

## SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

### ATTACHMENT J-1:

#### DELIVERABLES

The table below summarizes the specific products the Contractor shall submit to the DOE, the type of action DOE will perform, and the date/timeframe that the Contractor shall submit the product. Durations stated in the table are in calendar days unless otherwise noted.

Deliverables are considered contract endpoints, work scope completions, products, reports or commitments that shall be delivered to DOE. The types of DOE action are defined as:

- Approval – The Contractor shall provide the deliverable to DOE for review and approval. Contractor is responsible for obtaining DOE approval. The initial deliverable shall be of sufficient quality, depth, thoroughness, and format to support DOE approval. DOE will review the deliverable and provide comments in writing. DOE comments will be discussed with the Contractor and the Contractor shall provide written responses. The Contractor shall re-write the documents to incorporate all DOE mandatory comments. Once DOE approves a deliverable or document, the Contractor shall place it under change control and shall make no changes to that document without further DOE approval.
- Information – The Contractor shall provide the deliverable to DOE for information purposes. DOE will have the option of reviewing the information and providing comments. Contractor shall respond in writing to all written comments.
- Concurrence – The Contractor shall provide the deliverable to DOE for concurrence. DOE will have the option of reviewing the information and providing comments. Contractor shall respond in writing to all written comments.

The list of Deliverables may not include all required deliverables identified in other applicable sections of the Contract, Task Orders, subtasks, DOE directives, federal regulations, or regulatory documents. However, the deliverables listed below are applicable to the entire Contract. The Contractor shall be responsible for the compliance with all applicable standards, orders and regulations under the Contract.

**General Deliverables**

<b>DEL #</b>	<b>Description</b>	<b>PWS Element</b>	<b>Frequency*</b>	<b>Submit to</b>	<b>Approval/Information/Concurrence</b>
1.	Non-Disclosure Agreements	Section C	As Required	CO	Information
2.	Monthly Status Report	Section C	Monthly at time of Section G, Invoice submittal	CO/COR	Information
3.	Recommendations/Lessons learned	Section C	As requested or in support of the PWS	COR	Information
4.	Transition Plan	Section C	Within 5 days of issuance of Notice to Proceed unless otherwise specified	CO/COR	Concurrence
5.	Field Operations Deliverables by CLIN	Section C	As Required	As Directed	Information or Approval as Directed
6.	Regulatory and Policy Affairs Deliverables by CLIN (including subtask name/number)	Section C	As Required	As Directed	Information or Approval as Directed
7.	Corporate Services Deliverables by CLIN	Section C	As Required	As Directed	Information or Approval as Directed
8.	Other Technical Services	Section C	As Required	As Directed	Information or Approval as Directed
9.	Corrective Action Plans	As required by the CO/COR	As Required; within 30 days of date of request	CO/COR as directed	Approval
10.	Organizational Conflict of Interest Management Plan	H.22	Within 15 days of issuance of initial Notice to Proceed and updated periodically as appropriate	CO	Approval
11.	Releases of Information	H.25	At least 14 days prior to the planned issue date	CO	Approval

DEL #	Description	PWS Element	Frequency*	Submit to	Approval/Information/Concurrence
12.	Submit completed badging and clearance renewal documentation	Section C	Within 60 days of badge expiration or contract renewal date	COR	Information
13.	Quality Assurance Plan (QAP)	E.3	Within 90 days of contract effective date	COR	Approval
14.	Economic bargaining parameters for which DOE reimburses costs	H.9 DOE-H-2028 Labor Relations (Oct 2018) (Revised)	Prior to and during Collective Bargaining Negotiations		Approve
15.	Collective bargaining proposals that increases or may increase allowable costs above those previously approved in the economic bargaining parameters, or that could involve changes in any pension or other benefit plans, and such other items of special interest to DOE	H.9 DOE-H-2028 Labor Relations (Oct 2018) (Revised)	During Collective Bargaining Negotiations prior to agreement to any such proposal		Approve
16.	Arbitration decisions issued by an arbitrator	H.9 DOE-H-2028 Labor Relations (Oct 2018) (Revised)	Provide within one week of receipt of the decision		Information
17.	Provide “Report of Settlement” after ratification of a collective bargaining agreement (inputting the information into the Labor Relations module of DOE’s iBenefits reporting system or successor program)	H.9 DOE-H-2028 Labor Relations (Oct 2018) (Revised)	During performance under this contract.		Information
18.	Semi-annual report on grievances for which further judicial or administrative proceedings are anticipated, and all final step grievances	H.9 DOE-H-2028 Labor Relations (Oct 2018) (Revised)	June 30 and December 31, of each year		Information
19.	Workforce Restructuring Plans	H.11 Workforce Restructuring (Deviation)	Consult with Contracting Officer or designee for timeframe to submit		Approve
20.	Annual Report on Actual and Projected Workforce Reductions	H.11 Workforce Restructuring (Deviation)	Annually, by March 15		Review
21.	Information and reports as required by DOE related to workforce restructuring activities	H.11 Workforce Restructuring (Deviation)	During performance under this contract .		Review

DEL #	Description	PWS Element	Frequency*	Submit to	Approval/Information/Concurrence
22.	Pay-in-lieu of notice beyond two work-weeks request to the Contracting Officer as part of the Workforce Restructuring notification or request for approval for all workforce reductions (voluntary and involuntary).	H.11 Workforce Restructuring (Deviation)	During performance under this contract.		Review
23.	Will respond to CO requests regarding Specific Involuntary Separation Plan requests for additional information.	H.11 Workforce Restructuring (Deviation)	Within three business days		Review
24.	Prepare and submit information as requested by the Contracting Officer regarding planned furloughs	H.11 Workforce Restructuring (Deviation)	60 days in advance of the first communication planned to be given to employees and the public.		Approve
25.	Contractor Employee Compensation Plan	H.4 Special Provisions Applicable to Workforce Transition and Employee Compensation: Pay and Benefits	Within 90 days of contract effective date.	CO	Approval
26.	Annual Contractor Salary-Wage Increase Expenditure Report	H.4 Special Provisions Applicable to Workforce Transition and Employee Compensation: Pay and Benefit	Annually, by July 1st	CO	Review
27.	A list of the top five most highly compensated executives	H.4 Special Provisions Applicable to Workforce Transition and Employee Compensation: Pay and Benefit	Annually, by March 1 <sup>st</sup>	CO	Review
28.	EM Form 3220.5, Application for Contractor Compensation Approval	H.4 Special Provisions Applicable to Workforce Transition	Within 20 days after the effective date of the Notice to Proceed.	CO	Approval

DEL #	Description	PWS Element	Frequency*	Submit to	Approval/Information/Concurrence
		and Employee Compensation: Pay and Benefit			
29.	list of Contractor personnel who will be responsible for transitioning the Incumbent Employees and for development of the transition agreements, including specifically the personnel responsible for ensuring that the Contractor complies with the National Labor Relations Act and clause H.6, <i>DOE-H-2028 Labor Relation</i>	H.5 Workforce Transition and Benefits Transition: Plans and Timeframes	Within 5 days after the effective date of the Notice to Proceed.	CO	Review
30.	Description of any and all transition agreements that it intends to enter into with the Incumbent Contractor	H.5 Workforce Transition and Benefits Transition: Plans and Timeframes	Within 5 days after the effective date of the Notice to Proceed.	CO	Review
31.	Draft Workforce Transition Plan	H.5 Workforce Transition and Benefits Transition: Plans and Timeframes	Within 10 days after the effective date of the Notice to Proceed.	CO	Review
32.	Final Workforce Transition Plan	H.5 Workforce Transition and Benefits Transition: Plans and Timeframes	Within 15 days after the effective date of the Notice to Proceed.	CO	Review
33.	Copies of the final transition agreements	H.5 Workforce Transition and Benefits Transition: Plans and Timeframes	Within 15 days after the effective date of the Notice to Proceed.	CO	Review
34.	Reports to the Contracting Officer regarding the Contractor's and its subcontractors' implementation of the hiring preferences	H.5 Workforce Transition and Benefits Transition:	Weekly, during transition period only	CO	Review

DEL #	Description	PWS Element	Frequency*	Submit to	Approval/Information/Concurrence
	required by clause H.4 <i>Special Provisions applicable to Workforce Transition and Employee Compensation: Pay and Benefits</i>	Plans and Timeframes			
35.	Benefits Transition Plan	H.5 Workforce Transition and Benefits Transition: Plans and Timeframes	Within 15 days after the effective date of the Notice to Proceed.	CO	Review
36.	Documents relating to benefit plans offered to Contractor employees, including but not limited to Summary Plan Descriptions, all Plan documents, applicable amendments, employee handbooks that summarize benefits provided to employees, and other documents that describe benefits provided to employees of the Contractor who perform work on this Contract	H.5 Workforce Transition and Benefits Transition: Plans and Timeframes	After the transition period, but at the request of the CO	CO	Review
37.	Any and all other documents pertaining to implementation of and compliance with implementation of the compensation and benefit programs identified in clause H.4 <i>Special Provisions Applicable to Workforce Transition and Employee Compensation: Pay and Benefit</i>	H.5 Workforce Transition and Benefits Transition: Plans and Timeframes	After the transition period, but at the request of the CO	CO	Review
38.	Contractor shall provide timely data responses to Departmental annual and ad hoc data requests	H.5 Workforce Transition and Benefits Transition: Plans and Timeframes	After the transition period, but within 1 day of the request of the CO	CO	Review
39.	Contractor’s Specific Plan for reducing 100 or more employees through an involuntary separation action	H.7 Workforce Restructuring (Revised) (February 2019)	At least 60 days in advance of the first communication planned to be given to the employees and public.	CO	Approval

DEL #	Description	PWS Element	Frequency*	Submit to	Approval/Information/Concurrence
40.	Any other Specific Plans	H.7 Workforce Restructuring (Revised) (February 2019)	30 business days in advance of the first communication planned to be given to the employees and public	CO	Approval
41.	Copy of the diversity analysis for involuntary separation action(s) affecting 100 or more contractor employees within a rolling 12-month period	H.7 Workforce Restructuring (Revised) (February 2019)	Prior to notification of employees selected for involuntary separation.	CO and DOE or NNSA site counsel	Review
42.	Copies of all insurance policies or insurance arrangements	H.9 DOE-H-2073 Risk Management and Insurance Programs	No later than 30 days after the purchase date	CO	Review
43.	Plan experience reports for each type of insurance (e.g., automobile and general liability)	H.9 DOE-H-2073 Risk Management and Insurance Programs	Annually, by July 1 <sup>st</sup>	CO	Review
44.	Report of insurance costs and/or self-insurance charges.	H.9 DOE-H-2073 Risk Management and Insurance Programs	Annually, by July 1 <sup>st</sup>	CO	Review
45.	Additional claim financial experience data	H.9 DOE-H-2073 Risk Management and Insurance Programs	At CO Request	CO	Review
46.	Any change in program direction including Successor Contractor or Insurance Policy Cancellation	H.9 DOE-H-2073 Risk Management and Insurance Programs	Prior to Cancellation	CO	Approval
47.	Ensure insurance coverage replacement is maintained	H.9 DOE-H-2073 Risk Management and Insurance Programs	Ongoing, at CO request	CO	Approval

DEL #	Description	PWS Element	Frequency*	Submit to	Approval/Information/Concurrence
48.	Summary Overtime Justification Report of the overtime hours worked	H.10 Overtime Control Reporting	Six (6) months after the NTP and annually thereafter, no later than November 30 of each year	CO	Review
49.	Performance Guarantee Agreement	H.12 DOE-H-2016 Performance Guarantee Agreement (Oct 2014)		CO	Review
50.	Performance Guarantee Agreement	H.13 DOE-H-2017 Responsible Corporate Official and Corporate Board of Directors (Oct 2014) (Revised)		CO	Review
51.	A quarterly report using appropriate corporate metrics for DOE review including risk-informed and credible self-assessment that includes individual project performance, technical solutions, as needed, and appropriate coverage of potentially high consequence activities under the contract	H.13 DOE-H-2017 Responsible Corporate Official and Corporate Board of Directors (Oct 2014) (Revised)	Quarterly	CO	Review
52.	A diversity plan covering the full period of performance	H.21 DOE-H-2046 Diversity Program (Oct 2014)	Withing 60 calendar days of Notice to Proceed	CO	Approval
53.	The potential impact of the Contractor's compliance with the revised list of DOE directives	H.33 DOE-H-2071 Department of Energy Directives (Oct 2014)	Within 30 days of Notice to Proceed	CO	Review
54.	The award of any subcontract the Contractor believes may be subject to the requirements of 10 CFR part 707	H.37 DOE-H-2080 Agreement Regarding Workplace Substance Abuse Programs at DOE Sites (Apr 2018)	In advance of, but not later than 30 days prior to award	CO	Review
55.	Annual Parent Organization Support Plan (POSP)	H.39 Parent Organization Support	At least 30 days prior to the end of the Contract Transition Period;	CO	Approval



DEL #	Description	PWS Element	Frequency*	Submit to	Approval/Information/Concurrence
			or the commencement date of parent organization support		
56.	Any subsequent POSP	H.39 Parent Organization Support	At least 60 days prior to the start of each year of Contract performance	CO	Approval

\* “days” refers to calendar days.

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