

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. The 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. If necessary, the Contractor shall revise the deliverable to incorporate mandatory comments and resubmit for DOE approval. Once DOE approves a deliverable or document, the Contractor shall place it under change control with changes requiring DOE approval. It is not intended that editorial changes or corrections that do not alter commitments would require new 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. The 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, 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.

The Contractor shall provide all deliverables to DOE in searchable electronic format (e.g., PDF) in addition to hardcopy. Letters shall be provided to DOE in an editable electronic format (e.g., Microsoft Word). Deliverables shall be provided in editable electronic format when specified or requested. For reoccurring deliverables (e.g., quarterly, semi-annual), the subject line shall incorporate the year/quarter/month of the deliverable as applicable.

Deliverable due dates which coincide with non-working days or recognized Holidays shall be due by the close of business on the last regular business day prior to the due date identified. Deliverables that have been rejected or returned by DOE shall be resubmitted to DOE within ten calendar days of notification of rejected or returned deliverable.

General Deliverables

#	Description	Reference	Frequency*	DOE Contact	DOE Action
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	Approval
5.	Subcontract Consent Packages	Section C	Within 30 days of issuance of Notice to Proceed	CO	Approval
6.	Field Operations Deliverables by CLIN	Section C	As Required	As Directed	Information or Approval as Directed
7.	Regulatory and Policy Affairs Deliverables by CLIN	Section C	As Required	As Directed	Information or Approval as Directed
8.	Corporate Services Deliverables by CLIN	Section C	As Required	As Directed	Information or Approval as Directed
9.	Other Technical Services	Section C	As Required	As Directed	Information or Approval as Directed
10.	Corrective Action Plans	As required by the CO/COR	As Required; within 30 days of date of request	CO/COR as directed	Approval
11.	Organizational Conflict of Interest Management Plan	Section H DOE-H-2035 Organizational Conflict of Interest Management Plan (Oct 2014) (Revised)	Within 15 days of issuance of initial Notice to Proceed and updated periodically as appropriate	CO	Approval

#	Description	Reference	Frequency*	DOE Contact	DOE Action
12.	Releases of Information	Section H DOE-H-2048 Public Affairs – Contractor Releases of Information (Oct 2014)	At least 14 days prior to the planned issue date	CO	Approval
13.	Submit completed badging and clearance renewal documentation	Section C	Within 60 days of badge expiration or contract renewal date	COR	Information
14.	Quality Assurance Plan (QAP)	Section E.3 U.S. Department of Energy Office of Environmental Management Quality Assurance Plan (QAP)	Within 90 days of contract effective date	COR	Approval
15.	Economic bargaining parameters for which DOE reimburses costs	Section H DOE-H-2028 Labor Relations (Oct 2014) (Revised)	Prior to and during Collective Bargaining Negotiations		Approve
16.	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	Section H DOE-H-2028 Labor Relations (Oct 2014) (Revised)	During Collective Bargaining Negotiations prior to agreement to any such proposal		Approve
17.	Arbitration decisions issued by an arbitrator	Section H DOE-H-2028 Labor Relations (Oct 2014) (Revised)	Provide within one week of receipt of the decision		Information
18.	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)	Section H DOE-H-2028 Labor Relations (Oct 2014) (Revised)	During performance under this contract.		Information

#	Description	Reference	Frequency*	DOE Contact	DOE Action
19.	Semi-annual report on grievances for which further judicial or administrative proceedings are anticipated, and all final step grievances	Section H DOE-H-2028 Labor Relations (Oct 2014) (Revised)	June 30 and December 31, of each year		Information
20.	Workforce Restructuring Plans	Section H Workforce Restructuring (Feb 2019) (Revised)	Consult with Contracting Officer or designee for timeframe to submit		Approve
21.	Annual Report on Actual and Projected Workforce Reductions	Section H Workforce Restructuring (Feb 2019) (Revised)	Annually, by March 15		Information
22.	Information and reports as required by DOE related to workforce restructuring activities	Section H Workforce Restructuring (Feb 2019) (Revised)	During performance under this contract.		Information
23.	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).	Section H Workforce Restructuring (Feb 2019) (Revised)	During performance under this contract.		Information
24.	Will respond to CO requests regarding Specific Involuntary Separation Plan requests for additional information.	Section H Workforce Restructuring (Feb 2019) (Revised)	Within three business days		Information
25.	Prepare and submit information as requested by the Contracting Officer regarding planned furloughs	Section H Workforce Restructuring (Feb 2019) (Revised)	60 days in advance of the first communication planned to be given to employees and the public.		Approve
26.	Contractor Employee Compensation Plan	Section H Special Provisions Applicable to Workforce Transition and Employee Compensation: Pay and Benefits	Within 90 days of contract effective date.	CO	Approval

#	Description	Reference	Frequency*	DOE Contact	DOE Action
27.	Annual Contractor Salary-Wage Increase Expenditure Report	Section H Special Provisions Applicable to Workforce Transition and Employee Compensation: Pay and Benefit	Annually, by July 1st	CO	Information
28.	A list of the top five most highly compensated executives	Section H Special Provisions Applicable to Workforce Transition and Employee Compensation: Pay and Benefit	Annually, by March 1 st	CO	Information
29.	EM Form 3220.5, Application for Contractor Compensation Approval	Section H Special Provisions Applicable to Workforce Transition and Employee Compensation: Pay and Benefit	Within 20 days after the effective date of the Notice to Proceed.	CO	Approval
30.	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>	Section H Workforce Transition and Benefits Transition: Plans and Timeframes	Within 5 days after the effective date of the Notice to Proceed.	CO	Information
31.	Description of any and all transition agreements that it intends to enter into with the Incumbent Contractor	Section H Workforce Transition and Benefits Transition: Plans and Timeframes	Within 5 days after the effective date of the Notice to Proceed.	CO	Information
32.	Draft Workforce Transition Plan	Section H Workforce Transition and Benefits Transition: Plans and Timeframes	Within 10 days after the effective date of the Notice to Proceed.	CO	Information

#	Description	Reference	Frequency*	DOE Contact	DOE Action
33.	Final Workforce Transition Plan	Section H Workforce Transition and Benefits Transition: Plans and Timeframes	Within 15 days after the effective date of the Notice to Proceed.	CO	Information
34.	Copies of the final transition agreements	Section H Workforce Transition and Benefits Transition: Plans and Timeframes	Within 15 days after the effective date of the Notice to Proceed.	CO	Information
35.	Reports to the Contracting Officer regarding the Contractor’s and its subcontractors’ implementation of the hiring preferences required by clause H.4 <i>Special Provisions applicable to Workforce Transition and Employee Compensation: Pay and Benefits</i>	Section H Workforce Transition and Benefits Transition: Plans and Timeframes	Weekly, during transition period only	CO	Information
36.	Benefits Transition Plan	Section H Workforce Transition and Benefits Transition: Plans and Timeframes	Within 15 days after the effective date of the Notice to Proceed.	CO	Information
37.	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	Section H Workforce Transition and Benefits Transition: Plans and Timeframes	After the transition period, but at the request of the CO	CO	Information
38.	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>	Section H Workforce Transition and Benefits Transition: Plans and Timeframes	After the transition period, but at the request of the CO	CO	Information

#	Description	Reference	Frequency*	DOE Contact	DOE Action
39.	Contractor shall provide timely data responses to Departmental annual and ad hoc data requests	Section H Workforce Transition and Benefits Transition: Plans and Timeframes	After the transition period, but within 1 day of the request of the CO	CO	Information
40.	Contractor’s Specific Plan for reducing 100 or more employees through an involuntary separation action	Section H 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
41.	Any other Specific Plans	Section H 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
42.	Copy of the diversity analysis for involuntary separation action(s) affecting 100 or more contractor employees within a rolling 12-month period	Section H Workforce Restructuring (Revised) (February 2019)	Prior to notification of employees selected for involuntary separation.	CO and DOE or NNSA site counsel	Information
43.	Copies of all insurance policies or insurance arrangements	Section H DOE-H-2073 Risk Management and Insurance Programs	No later than 30 days after the purchase date	CO	Information
44.	Plan experience reports for each type of insurance (e.g., automobile and general liability)	Section H DOE-H-2073 Risk Management and Insurance Programs	Annually, by July 1 st	CO	Information
45.	Report of insurance costs and/or self-insurance charges.	Section H DOE-H-2073 Risk Management and Insurance Programs	Annually, by July 1 st	CO	Information
46.	Additional claim financial experience data	Section H DOE-H-2073 Risk Management and Insurance Programs	At CO Request	CO	Information
47.	Any change in program direction including Successor Contractor or Insurance Policy Cancellation	Section H DOE-H-2073 Risk Management and Insurance Programs	Prior to Cancellation	CO	Approval
48.	Ensure insurance coverage replacement is maintained	Section H DOE-H-2073 Risk Management and Insurance Programs	Ongoing, at CO request	CO	Approval
49.	Summary Overtime Justification Report of the overtime hours worked	Section H Overtime Control Reporting	Six (6) months after the NTP and annually thereafter, no later than November 30 of each year	CO	Information

#	Description	Reference	Frequency*	DOE Contact	DOE Action
50.	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	Section H DOE-H-2017 Responsible Corporate Official and Corporate Board of Directors (Oct 2014) (Revised)	Quarterly	CO	Information
51.	Accounting System criteria documentation per DOE-H-2025	Section H DOE-H-2025 Accounting System Administration (Oct 2014) (Revised)	No later than 120 days after contract award; updates and notifications thereafter	CO	Approval
52.	Contractor Purchasing System criteria documentation per DOE-H-2026	Section H DOE-H-2026 Contractor Purchasing System Administration (Oct 2014) (Revised)	No later than 120 days after contract award; updates and notifications thereafter	CO	Approval
53.	The potential impact of the Contractor's compliance with the revised list of DOE directives	Section H DOE-H-2071 Department of Energy Directives (Oct 2014)	Within 30 days of Notice to Proceed	CO	Information
54.	The award of any subcontract the Contractor believes may be subject to the requirements of 10 CFR part 707	Section H 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 of a covered subcontract	CO	Information
55.	Annual Parent Organization Support Plan (POSP)	Section H Parent Organization Support	At least 30 days prior to the end of the Contract Transition Period; or the commencement date of parent organization support	CO	Approval
56.	Any subsequent POSP	Section H Parent Organization Support	At least 60 days prior to the start of each year of Contract performance	CO	Approval

* “days” refers to calendar days.