of informing the licensees and Congress on the status of the Title X program.

Review of any modifications to the master Title X spreadsheet that provides an accounting of past reimbursements, determines the distribution of Congressional appropriations to the licensees, accounts for approved, unpaid reimbursement amounts, and tracks remaining DOE Title X liabilities. Though the Title X program has been in existence for nearly 25 years, the calculations embedded in the master spreadsheet occasionally need to be revised due to sites reaching their Plan for Subsequent Remedial Action (PFSRA) or other non-recurrent activities.

Analyses on remaining PFSRA liabilities. If required, provide support to the planned transition of the Title X program to the Office of Legacy Management (LM). Per a 2011 MOA, LM is responsible for audits and reviews of licensees' claims. In the event the transition is affected, EM would transfer its Title X program responsibilities to LM.

GTCC: The Contractor shall support researching and compiling data files from applicable DOE sites, GAO reports, operating and shutdown Nuclear Regulatory Commission (NRC)-licensed commercial nuclear reactors, NRC's National Sealed Source Tracking System (access required), and other appropriate databases or recently publications and reports. The Contractor shall perform a quality assurance check on the data files for completeness against the reporting fields and compare them to inventory documented in the Final EIS.

Conduct a desk-top review of the greater-than-Class C (GTCC) low-level waste and GTCC-like waste inventory volumes analyzed in the *Final Environmental Impact Statement for the Disposal of Greater-Than-Class C (GTCC) Low-Level Radioactive Waste and GTCC-Like Waste* (EIS-0375, February 2016) (Final EIA)*, Volume II Appendix B* and identify any potential significant changes in the volumes. Provide a concise report with a table comparing Final EIS estimates to new estimates, including changes in assumptions.

Mo-99: The American Medical Isotopes Production Act of 2012 (AMIPA) was passed by Congress to promote the production of molybdenum-99 (Mo-99) in the United States for medical isotope production, and to condition and phase out the export of highly enriched uranium to produce medical isotopes [AMIPA 2011]. Interested producers can either purchase or lease LEU from DOE. At the conclusion of the medical isotope production process, the producer will be responsible for transporting any spent nuclear fuel (SNF) and radioactive waste (RW) for which no disposal path currently exists to a DOE site pursuant to a separate Take-Back Contract. The Contractor will support EM Office of Waste Disposal (EM-4.22) by providing subject matter expertise in characterization, management, and disposition of radioactive wastes. This support may include, but not be limited to, cost estimates, support preparation of a financial assurance statement, and any other technical support required to prepare and execute a successful take-back contract.

Travel Requirement: Yes

Security Requirement: Yes

C.3.28 CLIN 00028 – Waste Data Collection and Analysis, Office of Waste Disposal, EM-4.22

The desired outcome of this scope is to provide data collection and analysis support that are needed to comply with internal and external requirements. Support consists of two parts – 1) support annual LLW life cycle disposition data collection effort called Baseline Disposition Data (BLDD) and

provide analytical support as requested, and 2) support the Manifest Information Management System (MIMS) per Low-Level Radioactive Waste Policy Amendment Act of 1985.

Work Description: The Contractor shall support annual update of BLDD effort. This will include, but not limited to, the following:

(a) Draft updated BLDD data collection and validation requirements.

(b) Support preparation of BLDD for low-level waste (LLW) and mixed low-level waste (MLLW)

(c) Compile and support validation of data received.

(d) Provide updated data to the Waste Information Management System

(e) Support Analysis of Data

MIMS: The Contractor shall receive data files from DOE, as provided by disposal facilities, containing information on low-level waste shipments received at four commercial facilities. The Contractor shall perform a quality assurance check of the data files for completeness against the reporting fields and upload the files into the MIMS Database, which is maintained on the EM server as a publicly available internet database of commercial and non-DOE waste received for disposal.

The Contractor shall support EM-4.22 by maintaining the MIMS Data as follows:

(a) Compile and upload MIMS data;

(b) Revise MIMS Software, if necessary, to improve data quality or to add new reporting features;

(c) Prepare unique data queries of MIMS data, as requested.

Travel Requirement: No

Security Requirement: No

C.3.29 CLIN 00029 – General HLW and SNF for Office of NM, EM-4.23

The Contractor shall provide technical support to the Office with general support concerning HLW, SNF, and NM.

Work Description: The Contractor shall provide technical support on general HLW, SNF, and NM needs including, but not limited to performing technical analysis, developing a fee structure for future SNF receipts, conducting calculations including but not limited to those related to HLW casks, developing technical reports and studies, and reviewing site documents and memorandums related to HLW, SNF, and NM. This includes the development of training material on HLW and SNF for EM-HQ employees.

Travel Requirement: Yes

Security Requirement: Yes

C.3.30 CLIN 00030 – Technical Support Services for the Office of NM, EM-4.23, Integrated Project Team (IPT) for DOE-Wide Review of Nuclear Material Handling/Processing Infrastructure (NMI)

The Contractor shall support technical writing and management of an (1) IPT to initiate a Department-wide review of "nuclear material handling/processing infrastructure (NMI)" as well as the (2) Spent Nuclear Fuels Future Receipts Working Group.

The purpose of these reviews is to provide technically defensible recommendations to DOE senior management to enable informed decisions regarding the long-term management of SNF and NM in DOE. The IPT and WG will evaluate current, planned, and future DOE inventories and future mission needs; identify the current capabilities available to meet those needs (i.e., H-Canyon, Hot Cells at National Laboratories, etc.); and whether these capabilities will exist into the future and perform a gap analysis between the Department's needs and the current and future expected capabilities.

Work Description: The Contractor shall provide technical editing support, meeting management support, and to help bring on board additional technical experts on an as-needed basis for those resources or experts found necessary during the course of the study. This effort involves working with other DOE Programs, Office of Nuclear Energy, Office of Science, and National Nuclear Security Administration. Appropriate resources would be provided by these Offices. The contractor shall support implementation of recommendations and subsequent activities as determined by the efforts.

Travel Requirement: Yes

Security Requirement: Yes

C.3.31 CLIN 00031 – Technical Support Services for the Office of NM, EM-4.23,

The Contractor shall support activities conducted by the Spent Nuclear Fuel Working Group (SNFWG) consistent with its charter to advise DOE management and provide recommendations consistent with ensuring safe and effective management of DOE SNF. This includes but is not limited to pursuing strategic initiatives contained in the strategic plan titled, *Strategic Framework for DOE-Managed Spent Nuclear Fuel,* and supporting strategy implementation through the Idaho Integrated Spent Nuclear Fuel Management Plan (Plan) being developed by the Idaho site tenant programs (EM, NE, NR).

Support to the Plan and other DOE SNF management activities will be through a SNFWG task teams and will focus on key areas such as:

(a) Regulator engagement by developing and facilitating an effective NRC engagement strategy that identifies issues and provides an effective strategy to present and resolve the issue with the NRC. Other regulators such as DOT, EPA, and state regulators may be involved.

(b) NEPA Approach by evaluating presently completed NEPA actions as they apply to SNF management at the Idaho site in light of many changes that have occurred since they were prepared (circa 1995 forward) and devising an effective approach to select and perform additional NEPA actions, as required.

In addition to these focus areas, the SNFWG deals with the full range of technical and institutional issues associated with the back end of the nuclear fuel cycle as managed at DOE sites at Savannah River, Hanford, Idaho, and Fort St. Vrain in Colorado.

Work Description: The Contractor shall provide advice, writing and technical editing and meeting support as required to develop effective strategies to address the two focus areas. The Contractor shall provide general writing and report preparation support for other SNFWG topical reports as determined by the working group.

Travel Requirement: Yes

Security Requirement: Yes

C.3.32 CLIN 00032 – Technical Support Services for the Office of Packaging and Transportation, EM-4.24

Automated Transportation Logistics and Analysis System (ATLAS):

The DOE's Automated Transportation Logistics and Analysis System is an integrated web-based logistics management system allowing users to manage inbound and outbound freight shipments by highway, rail, and air.

Transportation Operations Support consists of:

The Transportation Management Council **(TMC)**, consisting of site transportation SMEs, provides a forum for the identification, analysis, and resolution of traffic management, transportation operations, and transportation safety issues to support the shipping needs of DOE. The TMC is to promote cooperation and communication; effective resource utilization; consistent application of requirements; and standardization of traffic management, transportation operations, and motor carrier safety addressing activities.

The Packaging Management Council **(PMC)** consists of volunteer SME in container operations, designs, fabrication, handling, procurement, and quality assurance from various DOE sites and programs in order to address packaging issues around the complex.

The Transportation Safety and Oversight Compliance Assurance Program **(TCAP)** is a program developed in accordance with DOE Order 460.2, Department Materials Transportation Management, to ensure DOE Field Offices and Contractors are conducting transportation and packaging activities in compliance with applicable DOE Orders and regulatory requirements.

The **Energy Facilities Contractors Group (EFCOG)** promotes excellence in all aspects of the operation, management, and integration of DOE facilities in a safe, environmentally sound, efficient, and cost-effective manner through the ongoing exchange of information on lessons learned. **PMC** members have been supporting the **EFCOG QA Working Group** on the development of commercial grade dedication processes and on standardizing the procurement of Department of Transportation compliant containers for the packaging and transportation of radioactive materials and hazardous wastes.

The Office of Packaging and Transportation (OPT) is responsible for the Department's Packaging Certification Program **(PCP)** used in the certification of DOE Type AF (fissile), and Type B radioactive packaging. The PCP requires that packaging work be performed under a **QA** Program that meets the requirements of 10 CFR 71, Subpart H- Quality Assurance.

The Institute of Nuclear Materials Management is the secretariat for the American National Standards Institute's (ANSI)-Packaging and Transportation of Radioactive and Non-nuclear Hazardous Material N.14-and Methods of Nuclear Material Control N.15-committees. The **(ANSI) N14 Standards** Committee is responsible for the preparation of standards for the packaging and transportation of fissile and radioactive materials and non-nuclear hazardous materials including waste and mixed materials, but not including movement or handling during processing and manufacturing operations.

The Motor Carrier Evaluation Program **(MCEP)**, required by DOE Order 460.2, *Department Materials Transportation Management*. MCEP gives DOE and its stakeholders reasonable assurance that when materials are placed in commerce, the carrier is in compliance with Department of Transportation (DOT) Federal Motor Carrier Safety and Hazardous Material Regulations, DOE policies and practices, and has an excellent safety record. Only carriers meeting MCEP criteria are permitted to transport certain DOE hazardous, (including radioactive) materials and hazardous wastes.

Work Description: The work scopes include system operation and maintenance, helpdesk support, training, and documentation. Documentation will be developed and maintained based on QA requirements (revised as directed).

ATLAS Day-To-Day Program Support

Provide system program support to facilitate and direct related activities and software programming to meet DOE and OPT goals and objectives. Ensure system is protected from security threats and vulnerabilities. Maintain 99% system availability and advise users of planned outages. ATLAS supports complex-wide transportation operations and over 150 DOE site users. Inability to manage and maintain this system would represent OPT mission failure and would substantially impair site shipping activities.

ATLAS Database Administration

Provide technical support and consultation for the database to ensure data integrity and continuous database access. Support includes updating the database for software releases, new site setup, disaster recovery, maintaining backup scripts and files involved with database security requirements and vulnerabilities. It also includes managing software at the database level, assuring patches and upgrades are installed and tested, and maintaining/renewing required support licenses. Assist development staff in setting up database resources, upgrade software as required and test all patches, etc., before applying to production database.

ATLAS Training and User Documentation

Scope includes training DOE and Contractor personnel in the technical and site application of the program with hands-on and/or online training. Provide current user documentation and standard input guidance to the sites. Training will include presentations on security requirements and data standards. Students are provided module-specific exercises and an overall proficiency assignment at the end of training. Provide and maintain an online help and update the User Manual and Desk Reference guide as needed. Onsite training may be provided as needed if funding is available.

ATLAS Carrier Profile Module

This scope supports maintaining the carrier profile functionality. The Carrier Profile module provides a tool for commercial carrier personnel to maintain up-to-date information on its

permit/registration/insurance, financial, equipment, and primary contact information. DOE shippers can query up-to-date information to meet its shipping needs.

ATLAS HAZMAT Shipping Module

This scope supports maintaining/updating DOT/EPA/IATA/ERG/NRC tables and modifying the system as required to comply with DOE/DOT/EPA/NRC regulations. With input from DOE Transportation SMEs, system modifications will focus on automating requisite hazardous materials shipping reporting requirements. The HAZMAT module provides a tool for transportation personnel to prepare quality-assured general, hazardous, and radioactive bills of lading in accordance with DOE/DOT regulations.

ATLAS Rate/Route Module

This scope supports maintaining the Rate/Route functionality. The Rate/Route module provides DOE with automated tools to assist shippers in managing their specific logistics network. The benefits to DOE include effective and cost-efficient traffic and transportation operations, use of preferred carriers with DOE negotiated freight rates, enhanced management control over rating and routing processes, increased standardization of operations throughout the DOE complex, and assist procurement organizations to factor shipping costs into purchase decisions.

ATLAS System Documentation

This scope provides documentation review and recommended updates to comply with QA requirements. Support may be required for security, contingency, and configuration management documentation now included in the DOE EM/HQ accreditation boundary documentation.

Work Description (Transportation Operations Support)

Provide transportation specialist to support the Transportation Management Council (TMC) management structure and coordinate TMC activities. The specialist functions as a coordinator and will be responsible for coordinating activities between DOE and TMC and for completing assigned activities. The specialist coordinates conference calls and meetings of TMC working groups and an annual TMC meeting. This task may also include assisting with truckload (TL), less than truckload (LTL), and household goods (HHG) rate negotiations for the following calendar year and in developing transportation metrics for consistent reporting across the complex. Provide SME to assist OPT in reviewing carrier profiles, negotiation of TL/LTL/HHG tenders, and interfacing with sites to address issues/concerns about carriers and supporting OPT for regulatory updates.

Provide packaging specialists to support the Packaging Management Council (PMC) management structure and coordinate PMC activities. The packaging specialist functions as a coordinator and will be responsible for coordinating activities between DOE and PMC and for completing assigned activities. The packaging specialist coordinates conference calls and meetings of PMC working groups and an annual PMC meeting. The packaging specialist working with PMC members will review emerging changes in domestic and international packaging regulations and standards.

The Transportation Safety and Oversight Compliance Assurance Program (TCAP) task supports sites in meeting the DOE Order 460.2 requirement to assess their transportation operations every three years. Provide SMEs to the revision and update of TCAP guidance documents and TCAP administrative tasks and, as requested, supporting TCAP assessments of packaging and transportation activities at DOE sites. Provide SME support to develop strategy for a graded approach on TCAP

Process; revise TCAP Procedures/Policies; conduct up to four in-person or virtual TCAP assessments at DOE sites, as directed by OPT. SME ability to perform assessments, contribute to written assessment reports, and follow up on corrective actions is critical.

Provide assistance in conducting PCP QA audits to ensure manufacturers are providing shipping packages to DOE sites that meet relevant QA requirements. Provide SME support to conduct up to four QA packaging audits at DOE sites, as directed by OPT. SME ability to perform assessments, contribute to written assessment reports, and follow up on corrective actions is critical.

Provide SME support for the American National Standards Institute (ANSI) N14 Standards Committee to develop and maintain ANSI approved standards for the packaging and transportation of radioactive material. Provide a packaging and transportation SME functioning as "N14 Secretary" and reporting to the N14 Standards Committee Chairman. SME activities may include: maintaining a balanced membership roster; ensuring proper initiation of new standards projects; circulating standards for ballot; ensuring proper handling of voting results and comment resolution; formal submission of approved standards to ANSI for final approval and publication; maintaining the N14 approved procedures and ensuring compliance with these procedures; assisting ANSI in N14 audits; and performing other activities required to maintain N14's accredited status with ANSI.

Provide SME to OPT for transportation planning, outreach, and coordination with shipment corridor states; updating DOE OPT webpages, as directed; and in development of plans, procedures, and guidance documents for various activities within the Office, as directed.

The Motor Carrier Evaluation Program (MCEP) task includes supporting the revision and update of MCEP documents and MCEP administrative tasks, and, as requested, supporting inspections and evaluations of motor carriers transporting DOE/NNSA hazardous materials and hazardous wastes. Provide SME and administrative support to update the MCEP National and Local List of evaluated carriers and help manage Active and Inactive list of carriers; prepare twelve MCEP monthly reports in addition to four quarterly reports. Provides support in maintaining a database and in the analysis of MCEP commercial motor carrier safety performance using U.S. DOT Federal Motor Carrier Safety Administration, Safety Measurement System data. Develop a Cautionary Letter database; draft Cautionary Letters; implement Cautionary Letter tracking, issue weekly status reports, provide corrective action follow-up via document reviews or on site visits; conduct weekly MCEP Calls, provide meeting minutes as needed, and manage an MCEP action list; conduct MCEP evaluations on new/non-MCEP listed motor carriers and MCEP re-evaluations every three years on MCEP listed motor carriers as prioritized by motor carrier negative safety performance trends, site shipping campaign schedule and equipment needs, and as directed by OPT; develop MCEP Management Plan training and provide MCEP Plan training. Conduct 5-10 in-person or virtual MCEP evaluations per year at various locations throughout the U.S. SME ability to perform assessments, contribute to written assessment reports, and follow up on corrective actions is critical.

Provide SME assistance in identifying existing training resources that can be used to meet the training requirements of 49 CFR 172; 49 CFR Part 173.1(b); and 49 CFR Part 177.800(c) and assist DOE field sites in obtaining quality training.

Travel Requirement: Yes

Security Requirement: No

C.3.33 CLIN 00033 – Technical Support Services for the Office of Budget, EM-5.111

The Contractor shall provide technical, financial management, business analysis, systems, data management, and budget formulation/execution analyses for the DOE EM cleanup program to support the generation, execution, and management of the EM federal budget process. Support includes review of business requirements pertaining to generation and management of the EM annual budget request, design and testing of required system modifications to support EM budget and planning processes, development of financial reports in support of program financial health, subject matter expertise in all phases of the federal budget process, and serving as an owners representative of the EM system tools to relay, prioritize, and support system development on behalf of EM federal staff.

Work Description: Require expert technical assistance to include:

(a) Systems Owners Representative

(1) Support clients in determining priorities and schedules for development of enhancements and new development efforts on related support systems, including working with development teams to ensure client priorities and schedules are met.

(2) Provide guidance and oversight in testing and verification of systems modifications for budget and other related tools.

(3) Maintain lists of and report on existing/potential system issues to be resolved and potential enhancements.

(4) Provide training to federal staff on new system capabilities/functionality.

(b) Budget Formulation/Execution Analysis

(1) Review of annual uncosted balances and recommendations for corrective actions of balances.

(2) Annual spend plan reviews to track obligation of funds and costs in comparison with annual plans.

(3) Support the tracking and reporting of HQ managed program(s).

(4) Review and refinement of monthly financial reporting from the Standard Accounting and Reporting System (STARS).

(5) Support of other miscellaneous budget data reviews as needed.

(c) Technical support

(1) Technical guidance of EM systems requirement needs in enhancing existing corporate business tools, including the EM Financial Information System (EM-FIS), and Integrated Planning, Accountability, Budget System – Information System (IPABS-IS)

(2) Technical guidance of EM systems requirements in utilizing and enhancing corporate business tools to include EM's One Enterprise Management System (OEMS).

(3) Provide support in the areas of guidance development pertaining to, but not limited to, budget related data calls, annual reporting, and related data collection systems guidance.

(4) Independent validation and verification (IV&V) capabilities of EM corporate tools to support EM as they develop the next generation corporate business suite to meet on-going data collection and reporting requirements at Headquarters.

(5) Systems development support of key corporate business tools, including the EM-FIS, IPABS-IS and OEMS.

(d) Data Management

(1) Technical support in maintaining critical EM budget valid lists, including but not limited to the budget and reporting code project crosswalk, to ensure consistent and efficient reporting of financial information.

(e) Related Programmatic Support

(1) Liaison with field sites to collect and transmit critical budget analysis and issue resolution.

(2) Process documentation of budget related tasks to detail steps in performing various repeatable budget tasks.

(3) Preparation of reports, briefings, graphics, and other documents pertaining to EM financial health, and administrative support.

(f) Provide ad hoc support of special projects pertaining to EM-5.11 as requested. Special projects requested by Director, EM-5.11 not directly tied to financials.

Travel Requirement: Yes

Security Requirement: Yes

C.3.34 CLIN 00034 – Technical Support Services for the Office of Program Planning, EM-5.112

The Contractor shall provide technical, program management, and program planning support for the DOE EM cleanup program to develop an updated strategy document for communicating remaining cleanup strategies and costs. Support includes analysis to estimate the cost, schedule and technical viability of various cleanup alternatives and communication of potential impacts to a broad range of stakeholders through issuance of an updated strategic planning document.

Work Description: Required expert technical assistance/SME support includes:

(a) Cost & Technical Analysis

(1) Long-range data and program analysis/project reviews to support the development of improved life-cycle cost & schedule baselines at each site and identification of the range of budget/program alternatives and priorities to be considered in an updated EM strategic plan;

(2) Refinement/tailoring of EM analytical and cost modeling capabilities to quantitatively evaluate alternative cleanup in terms of optimizing risk reduction, minimizing cost, maximizing return on investment, and adjusting reported performance metrics as appropriate;

(3) Integration of the full suite of EM program cost profiles to inform and support the development of DOE-EM's Red-Blue planning data sets, as well as the environmental

liability (cost) estimate, the associated auditing process, and development of the Agency Financial Report;

(4) Coordination with sites to collect and review program scope, cost, and schedule data;

(5) Refinement/tailoring of EM data visualization and reporting capability to facilitate communication of EM cleanup progress and alternatives;

(6) Cost studies and other analyses/evaluations related to alternative strategies to disposition of HLW, SNF, new waste forms and other wastes/materials;

(7) Integration, planning and analysis for contaminated excess DOE facility D&D activities;

(b) Related Programmatic Support

(1) Comprehensive planning and budgeting workshop support, including data development and meeting facilitation;

(2) Communications support (external and internal), including key document rollout briefings, newsletters, and related web posting, and development of communications strategies, guidance, and plans;

(3) Regulatory analysis support, including reviews of Congressional legislation and support for EM's responses to GAO, IG, and other audits;

(4) Data analysis and content development in support of internal and external stakeholder interactions, including support of international obligations;

(5) Preparation of briefings, documents, graphics, options papers and other documents, and administrative support.

Travel Requirement: Yes

Security Requirement: No

C.3.35 CLIN 00035 – Technical Support Services for the Office of Program Planning, EM-5.112, Federal Site Life-Cycle Estimates (FSLEs)

Technical Support Services to Office of Program Planning (EM-5.112) in support of the 2020 *EM Program Management Protocol,* DOE EM sites are developing FSLEs, which are reviewed by the HQ IPT.

Work Description: As required by the 2020 *EM Program Management Protocol,* DOE EM sites are developing FSLEs, which are reviewed by the HQ IPT, led by EM-5.11 and comprised of SMEs cutting across disciplines. The objective of this effort is to achieve a high-fidelity corporate dataset and conduct regular analyses in support of planning and budgeting. Attaining stability, reliability, and realism in the data set is key to enabling meaningful baseline and strategic alternatives analysis required by the Protocol. FSLE reviews are conducted in two phases. During Phase I of the FSLE reviews, the IPT will conduct desk-top reviews of the FSLE documentation submitted by each site. The IPT will assess the quality and compliance of the FSLE submittal using lines of inquiry (LOIs) informed by the Protocol; GAO leading practices for program and project management. The objective of the Phase I IPT Review is to establish confidence in the FSLE documentation to enable a

recommendation for approval of the FSLE (initial FSLE scope/total life-cycle cost estimate [LCCE] and site mission end dates). To support this objective, the Phase I IPT Review will evaluate whether the FSLE and supporting bases (e.g., assumptions, strategies, schedule, cost estimates, and plans) appear to be technically sound, cost effective, and reasonable; are fully documented; and comply with the Protocol. Major elements of the review include site scope, cost, schedule, risk, acquisition, liability, program, strategy, and compliance**.** IPT members will rate the FSLE LOIs, and major elements, using the following ratings: (1) minimally met, (2) partially met, (3) substantially met, (4) met, or (5) not applicable. The results of the review will be summarized in a report for EM-1.

Travel Requirement: Yes

Security Requirement: No

C.3.36 CLIN 00036 – Technical Support Services for the Office of Workforce Management, EM-5.13

The Workforce Planning, Succession Planning and Competency Management initiative activities within the Office of Workforce Management (EM 5.13) are critical in providing direction focus in developing the necessary workforce and ensuring that the correct skills acquired are timely and available to accomplish EM's mission. EM workforce plans also provide direction and focus for EM managers in developing, implementing, and evaluating activities, which rationalize or reduce workforce costs, provide the necessary skills in a timely manner and advance our mission.

Work Description:

Provide workforce human resources (HR) technical and administrative support to the Office of Workforce Management (EM 5.13). Support may include the following:

(a) Provide HR assistance in the preparation of plans, documents, and briefing materials.

(b) Provide assistance, as needed, to address human capital assessments, reports, documentation, projects and teams.

(c) Create briefing materials on Workforce Management human capital initiatives.

(d) Provide support to manage, track and report on federal on-boarding and off-boarding to include developing orientation/training program, handbooks, checklist, welcome emails or letters, and sponsor selection that detail EM's operations. In addition, create, administer, and track exit and stay surveys.

(e) Support transition of new hires regarding EM onboarding kits, EM employee manuals, EMNet SharePoint access.

(f) Ensure new hires receive technical assistance to set up their hardware; enter new employees into the Management Information Systems (MIS) System for new employees to receive email/electronic equipment.

(g) Gathering and filing all paperwork related to new hires, including agreements.

(h) Send initial payroll request on behalf of EM employees to set-up time account with office number/team account and time schedule.

(i) Create offboarding checklist/checkout forms, coordinate return of badges and government furnished equipment.

Travel Requirement: Yes

Security Requirement: No

C.3.37 CLIN 00037 – Technical Support Services for the Office of Project Management, EM-5.22

Technical Support Services Office of Project Management, EM-5.22, Project Management and SME Support for EM Project Peer Reviews (PPRs), Project Independent Budget Reviews (IBR), and Independent Project Reviews (IPR).

The Contractor shall provide Project Management and SME support to EM-5.22 to plan, conduct, report, track, and follow-up on Program and Project Peer Review activities, Project Assessments, Site Assist Visits, and other reviews/project support.

Work Description: The Contractor shall also provide Project Management and SME support and assistance to the EM Office of Project Management for the assessment of EM Program and Projects reviews during CD 0; 1; 2; 3; and 4. The following is a sample, but not an all-inclusive, list of activities the Contractor shall be supporting with technical and subject matter experts:

(a) Program Activities Peer Reviews and Assessments;

(b) Program Project Peer Reviews and Assessments;

(c) Review of document management systems;

(d) Planning, logistics, and participation activities;

(e) Acquisition Strategies Validation;

(f) Review participation (CPR, IPR, PPR, Assessments) as team members;

(g) Project management and assessment tools and strategies capabilities;

(h) CD tracking and assessment capabilities;

(i) Schedule analysis and working knowledge of the PREMAVERA schedule software;

(j) Financial analysis of funding and costing profiles;

(k) Regulatory requirements and potential project impacts;

(l) Preparation of subject matter Lines of Inquiry (LOI) for each review;

(m) Technical expertise in related project areas;

(n) Preparation of briefings, documents, graphics, options papers and other documents and administrative support;

(o) New Independent Review Project Reviews (IPR) may be added based on-site program requirements and readiness of the project for a Critical Decision;

(p) All contract support SMEs must have an understanding, knowledge, and experience using connect.gov or its predecessor max.gov. Support SMEs shall have an active connect.gov account. Connect.gov is the web-based platform EM-5.22 utilizes for sharing of review files/documents for the SME Review Team;

(q) All contract SMEs shall be familiar with the EM Project Critical Decision Assessment Tool (CDAT) website "https//www.energy.gov/em/articles/projectcontract-baseline-assessment-tools", when assigned to an Independent Review Project Review (IPR); and

(r) Project Review Administrative Support SME shall be added to the contract, Work Area-01 to support EM-5.22 for project review administrative support to include but not limited to: preparation of charge memos; management of review documentation; Connect.gov access and management; preparation of reports; preparation of Project Review Plans; preparation of project executive summary reports; preparation of Project Review Reports; prepare meeting agendas; coordination of review scheduling; and scheduling MS Teams video meetings.

(s) Extensive working knowledge and experience with the following DOE EM documents:

(1) DOE Order 413.3 "Program and Project Management for the Acquisition of Capital Assets";

(2) DOE EM Standard Operating Policies and Procedures (SOPP) SOPP #59 (Current Revision) " Environmental Management Project Per Review Process".

Travel Requirement: Yes

Security Requirement: No

C.3.38 CLIN 00038 – Technical Support Services for the Office of Project Management, EM-5.22 and Office of Program Planning, EM-5.112, EMCBC Office of Cost Estimating

General Analysis Support of the IPT for the DOE Office of Environmental Management Consolidated Business Center (EMCBC) Office of Cost Estimating (OCE). As well as provide additional support to the Office of Program Planning in integrating site information into an EM corporate level lifecycle cost and schedule to include a corporate risk management plan.

Purpose of work area is for the Contractor to provide support services to the DOE's EMCBC OCE. Specifically, the OCE is leading an IPT that is supporting all EM program sites to assist them with meeting the requirements of the EM Program Management Protocol (hereafter referred to as EMPMP).

Work Description: General Analysis Support of the IPT DOE EMCBC OCE. Provide general support to the IPT in overseeing implementation of the EMPMP requirements for EM Program Sites, along with support of the Office of Program Planning.

The Contractor shall provide advisory, consulting, review, and other related services to EMCBC and EM program sites for the purpose of providing expert advice for the implementation of the EMPMP. These services will include:

(a) Providing specific guidance and advice as needed to EM Sites as directed by the CBC for development of the FSLE.

(b) Communicating site questions regarding EMPMP compliance and implementation

(c) Performing analysis of EM program site's FSLE and accompanying Federal Integrated Site Baseline (10-year segment of work) as well as the estimates that make up the 'out-year' estimate beyond the FISB period. Provide advice for improving the FSLE.

(d) Provide advice and consulting services for proper methods and presentation of defensible and credible lifecycle estimates and Basis of Estimate Documentation.

(e) Provide review, analysis, and advice on development of performance work statements that accompany FSLE estimates and schedules.

(f) Provide review, analysis, and comment as requested for development, content, level of detail, and overall presentation of Integrated Master Schedules (IMS).

(g) Assist EMCBC with strategic communications as it relates to implementation of the EMPMP.

(h) Communicate issues related to implementation of the EMPMP to EMCBC and potential solutions.

(i) Review and provide feedback for EMPMP-related work products developed by EM-HQ.

(j) Support development of policies, processes, checklists, assessment tools as directed by CBC for site program planning and FSLE development and completion.

General EMPMP support will be provided, as needed, for EM Programs at:

(a) Headquarters Office of Program Planning

(b) Los Alamos National Lab (EMLA)

(c) Lawrence Livermore National Lab (EMLL)

(d) Lawrence Berkeley National Lab (EMLB)

(e) Sandia National Lab EM-(Sandia)

(f) Energy Technology Engineering Center (ETEC)

(g) Moab Uranium Mill Tailings Remedial Action (Moab)

(h) Idaho National Lab (EMID)

(i) Oak Ridge (OREM)

(j) Knolls Atomic Power Lab (KAPL) and Kesselring (EMCBC-NY)

(k) Nevada Program Nevada National Security Site, (EMNV)

(l) Hanford Program (RL and ORP)

(m) Portsmouth Paducah Project Office (PPPO)

(n) Carlsbad Field Office (CBFO)

The Contractor shall also need to provide support to the EM Office of Program Planning, EM-5.112:

(a) Assess site programmatic Risk Management Plans (RMPs)

(b) Develop corporate level RMP.

(c) Provide assistance with the development of corporate level FSLE.

(d) Integrate site information into an EM corporate level lifecycle costs and schedule to include a corporate risk management plan.

Travel Requirements: Yes

Security Requirements: No

C.3.39 CLIN 00039 – Technical Support Services for the EM Los Alamos (EM-LA) Field Office, Technology Support Services

This position is located with the EMLA Field Office , within the Office of Business Operations (OBO). The primary function of this position is to serve as an Information Technology SME, performing Information Technology/Cyber Security duties, aiding the Federal lead for conducting a comprehensive and continuous assessment of the management, operational, and technical security controls within or inherited by an enclave or system owners; and proper implementation and effectiveness of each security control, as well as, the assurance that those security controls, are achieving the desired outcome with respect to meeting the security requirements are also important.

Work Description:

Provide integrated project coordination with EM-LA IT Oversight Function and the EM-LA Cleanup Contractor in support of the overall EM-LA mission and IT operations through:

(a) Evaluation of the Cleanup Contractor's IT Planning and Budget formulation;

(b) Evaluation the effectiveness of the Contractor's implementation of their Information Systems for:

(1) Network design that supports mission and geographical considerations;

(2) Use of network appliances;

(3) Desktop configuration, business software and office automation to include, peripherals, printers, scanners, etc.;

(4) Server Configuration Management;

(5) Applications – use and evaluation of major application purchasing or development that support: Financial Systems, Project Management Systems, Security Monitoring and Protection Applications and Industrial Control Systems;

(c) Evaluation of the EM-LA IT Cleanup Contractor's project plans, policies, procedures, technical instructions (including wikis), and cyber security program documents and exhibits. Provide comments and evaluations of documentation as required;

(d) Evaluation of the Cleanup Contractor's requests for Authority to Operate and provide a review to the EM-LA Authorizing Official Designated Representative (AODR) and ISSM;

(e) Assist EM-LA Federal and Technical Assistance Contractor staff in the conduct of regular cyber security assessments and audits by means of; preparation of documents and exhibits, conduct of regular and ad-hoc internal reviews and checklists, attendance of team meetings, participation in

work group activities, and preparing written or oral evaluations and recommendations of technical solutions to cyber security concerns;

(f) The Contractor shall review for quality, update, and submit for approval, Purchase Requests, Application Project Plans, Baseline Change Proposals, Test Plans, and other Cleanup Contractor document packages in accordance with EM-LA procedures. All Project Plans and changes be submitted to the EM-LA Director Office of Business Operations (OBO) or their designee, for approval prior to the commencement of work;

(g) Maintain an accurate accounting of support requests, person-hours expended and completed activities for all discreetly sponsored/funded projects;

(h) Assist EM-LA Federal staff in the preparation of responses to data calls, Freedom of Information Act (FOIA) requests and legal discovery requests;

(i) Establish, facilitate, and coordinate the EM-LA IT Steering IPT;

(j) Collaborate with programs, field sites, and the Cleanup Contractor in developing, promoting, and maintaining information security measures, to adequately and cost effectively protect sensitive information to meet DOE's current and future business needs;

(k) Ensure DOE-wide security enhancement initiatives (i.e., implementation of training programs, firewalls, network intrusion detection, incident response and reporting, dissemination of threat information, e-Authentication capabilities) are translated to the EM-LA Cleanup Contractor in a timely basis;

(l) Implement processes to ensure that cybersecurity weaknesses are identified, tracked, and resolved in accordance with EM-LA and DOE policy;

(m) Support the Government Change Control Boards (CCB's), in accordance with the CM plan;

(n) Track all IT and Cyber Security HQ data calls, deliverables, and responses;

(o) Confirm and prioritize project plans and deliverables with the EM-LA IT Oversight Function and the EM-LA Director Office of Business Operations or designee;

(p) Participate in business and technical information technology solution implementations, upgrades, enhancement, and conversions;

(q) Assist EM-LA IT Oversight Function with Cleanup Contractor's Baseline documentation tracking;

(r) Understand and utilize appropriate tools to analyze, identify, and resolve business and or technical problems;

(s) Apply metrics to monitor performance and measure key project criteria;

(t) Establish and maintain security, integrity, and business continuity controls and documents;

(u) Monitor Cleanup Contractor's IT budget and reports status, issues, and variances; and

(v) Support Internal and External audits, as required.

Travel Requirement: Yes

Security Requirement: Yes

C.3.40 CLIN 00040 – Technical Support Services for EM Los Alamos (EM-LA)

The Contractor shall provide guidance to the EM-LA regarding strategy and planning efforts that focus on management of cross-cutting issues arising from and relating to the full range of EM-LA scope.

Work Description: Contractor shall:

(a) Provide guidance for managing regulatory relationships between federal and state agencies and federally owned facilities;

(b) Provide trouble shooting expertise in specific cases when requested; and

(c) Make direct contact with the state attorney general, regulatory agencies, legislative leadership at the state level, and governor's staff when requested in order to expedite management and prevention of conflict between state regulators and EM-LA.

The Contractor shall provide guidance to EM-LA regarding the characterization, packaging, and shipping of mixed Transuranic (TRU) Waste; deliverables and compliance with New Mexico Environmental Department (NMED) Order on Consent (2016) with Los Alamos Nuclear Lab (LANL); all environmental permits including hazardous waste, air, and water; and support resolution of the LANL TRU waste storage at Waste Controls Specialist in Texas. The Contractor shall:

(a) Provide direct interface with federal and state agencies including the New Mexico Environment Department (NMED) senior management and the Hazardous Waste Bureau on behalf of EM-LA;

(b) Develop strategies for Los Alamos and the Waste Isolation Pilot Plant (WIPP) to restore the frequency of shipments of mixed TRU Waste to the WIPP;

(c) Provide information to the state attorney general, the state legislative oversight committee, and to the governor's office, when requested, regarding status of the EM-LA projects and programs at LANL;

(d) Provide direct interface with the state natural resource trustee regarding EM-LA scope at LANL;

(e) Contractor shall provide regulatory and technical guidance to EM-LA regarding the final disposition of mixed TRU Waste and mixed low level radioactive waste (LLRW) in the inventory at LANL;

(f) Analyze and recommend options for making changes to LANL Facility Operating Permits;

(g) Coordinate with EM-LA and relevant state officials regarding facilitating the implementation of changes in regulatory or permit frameworks.

Travel Requirement: Yes

Security Requirement: No

C.3.41 CLIN 00041 – OREM Training Support

The Contractor shall provide professional services to support OREM training program in carrying out training activities associated with planning, development, and implementation of the OREM oversight responsibilities.

Work Description: Provide assistance for OREM general training requirements to include:

(a) Development of a documented training procedures and plans appropriate for OREM needs and requirements;

(b) Monitor status of staff general training requirements;

(c) Assistance in tracking training for OREM;

(d) Assistance as requested to support OREM personnel in the application and implementation of new training systems as applicable such as Learning Nucleus;

(e) Performance of various general training-related evaluations, assessments, audits, surveillances, verification of issue closures, and other continuous improvement duties with respect to general federal training program;

(f) Assistance in the continuous improvement of training processes by evaluating current processes;

(g) Interfaces with outside organizations (e.g., Project Management Career Development Program, National Training Center, Union, and Prime Contractors) to ensure training topics are determined, scheduled, and delivered;

(h) Works with employees to schedule Project Management Career Development Program (PMCDP), National Training Center (NTC), Unions, and Prime Contractor Courses;

(i) Reminds employees of upcoming PMCDP, NTC, Union, and Prime Contractor Courses;

(j) Reminds employees to complete Learning Nucleus Training;

(k) Works with the Learning Nucleus SOS Team to resolve issues identified by OREM personnel;

(l) Manages and updates the employee training spreadsheet;

(m) Manages and updates individual training folders for OREM personnel on the OREM SharePoint site;

(n) Works with training requestors to develop, implement, and monitor new training courses;

(o) Identifies potential OREM staff development training and other career-related training;

(p) Revise/Disposition training documents/procedures;

(q) Performs as an OREM Training SME during QA and other program assessments both internal and external; and

(r) Attend OREM and other program meetings related to training activities.

Provide assistance for OREM Contractor training oversight (i.e., DOE Order 426.2, Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear)

(a) Assistance with oversight of Contractor performance in the areas of training compliance including Triennial Assessments;

(b) Preparation and review of DOE and Contractor training-related plans, procedures, and reports; data collection; data analysis and reporting; data and document configuration control

(c) Performance of various training evaluations, assessments, audits, surveillances, verification of issue closures, and other continuous improvement duties with respect to Contractor Field Performance

(d) Development and tracking of Contractor training metrics (i.e. POMCs).

Regulatory Compliance

The Contractor shall fully comply with all procedures, applicable laws, regulations and

DOE directives relating to training which include but are not limited to:

Oak Ridge Environmental Procedures and Standards

OREM-TQ-IP-05, Training Program

OREM-TQ-IP-06, Technical Training and Qualification Program Procedure

OREM-TQ-IP-03, Safety Systems Oversight Training and Qualification Program

OREM-TQ-IP-01, Facility Representative Training and Qualification Program

OREM-TQ-IP-02, Nuclear Quality Assurance Auditor AND Lead Auditor Qualification and Certification Program

OREM-TQ-IP-04, Required Reading Program

OREM-TQ-STD-01, Senior Technical Safety Manager

OREM-TQ-STD-02, DOE OREM Office/Facility Specific Qualification Standard

Departmental Requirements, Guides and Standards

DOE Order 360.1, Federal Employee Training

DOE Order 361.1, Acquisition Career Management Program

DOE Order 243.1, Records Management Program

DOE Order 426.1, Department of Energy Federal Technical Capabilities

DOE Order 426.2, Personnel Selection, Training, Qualification, and Certification

Requirements for DOE Nuclear Facilities

DOE Guide 226.1-2, Federal Line Management Oversight of Department of Energy Nuclear Facilities

NTC-DP-280, eTQP Users Guide

DOE-STD-1063-2021, Facility Representatives

DOE-STD-1070-94, Criteria for Evaluation of Nuclear Facility Training Programs

Travel Requirement: No

Security Requirement: No

C.3.42 CLIN 00042 – EM General Support

The Contractor shall provide other various technical services as needed for EM Program Offices, Field Sites and EMCBC.

Travel Requirement: Yes

Security Requirement: Yes

C.4 Performance Measures

Performance Measures	Performance Expectations
(a) Accuracy	98% of the time deliverables and tasks shall not require rework or editing and information is factually correct.
(b) Timeliness	98% of the time, schedule, due dates, and task assignments are met.
(c) Cost Control	98% of the time the task assignment's actual cost is within +/- ten percent of the task plan's cost estimate.
(d) Customer Satisfaction	98% of the time feedback to EM is satisfactory or better based on random surveys.