

**PART I – THE SCHEDULE**

**SECTION C**

**PERFORMANCE WORK STATEMENT (PWS)**

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## **C.1 GENERAL**

The Paducah (PAD) site is located in western McCracken County, 10 miles west of Paducah, Kentucky, between U.S. Highway 60 and the Ohio River. The site consists of a former gaseous diffusion plant and the Depleted Uranium Hexafluoride (DUF<sub>6</sub>) conversion facilities. Facilities utilized for the gaseous diffusion enrichment operations have been placed in stand-by or are undergoing the process of deactivation and remediation (D&R). The PAD site is approximately 3,556 acres divided as follows:

- Approximately 1,450 acres utilized for site operations;
- Approximately 133 acres in acquired easements; and
- 1,973 acres licensed to the Commonwealth of Kentucky as part of the West Kentucky Wildlife Management Area (WKWMA).

### **C.1.1 Background**

The U.S. Department of Energy (DOE) Portsmouth Paducah Project Office (PPPO) located in Lexington, Kentucky is responsible for the administration of the Contract, performing project oversight in the areas of finance, legal, and project management. Additional oversight personnel from PPPO are located at the PAD site.

DOE has prime contractors that support ongoing activities at the PAD site. The number of contractors and scope of the contracts may change during the period of performance of this Contract. The current contractors and their respective summary scopes are described below.

- (a) The D&R Contractor is responsible for the deactivation of the Paducah Gaseous Diffusion Plant (PGDP) facilities, preparing the facilities for future demolition, and for environmental remediation activities;
- (b) The Operations and Site Mission Support (OSMS) Contractor is responsible for the operation of the DUF<sub>6</sub> Conversion Plant and management of DUF<sub>6</sub> cylinders; and provides common services including but not limited to protective force, emergency management/response, material control and accountability, and utilities; and
- (c) Technical Support Services (TSS) Contractors provide environmental, technical, and administrative support services directly to DOE.

During the term of this Contract, the Infrastructure Support Services (ISS) Contractor (herein referred to as the Contractor) shall interface with the other site contractors.

### **C.1.2 Goals and Objectives**

The primary objective of this Contract is to perform ISS at the PAD site, which includes: Surveillance, Maintenance, and Repair and Construction/Replacement of Facilities; Custodial Services; Grounds Maintenance, Snow Removal, and Pest Control; Roadway Parking and Lot Maintenance; Fleet Management; Real Property Management; Records Management and Document Control; Safeguards and Security (S&S); Environment Safety, Health, and Quality Program; Engineering; Training Services; Mail Services; Waste Management, Pollution Prevention, and Other Activities and Support to DOE.

### **C.1.3 Contractor Performance**

The Contractor shall ensure that all its activities are performed in compliance with applicable Federal, State, local laws and regulations, Executive Orders, DOE directives, and regulatory agreements and Orders in accordance with Section H clause, *Contractor Acceptance of Notices of Violation or Alleged Violations, Fines, and Penalties (Oct 2014) (Revised)*. This includes protection and preservation of cultural, historic, or archeological resources, and constraints imposed by regulatory agreements between DOE and regulatory agencies. References to DOE directives in this Contract are provided for information and general understanding; however, Section J, Attachment J-2, *Requirements Sources and Implementing Documents*, contains the specific version of the DOE directive applicable to this Contract and are considered principal requirements. The Contractor shall submit deliverables to DOE in accordance with Section C.1.4.

### **C.1.4 Documents, Exhibits, and Other Attachments**

A summary of the Contract deliverables is provided in Section J, Attachment J-4, *Summary of Contract Deliverables*; however, the summary list does not include all required deliverables identified in the Contract. The Contractor shall be responsible for all the deliverables specified in all sections of the Contract, applicable standards, DOE directives, federal regulations, and regulatory documents under the Contract. For clarity purposes, when a reference is provided as to “days” it shall mean calendar days unless otherwise stated.

## **C.2 CONTRACT TRANSITION AND CLOSEOUT**

### **C.2.1 Incoming Transition**

The Contract Transition Period is 60 days. DOE will issue a written Notice to Proceed (NTP), identifying the effective date of the Transition Period. The Contractor shall fully mobilize on the effective date of the NTP. During the Transition Period, the Contractor shall perform all activities that are necessary to transition work from the incumbent contractor(s) in a manner that:

- (a) Ensures that all work for which the Contractor is responsible under the Contract is continued without disruption;
- (b) Provides for an orderly transfer of resources, responsibilities, and accountability from the incumbent contractor(s);
- (c) Assume utility accounts, as stated in Section C.3.12.
- (d) Provides for the ability of the Contractor to perform the work in an efficient, effective, and safe manner; and
- (e) Interfaces and coordinates with incumbent contractors along with any contractor(s) transitioning in parallel with shared transition elements.

Workforce transition shall be managed in accordance with the requirements of applicable Section H clause, *Contractor Human Resource Management Clauses*.

The Contractor shall establish the necessary logistical support (office space, computers, telephone, etc.) to execute the 60-day Transition Period and shall ensure all necessary personnel, including key personnel for the Contractor, are available during the full Transition Period, unless specifically directed otherwise by the Contracting Officer (CO). Required key personnel shall meet the requirements detailed in Section H clause, DOE-H-2070, *Key Personnel – Alternate I*.

The desired outcome is the Contractor's readiness to assume responsibility for operations during execution of the Contract upon CO direction.

The Contractor shall perform the activities necessary to declare readiness to assume responsibility for the:

- (f) Facilities, activities, and in-process work documented within the Contract,
- (g) Incumbent contractor's subcontracted work as deemed necessary, and
- (h) Workforce in accordance with the requirements of Section H, *Contractor Human Resources Management Clauses*, of this Contract.

The Contractor shall submit a Transition Plan (see Section J, Attachment J-4, *Summary of Contract Deliverables*) for DOE approval that provides a description of all necessary transition activities, a list of the organizations involved, and a transition schedule, including key milestones. The Contractor is responsible for performing due diligence to ensure that all transition activities are identified and completed during the Transition Period.

The list below includes the major elements required for transition of the Contract, but does not include all transition requirements. The Contractor may identify and include additional elements in the transition plan as directly applicable to the Contractor's transition approach. The following items shall be addressed in the Transition Plan:

- (a) **Public Release Statement:** Within 72 hours following the effective date of the NTP, the Contractor shall release on its own website a brief executive summary of its offer including the following elements:
  - (1) Name of Contractor including the identification of teaming partners and subcontractors, and a description of the experience that each party brings to the project,
  - (2) Summary/description of Contractor's management approach,
  - (3) Organizational structure and identification of key personnel,
  - (4) Contractor performance commitments,
  - (5) Brief overview of Contractor's work on similar projects,
  - (6) Commitments to the community, and
- (b) **Implementation of Contractor Human Resource Management Requirements:** The Contractor's Transition Plan shall include a description of the Contractor's implementation of human resource management consistent with Section H, *Contractor Human Resources Management Clauses*.
- (c) **Inter-contractor Ordering and Financial Agreements:** The Contractor shall develop the inter-contractor ordering and financial agreements necessary to support transition and Contract performance, and shall be responsible for the costs incurred under these agreements. These agreements cannot contradict the contract(s) or expand any contractors' scope.
- (d) **Programs and Procedures:** To ensure continuity of operations, the Contractor may blue-sheet, as applicable, the incumbent contractor's programs and procedures, e.g., documented



safety analysis, technical safety requirements, operating procedures, etc. prior to exiting transition, provided the Contractor has formally reviewed the programs and procedures to ensure compliance with Contract requirements, current regulatory requirements, DOE Orders and directives, and the Contractors' organizational roles and responsibilities. The Contractor shall revise those programs and procedures it deems necessary, provided the programs and procedures remain in compliance with DOE requirements, and shall maintain its plans, procedures, programs, etc. in accordance with this Contract. Revised program and procedures, requiring approval by DOE prior to exiting from transition shall be identified. Programs and procedures that are blue-sheeted shall be updated to the new Contractor's organization within 120 days of the effective date for the Contractor's Assumption of Operations (AOO), which is the CO's response to the Contractor's Declaration of Readiness.

- (e) **Contractor Performance Baseline (CPB):** The Contractor shall submit an initial CPB, an interim CPB, and a Final CPB in accordance with the requirements of Section C.3.4.1.1, *Contractor Performance Baseline (CPB)*.
- (f) **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. A schedule with a critical path identified shall be provided as part of the Transition Plan.
- (g) **Government-owned Property:** All real and personal property currently accountable to the incumbent contractor(s) for Contract performance will be provided to the Contractor as stated in Section J, Attachments J-4, *Summary of Contract Deliverables*, and J-5, *PPPO Site Services and Interface Requirements Matrix*. During the Transition Period, an inventory record of such property in the DOE Facilities Information Management System (FIMS) and the incumbent contractor(s)' personal property databases will be provided to the Contractor. Specifically, the following property acceptance requirements shall be implemented:
  - (1) The Contractor shall perform a joint comprehensive physical inventory with the incumbent contractor(s) of all accountable high-risk and sensitive property, as defined in CFR Title 41, Chapter 109, and shall accept full accountability for the high-risk and sensitive property at the Transition Period conclusion;
  - (2) The Contractor shall accept transfer of accountability for the remaining government-owned real and personal property not covered under paragraph (1), based on existing inventory records on an as-is, where-is basis, or shall perform a wall-to-wall inventory within the Transition Period. Any discrepancies with the existing inventory records shall be reported to the CO. If the physical inventory is not accomplished within the allotted time frame, the previous contractor's records will become the inventory baseline; and
  - (3) Once the Standard Form 122, *Transfer Order – Excess Personal Property*, is completed and approved by the CO/Organizational Property Management Officer, the Contractor shall assume responsibility and liability for subsequent losses and damages.

- (h) **DOE S&S Survey:** During the Transition Period and prior to the effective date for the Contractor's AOO, the Contractor shall be subject to a DOE S&S initial survey conducted in coordination with the incoming and incumbent contractor(s) for activities performed through this Contract. The Initial Security Survey is a comprehensive review by the Officially Designated Federal Security Authority (ODFSA) of the security status at a facility that is a candidate for a Facility Security Clearance (FCL) conducted to determine whether the facility in question meets established standards for the protection of the security interests and activities to be covered by the FCL. The Contractor shall appoint a PAD Facility Security Officer (FSO) as per the requirement in Section L.7(h), Facility Clearance Verification (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The PAD FSO will be listed on DOE F 470.1, *Contract Security Classification Specification* (CSCS) as the FSO after the Transition Period has concluded.
- (i) **Legal Management Transition:** The Contractor shall ensure all legal management activities are addressed pursuant to Section H clause, *Legal Management*, and 10 CFR § 719.
- (j) **Communication of Contractor's Approach:** The Contractor shall communicate its approach and commitments for accomplishing the scope of the Contract to workers, federal staff, stakeholders, and other interested entities during the Transition Period.
- (k) **Graded Approach:** The Contractor shall submit a *Graded Approach for Implementation of Contract Requirements Plan*, prior to the Transition Period conclusion (see Section J, Attachment J-4, *Summary of Contract Deliverables*), to streamline processes, apply a graded approach, and identify efficiencies and performance improvements (e.g., DOE directives, regulations, and others) that are critical to accomplishing the site mission. The plan shall include a review and recommendations of changes to the current site standards and implementing procedures for the elimination of non-requirements, unnecessary work activities, and/or streamlining of processes. The Graded Approach is not to delete directives from List B but rather to look at procedures, processes, etc., and remove the activities and extra requirements that have been added over the years and are no longer required by the DOE directives. The Contractor shall interface with the other site contractors on proposed changes, as necessary. The Contractor shall not propose changes that result in overall increases to DOE (e.g., re-allocate cost to another contractor).
- (l) **Design Authority:** The Contractor shall assume Design Authority responsibilities at the Transition Period conclusion.
- (m) **Telecommunications:** The Contractor shall be responsible for the consolidation and provision of telecommunications for all assigned facilities, including those being transitioned from other site contractors (OSMS, D&R, etc.) to this Contract. The Transition Plan shall address the strategy on how the consolidation and integration of the requirements associated with the service for all assigned facilities will be conducted.
- (n) **Declaration of Readiness:** The Contractor shall submit a *Declaration of Readiness to Execute the Contract* (see Section J, Attachment J-4, *Summary of Contract Deliverables*) prior to Transition Period conclusion, which indicates the Contractor's readiness to assume responsibility for operations during execution of the Contract upon CO direction. The Contractor shall also identify any post-transition activities that are required to be completed

(e.g., notifications to outside agencies of transfer of co-operator responsibilities, completion of procedure updates).

Upon acceptance of the declaration of readiness, the CO will issue an AOO authorization specifying the effective date that the Contractor shall assume responsibility for all Contract requirements.

### **C.2.2 Outgoing Transition and Closeout**

The desired outcome is a seamless outgoing transition of full Contract responsibilities to a successor contractor.

The Contractor recognizes that the work and services covered by this Contract are vital to the DOE mission and shall be maintained without interruption, both at the commencement and the expiration of this Contract (as described in this section). Therefore:

- (a) At the expiration of the Contract term or any earlier termination thereof, the Contractor shall cooperate with a successor contractor or DOE by allowing its employees to interview for possible employment. For those employees who accept employment with the successor contractor, such employees shall be released in a coordinated manner with the successor contractor. The Contractor shall cooperate with the successor contractor and DOE with regard to the termination or transfer arrangements for such employees to ensure maximum protection of employee service credits and fringe benefits; and
- (b) C.2.2 shall flowdown to subcontracts as approved by the CO.

Following notification by the CO of the transition to a successor contractor, the Contractor shall:

- (a) Submit a *Phase-Out Transition Plan* (see Section J, Attachment J-4, *Summary of Contract Deliverables*) to include its approach to adequately phase-out all activities and transition existing status and continuing activities to the successor contractor.
  - (1) The *Phase-Out Transition Plan* shall include a proposed date by which the Contractor will transition responsibility to the successor contractor. In addition, the *Phase-Out Transition Plan* shall also include a schedule of major activities, and address at a minimum:
    - a. A training and orientation program for the successor contractor to inform the incoming contractor of the PWS included in the Contract and other specific requirements associated with work efforts at the PAD site;
    - b. Communication process including interface agreements between DOE, the Contractor, assigned subcontractors, incumbent employees, other site contractors, regulators and the public;
    - c. Identification of key transition issues and milestones;
    - d. Identification of a transition team (inclusive of consultants and teaming members, if any);
    - e. Approach to minimizing impacts on continuity of operations;
    - f. Dispute resolution;
    - g. Transition of programs, plans, property and projects;

- h. Transition and/or modification of necessary permits, which shall include list of permits and purpose.
  - i. Transition of existing management and operating systems, plans, procedures, programs (e.g., Worker Safety and Health plan, Quality Assurance plan, Integrated Safety Management (ISM) System program, Occupational Radiation Protection Program (RPP), Waste Management Program, Records Management Program, etc.);
  - j. Transition of all Contract responsibilities, functions, and activities;
  - k. Transition of all interface control documents; and
  - l. Transition of any other documents or records that would be required for a successor contractor to perform adequately and efficiently.
- (2) The *Phase-Out Transition Plan* shall also include a transfer walkthrough of all real and personal property currently accountable to the Contractor. During the outgoing transition, the Contractor shall provide an inventory record of such property in the DOE FIMS and Contractor's personal property databases to the follow-on contractor. Specifically, the following property acceptance requirements shall be implemented:
- a. The Contractor shall perform a joint wall-to-wall physical inventory with the successor contractor of all accountable high-risk and sensitive property during the outgoing transition and obtain the successor contractor's full accountability for the high-risk and sensitive property by the conclusion of the outgoing transition period.
  - b. The Contractor shall obtain the successor contractor's acceptance, at the conclusion of the outgoing contract transition period, of the transfer of accountability for the remaining government-owned real and personal property not covered under paragraph (e)(1), based on existing inventory records, on an "as-is, where-is" basis. The successor contractor shall be responsible for reporting any discrepancies from the existing inventory records to the CO. If the physical inventory is not accomplished within the allotted timeframe, the Contractor's records will become the inventory baseline; and
  - c. The Contractor shall work with DOE Property Manager, Fleet Manager and Realty Officer and provide the property and vehicle reports for the phase-out transition.
- (b) Perform activities that are necessary to transition the work under this Contract seamlessly to the successor contractor, or DOE 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 Contractor; and
  - (3) Provides the successor contractor the ability to perform the work in an efficient, effective, and safe manner.

- (c) Maintain full responsibility for all Contract stated work until assumption thereof by the successor contractor. The Contractor shall execute the proposed plan or any part thereof in accordance with the CO's direction and approval.

Upon DOE approval of the *Phase-Out Transition Plan*, the Contractor shall complete the activities described in the plan by the end date of the Contract. The Contractor shall also cooperate with and support the successor contractor's phase-in plan.

### **C.3 PROJECT MANAGEMENT AND ADMINISTRATION**

#### **C.3.1 General Administration**

The Contractor shall plan, integrate, manage, and execute the programs, projects, operations, and other activities as described in this Contract. The Contractor shall provide a staff equipped with the necessary management, technical expertise, and experience to ensure performance objectives and standards are met.

The Contractor shall provide general operations oversight and project management functions to enable the safe and secure operation of the infrastructure activities. In addition, the Contractor shall be responsible for the operations, environment, safety, health, and quality assurance within its own organization and for flowing down the applicable Environment, Safety, Health, and Quality (ESH&Q) requirements into its subcontracts and for overseeing the implementation in its subcontractors' organizations.

The scope of this Contract requires some personnel to have "Q" or "L" security clearances. Positions should be evaluated and clearances should only be requested for those that have specific duties that require clearances. The Contractor is required to provide escorts for its own personnel who are not cleared, when required.

The Contractor shall submit a schedule for all contract submissions and deliverables to include the dates (see Section J, Attachment J-4, *Summary of Contract Deliverables*) in order to facilitate the DOE review process over the Contractor's performance period. For documents requiring DOE approval, the schedule shall allow for the submission of a draft document to DOE for review and comment, and a final document for DOE approval.

The Contractor shall interface and work in collaboration with the prime contractors at the PAD site as well as DOE, and non-DOE organizations [e.g., Environmental Protection Agency (EPA), Defense Nuclear Facilities Safety Board, etc.] for its activities and functions.

The Contractor shall manage specific elements of the PAD site General Support System (GSS) as stated in this PWS. The GSS is the business support system that facilitates the services and resources needed to support the local DOE prime contractors. The OSMS Contractor manages the overall GSS which includes, but is not limited to: human resource systems, financial/accounting systems, authenticated file-shares for collaboration, document management systems, printing services, Automated Access Control Systems (AACS), and telecommunications. The Contractor shall manage specific elements of the GSS as stated in this PWS.

#### **C.3.2 Environment, Safety, Health, and Quality (ESH&Q)**

The Contractor's ISM System and ESH&Q Programs shall be operated as an integral, but visible, part of how the Contractor conducts business. These programs shall include: prioritizing work

planning and execution; establishing clear ESH&Q roles and responsibilities; allocating sufficient resources to address programmatic and operational considerations; and correcting non-compliances and addressing all hazards for all facilities, operations, and work. The Contractor shall ensure that cost reduction efforts and efficiency efforts are fully compatible with ESH&Q performance.

The Contractor shall actively participate and support the site's standing groups/committees, including the site wide planning and programmatic committees (e.g., Shared Site, Stop Committee, Electrical Safety, etc.), as applicable to the scope of the Contract. If requested, the Contractor shall also chair and coordinate meetings, including preparation of agendas and minutes for these types of committees.

### **C.3.2.1 Worker Health and Safety**

The Contractor shall submit a *Worker Safety and Health Program (WSHP)* (see Section J, Attachment J-4, *Summary of Contract Deliverables*), that is compliant with the requirements specified in 10 CFR § 851, *Worker Safety and Health Program*, and when implemented will reduce or prevent occupational injuries, illnesses, and accidental losses.

The Contractor's safety program shall integrate with other site-specific worker protection activities. The Contractor shall ensure the WSHP addresses and encompasses all work to be Contractor performed at the PAD site.

The WSHP shall be applicable to the Contractor's subcontractors performing work and the Contractor shall ensure that all of its subcontractors performing work comply with the approved WSHP.

The Contractor shall report all occupational safety and health information on a quarterly basis as required in DOE Order (O) 231.1, *Environment, Safety, and Health Reporting*. This reporting shall include electronic submission of injury and illness reports using the Computerized Accident/Incident Reporting System (CAIRS) and notification to the CO. The Contractor shall take all actions necessary to preclude serious injuries and/or fatalities; keep worker radiation exposures and environmental releases As Low As Reasonably Achievable and below established limits; minimize the generation of waste; maintain or increase protection of the environment; and maintain or increase public and worker safety and health.

The Contractor shall comply with all applicable safety and health requirements set forth in the PPPO Federal Employee Occupational Safety and Health (FEOSH) Program. In performance of the work, the Contractor shall provide a safe and healthful workplace and must comply with the PPPO approved FEOSH Program and all applicable federal and state environment, health, and safety regulations.

The Contractor shall provide personnel monitoring, equipment and maintenance, personal protective equipment [including, but not limited to, respirators, cold weather gear, and specialty equipment and services (e.g., fall protection harnesses, combustible gas monitoring, oxygen monitoring, noise-level monitoring, industrial safety equipment, and protective gear associated with the Contractor's safety program and policies)].

The Contractor shall provide medical screening of the DOE field office personnel and direct DOE support personnel, if required, to enter the work areas and meet the requirements of the WSHP (10 CFR § 851) or RPP (10 CFR § 835).

This service shall be in accordance with DOE O 341.1, *Federal Employee Health Services*, Contracts Requirements Document (CRD) Section 2(a)(4)(d). No other requirements of DOE O 341.1 CRD are applicable to the Infrastructure Support Services Contractor.

The Contractor shall comply with the Site-wide Master Lock & Tagout Program (also known as the Lock and Tag Program) administered by the OSMS Contractor.

The Contractor shall be responsible for maintaining current lockout/tagout (LOTO) training for affected employees and complying with the LOTO program. Work activities requiring LOTO permits shall be coordinated with the OSMS Contractor.

### **C.3.2.2 Integrated Safety Management**

The Contractor shall establish and maintain a ISM program as required by 48 CFR § 970.5223-1, *Integration of Environment, Safety, and Health into Work Planning and Execution*. The ISM program shall ensure that safety and environmental protection consideration are integrated throughout the entire work planning and execution process (including subcontracts as appropriate) and shall extend through the execution of individual work packages where job-site safety is ensured for each worker. The Contractor shall ensure consistency of its own ISM program with other site contractors' safety requirements when performing work in facilities/areas assigned to other site contractors. The Contractor shall work with the facility owners to ensure compliance with safety requirements and resolve any discrepancies that may exist. The Contractor shall ensure that the principles of ISM serve as the foundation of the implementing mechanisms for work at the PAD site.

A comprehensive *Environmental Management System (EMS)* based upon the International Organization for Standardization (ISO) 14001 EMS standard shall be submitted to the CO (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The EMS shall include measures to address federal sustainability requirements in compliance with DOE O 436.1, *Departmental Sustainability*, other applicable DOE Orders, and the DOE Strategic Sustainability Performance Plan. The EMS shall be certified to the ISO 14001 standard by an accredited independent registrar within 12 months after the end of Contract transition.

The Contractor shall serve as the consolidating contractor and submit a *Site Sustainability Plan* to the CO (see Section J, Attachment J-4, *Summary of Contract Deliverables*), and include the Comprehensive Energy Data Report. The Contractor shall ensure the information is accurate and consistent prior to submittal to DOE for review.

The Contractor shall ensure workers are involved in work planning and integrate the concepts of continuous improvement into work activities (e.g., the ISO and Voluntary Protection Program Star). The Contractor shall submit a compliant *ISM System Description* document to the CO (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The Contractor may establish a separate EMS Description document that is complementary to the ISM Description to facilitate ISO 14001 certification.

The Contractor shall submit Performance Objectives, Measures, and Commitments (POMCs). POMCs shall be reviewed annually in response to DOE program and budget guidance and updated to ensure the integrity of the system. The Contractor shall submit the revised POMCs (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

### **C.3.2.3 Radiation Protection Program and Radiological Site Services**

The Contractor shall conduct all radiological activities in compliance with a documented *RPP* approved by DOE meeting the requirements of 10 CFR § 835 *Occupational Radiation Protection* and DOE-STD-1136-2017, *Good Practices for Occupational Radiological Protection in Uranium Facilities*. For radiological work in other contractors' facilities, the Contractor shall work to procedures or work control documentation consistent with the D&R contractor's approved *RPP*. The Contractor shall submit the written *RPP* documentation to the CO (see Section J, Attachment J-4, *Summary of Contract Deliverables*). Annually, the Contractor shall submit the written *RPP* documentation for approval.

The Contractor shall provide response(s) within five business days to employee and public concerns regarding radiological activities and the impact of these activities on the health and safety of the community.

Dosimetry services (internal bioassay and external dosimetry) shall be provided to the Contractor by the OSMS Contractor (see Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*).

### **C.3.2.4 Quality Assurance**

The Contractor shall submit a *Quality Assurance Program (QAP)* to the CO (see Section J, Attachment J-4, *Summary of Contract Deliverables*), in accordance with 10 CFR § 830 *Subpart A*; DOE O 414.1, *Quality Assurance*; associated DOE directives referenced herein (i.e., Policies, Manuals, and Orders); and Section E.2 *DOE-E-2001 Inspection and Acceptance*.

The Contractor's *QAP* shall be applied to all work performed by the Contractor (e.g., mission, safety, and health). The Contractor's *QAP* shall include a Quality Assurance Implementation Plan (QIP), describing how the requirements of the *QAP* are implemented and flowed down to lower tier organizations. The Contractor shall review and annually update its *QAP* (see Section J, Attachment J-4, *Summary of Contract Deliverables*), or submit a letter stating no changes are necessary. The implementation of *QAP* requirements shall be in accordance with the QIP. The Contractor's implementation of a specific *QAP* shall not relieve the Contractor from any responsibility to furnish the contracted items/services in full conformance with all the terms of the Contract, 10 CFR § 830, or other applicable laws and regulations. If there is any inconsistency between the specific *QAP* and any other terms of the Contract, the more restrictive requirements shall apply.

### **C.3.2.5 Contractor Assurance System (CAS)**

The Contractor shall submit a *CAS Description* (see Section J, Attachment J-4, *Summary of Contract Deliverables*), as required by DOE O 226.1, *Implementation of DOE Oversight Policy*, with quarterly reports submitted thereafter (see Section J, Attachment J-4, *Summary of Contract Deliverables*). This document shall identify and address program and performance deficiencies, opportunities for improvement, and processes to report deficiencies to the responsible managers and authorities, and shall be tailored to site specific requirements. The *CAS Description* shall establish and effectively implement corrective and preventive actions and share lessons learned across all aspects of the work scope. The Contractor shall submit a declaration of compliance annually to DOE (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The "method for validation" of compliance shall be included with the declaration.



### **C.3.2.6 Issues Management System/Occurrence Reporting**

The Contractor shall submit a comprehensive *Issues Management System* (see Section J, Attachment J-4, *Summary of Contract Deliverables*) for the identification, assignment of significance category, and processing of quality or safety-related issues identified within the Contractor's organization in accordance with DOE O 414.1, *Quality Assurance*; DOE O 226.1, *Implementation of DOE Oversight Policy*; and associated DOE directives referenced herein (i.e., Policies, Manuals, and Orders). The Contractor shall address remaining open issues and actions that were not closed by the end of the previous contractor's period of performance.

The Contractor shall track all issues in one combined location and disseminate monthly to DOE a listing of open actions and status for information (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

The Contractor shall provide DOE electronic access (without the ability to edit the information/data) to its issues management system to permit retrieving and reviewing information contained within the system, including related trend reports. Access shall be provided within 15 days after the transition period is complete.

The Contractor shall review and categorize identified issues as required by DOE O 232.2, *Occurrence Reporting and Processing of Operations Information* and prepare Occurrence Reporting and Processing System (ORPS) reports when appropriate. The reports shall be submitted in the ORPS per occurrence in accordance with DOE O 232.2 (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The Contractor shall also perform subsequent follow-up actions to address the reported issues as necessary in accordance with these requirements.

The Contractor shall:

- (a) Establish and implement operations practices for investigating events to determine their impact and prevent recurrence, addressing the following elements:
  1. Specific events requiring investigation and criteria for identifying other events or conditions to be investigated;
  2. Designation of investigators and their training and qualification;
  3. Investigation processes and techniques;
  4. Causal analysis and corrective action determination;
  5. Event investigation reporting, training, and trending; and
  6. Responses to known or suspected sabotage.
- (b) Support DOE accident investigations for accidents occurring on self-performed and subcontracted work activities, as required in current DOE directives.

### **C.3.3 Engineering**

The Contractor shall provide engineering support required to perform this section of the PWS. The Contractor shall be responsible for determining the level of engineering support necessary. Engineering support activities may include, but are not limited to, engineering management, waste management engineering, computer engineering, fire protection engineering, mechanical engineering, nuclear engineering, system engineering, structural engineering, project engineering, and radiological engineering. Professional Engineers registered within the Commonwealth of Kentucky shall be required for all structural engineering assessments and projects wherein the

safeguarding of life, health and property is concerned.

The Contractor shall redline and update installation drawings and ‘as-built’ drawings to reflect any changes that result from work performed by the Contractor. Markups of drawings shall be performed within 15 business days after completion of the work that resulted in the change to the drawing(s). A record of all changes/additions to assigned buildings, structures, and related equipment and systems made by the Contractor shall be provided to records management within 30 business days of the completed work. The Contractor shall attach, link or reference the installation drawings and ‘as-built’ drawings in the computerized maintenance management system (CMMS) for future reference. Final drawings shall be provided to the contractor managing the site engineering drawing management system (EDMS), currently being managed by the D&R Contractor.

Any required excavation/penetration permits shall be administered by the OSMS Contractor. The Contractor shall coordinate all excavations with the OSMS Contractor to obtain the required permits prior to excavating; and comply with all requirements of the permit. If any excavations are required in Solid Waste Management Units (SWMUs), such as digging, soil disturbance, etc., the D&R Contractor shall be notified prior to performing the work so the proper regulatory notifications can be made. Additionally, the Contractor shall perform work within SWMU boundaries in accordance with all applicable regulatory and work control requirements.

### **C.3.4 Project Management, Support Activities, and Integration**

#### **C.3.4.1 Performance Measurement System**

The Contractor shall establish, maintain, and use a performance measurement system, identified as the CPB, which accurately records and reports the Contract performance against the requirements of the Contract, accurately reflects the Contract price in Section B of the Contract, and is consistent with DOE and EM policies and guidance for operations activities. The requirements of DOE O 413.3, *Program and Project Management for the Acquisition of Capital Assets* shall be incorporated to the extent applicable.

The Contractor shall provide all necessary software to perform accounting, business, and project controls functions under this Contract.

##### **C.3.4.1.1 Contractor Performance Baseline**

The Contractor shall submit an Initial CPB (see Section J, Attachment J-4, *Summary of Contract Deliverables*) that reflects that Contractor’s price for the full contract period, with any revisions resulting from negotiations leading to Contract award.

The Contractor shall submit an Interim CPB (see Section J, Attachment J-4, *Summary of Contract Deliverables*) that provides work planning, measurement and management details as listed below to cover approximately the first 16 months of performance starting from the NTP. The CO will notify the Contractor of the exact timeframe to be used for the Interim CPB. The Interim CPB shall include:

- (a) Product-Oriented WBS and WBS dictionary aligned with work scope deliverables;
- (b) Integrated Resource Loaded Schedule at work-package level to track monthly performance for the initial period;

- (c) Work Management Plan that includes Work (or Project) Control System description, Change Control process description, Contractor’s project team with roles and responsibilities; and
- (d) Annual work plans covering the Initial CPB planning period for operations activities.

The Interim CPB shall incorporate negotiated and approved Contract modifications made within the Transition Period (if applicable). Subsequent modifications negotiated will be incorporated in the CPB through Contract modification and baseline change approvals.

The Contractor shall immediately begin performance reporting against the Interim CPB as submitted to the CO and prior to receiving approval of the deliverable. Approval of the deliverable does not constitute a change under this Contract. Any impacts to price, scope, or schedule, must be separately negotiated and authorized via a modification to this Contract.

The Contractor shall submit the Final CPB (see Section J, Attachment J-4, *Summary of Contract Deliverables*) for the remaining Contract Period of Performance. The approach shall include the development of the Final CPB, which may entail development/expansion of multiple CPB segments consistent with the DOE provided high level WBS and include revised work planning, measurement, and management details for the full contract performance; and the required data to support earned value management system (EVMS) reviews.

The Contractor shall provide monthly status reports regarding the CPB document preparation progress to DOE.

#### **C.3.4.1.2 Requirements**

The CPB shall include Basis of Estimates (BOE) statements associated with the contract pricing. The BOE documents shall support the Contractor’s price by specifically identifying assumptions as well as the resource quantities (labor hours, material quantities, etc.) and unit rates (labor rates, equipment rental rates, etc.) for all direct cost elements (direct labor, materials, equipment, other direct costs, etc.). The performance measurement system shall establish performance milestones, schedules, and percentage of project completion. The performance measurement system shall employ sound performance measurement principles and provide adequate insight into potential risks to DOE relating to achievement of schedule and technical performance objectives.

The Contractor shall ensure the CPB remains aligned with the Contract terms to include scope, cost and schedule. The Contractor shall respond within 10 business days to contract modifications and declaration of changed conditions, through the submission of contract change proposals and/or baseline change requests to maintain alignment of the CPB with the Contract. The Contractor shall provide all management and technical information to:

- (a) Support the budget formulation activities including, but not limited to, emerging work items list, budget formulation inputs (including Integrated Priority List), budget update submissions, budget scenario development, and budget presentations (such as public and regulatory briefings, etc.);
- (b) Develop and submit Annual Spend Plans, Monthly Spend Plan Reports, Full Time Equivalent staffing projections, actual headcount projections, and other similar reporting information;

- (c) Meet the data requirements of the DOE Integrated Planning, Accountability and Budgeting System (IPABS);
- (d) Support audits, evaluations, and external technical reviews; and
- (e) Support other DOE project performance assessments and information needs.

All project management information developed under this Contract shall be provided electronically or be electronically accessible by DOE to include native formats by the Contractor. Additionally, the Contractor shall provide the CPB information to DOE and/or other DOE prime contractors, as directed by the CO, in support of the PAD and PORTS Integrated Site-wide Federal Lifecycle Baselines.

#### **C.3.4.2 Monthly Performance Report**

The Contractor shall submit a Monthly Performance Report (MPR) (see Section J, Attachment J-4, *Summary of Contract Deliverables*), which includes information to satisfy multiple performance reporting requirements. The Contractor shall submit the MPR to the CO, with a copy to the Office of Project Assessment at [ContractorsMPR@hq.doe.gov](mailto:ContractorsMPR@hq.doe.gov). A separate presentation shall be provided to DOE of the MPR.

The MPR shall include the report format required for submittal to the Office of Project Assessment that includes the Contract Performance Reports (CPR) formats 1, 3, 5, and 6 and a Contract Funds Status Report (CFSR). The CPRs shall be provided in the format forms referenced in DOE's Integrated Program Management Report Data Item Description unless the Contract specifies otherwise. The CFSR shall be provided in accordance with DOE's CFSR Data Item Description. Project measurement and reporting for operations activities shall be performed in accordance with *Requirements for Management of the Office of Environmental Management's Cleanup Program*, dated July 20, 2017, and the DOE IPABS. The MPR shall provide the prior month's performance for each Contract Line-Item Number (CLIN) and an update of the performance to date. In addition, the MPR shall include a narrative description of scope accomplished, progress on corporate and Contract specific performance metrics, status of milestones, and deliverables.

The MPR shall also include an executive summary comprising the following sections:

- (a) A concise narrative of the project status including scope accomplished during the reporting period, near term activities to be performed, and whether project is on target to meet objectives and whether any new risks have been identified.
- (b) An update of the schedule with details of deviations from the critical path or near critical path, their root cause, and potential impacts to the project.
- (c) Explanation of near-term milestones and deliverables at risk of being missed.
- (d) Discussion of corrective actions currently in place to address performance issues including initiation date of corrective actions.
- (e) A short narrative explaining any funding issues.
- (f) Information on any safety or quality matters that emerged or persisted during the reporting month.

Additional information/sections may be added or reorganized to present and discuss information for each project. Action items from monthly meetings shall be identified and reported on each month. Along with the submittals above, the following electronic files are required;

- (a) Microsoft Excel® file of the monthly spend plan by month at WBS Level 5 (or lower if necessary) for current fiscal year (FY), FY+1, and a Total Contract Estimate at Completion column.
- (b) Primavera (P6) status file at the end of the reporting period.
- (c) PDF version of P6 status file.

The schedule shall be provided utilizing the current version of Primavera Systems, Inc., Enterprise for Construction© software unless otherwise agreed to by DOE.

The Contractor shall submit an *Annual Work Plan* (see Section J, Attachment J-4, *Summary of Contract Deliverables*) that reflects the requirements and schedule of this Contract and the metrics to be achieved during the forthcoming year.

The Contractor shall assist in the performance of all applicable project reviews that may include, but are not limited to, independent project reviews; quarterly project reviews; safety, security, and quality assurance assessments; and periodic reviews of project performance.

#### **C.3.4.3 Cost Estimating**

The Contractor shall provide full activity-based cost estimates with each proposal for new work. Additionally, the Contractor shall identify any resources that are reallocated from existing activities to support the work identified in each proposal. Cost estimates may also be required for existing base contract work at the request of DOE. The Contractor shall prepare cost estimates utilizing *The Twelve Steps of High-Quality Cost Estimating Process*, identified by the Government Accountability Office (GAO) in GAO-20-195G, *GAO Cost Estimating and Assessment Guide*, for all priced contract actions exceeding the simplified acquisition threshold.

#### **C.3.4.4 Project Management and Risk Management Plans**

The Contractor shall develop and submit a *Project Management Plan (PMP)* (see Section J, Attachment J-4, *Summary of Contract Deliverables*; and DOE O 413.3, *Program and Project Management for the Acquisition of Capital Assets*). The *PMP* shall describe the management methods, organization, control systems and documentation for the Contract. If significant changes occur, the *PMP* shall be revised to ensure the plan is kept current.

The Contractor shall submit and implement a *Risk Management Plan (RMP)* (see Section J, Attachment J-4, *Summary of Contract Deliverables*) in compliance with DOE O 413.3 and consistent with EM's, *Program Management Protocol*, of October 2020. The plan shall identify the processes and procedures that will be implemented to address risk identification, qualitative risk assessment, quantitative risk analysis, risk handling, schedule risk analysis, risk monitoring and reporting and calculating the recommended management reserve and schedule reserve required for adequate management of Contractor-controlled risk. The Contractor shall communicate its risk analysis pertaining to crosscutting decisions to DOE and other site contractors, including agreement as to who shall be the lead for managing each risk. These crosscutting impacts shall be quantified in terms of probability, cost, and schedule impact where possible.

### **C.3.4.5 Project Support and Public Affairs Activities**

The Contractor shall provide services including response to document/information requests (e.g. Freedom of Information [FOIA] requests), public affairs, business administration (e.g., contracting, procurement, financial and accounting), legal support, human resources, training, and program management.

The Contractor shall perform activities including, but not limited, to:

- (a) Support DOE in responding to Congressional, regulatory and other requests for documents and information; examples of such include: Freedom of Information Act requests; Privacy Act requests; and litigation document requests served upon DOE and its current and former prime contractors. Support shall include, but not be limited to, preparation for briefings, public presentations, and search, review, and reproduction of documents. The Contractor shall ensure all external briefing materials and public presentations are of the highest professional quality to present the current and planned project achievements. The Contractor shall ensure that sufficient time is allotted for DOE (including Headquarters) to review and comment on any external briefing materials and public presentations. External briefing materials and public materials shall be approved by DOE prior to public release (see Section J, Attachment J-4, *Summary of Contract Deliverables*).
- (b) Support DOE in public affairs support services including, but not limited to, DOE cleanup mission stakeholder relations, issue management, community outreach, media relations, site tours, visits, public notices, access to documents, preparation of supporting documents, and providing required subject matter experts to respond to questions and information requests. The desired outcome is a communications program that ensures proper verbal and written dissemination of relevant PPPO information. DOE and site contractors shall work collaboratively to develop and support mission messaging.
- (c) Obtain DOE review and approval of all communications or releases of information to the public, the media, or members of Congress.
- (d) Host public/stakeholder meetings and working sessions, develop/produce newsletter stories to support high interest topics, and to educate the community about work at the site.
- (e) Ensure that all environmental regulatory documents have received adequate legal review for sufficiency, accuracy and strategic impacts before being submitted to DOE and then to the regulatory agencies.
- (f) Provide joint legal support to DOE in connection with legal or regulatory proceedings at DOE's request.
- (g) Provide external review and support to DOE by providing support during audits and assessments by entities having oversight responsibility for PPPO and its contractors. These entities include GAO, DOE Office of Inspector General (OIG), and Other governmental and DOE organizations. The Contractor shall support DOE in interfacing with GAO, OIG, and other governmental and DOE oversight organizations by:
  - (1) Cooperating with assessors and auditors, and providing access to work areas, personnel, and information;

- (2) Providing support during audits and assessments, including delivering information within a specified time, arranging briefings, preparing presentation materials, maintaining a record of documents provided in response to requests, and making this record available to DOE as requested;
- (3) Providing knowledgeable single points-of-contact for each of the following: OIG, GAO, and other assessing governmental and DOE oversight organizations (including the DOE Office of Enforcement); and
- (4) Providing and tracking training to DOE and other site contractors required to access/enter its facilities, including respirator training, asbestos awareness, and other specialized training.

#### **C.3.4.6 Critical Interfaces and Integration**

##### **C.3.4.6.1 General**

The Contractor shall interface with incumbent contractor(s) and other entities on utilities and services to enable successful completion of operations under this Contract. The nature of those interfaces and service listing with other DOE site contractors are described in Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*. Prior to completion of the Transition Phase, the incumbent contractor(s) are responsible for scope within the areas under their direct control.

##### **C.3.4.6.2 Shared Site**

The Contractor shall attend, support, and actively participate in a monthly meeting between DOE and site contractors to coordinate and integrate site activities and issues. The meeting shall be attended by a senior manager from the Contractor's organization as appropriate, or as directed by the CO.

The Contractor shall complete and submit Shared Site Forms to the designated points of contact for work activities, when applicable, in order to coordinate with other site contractors. When the Contractor must perform work in facilities and areas that are assigned to another site contractor (i.e., the D&R Contractor or OSMS Contractor), the Contractor must integrate the facility safety basis and/or facility safety requirements (managed by other site contractors) into their own work control process to ensure that all environment, safety, and health requirements are followed during the performance or work. The Contractor shall work with facility owners to ensure compliance is maintained and is expected to be familiar with and integrate the additional requirements of working in and around Hazard Category 2, Hazard Category 3, and/or radiological facilities as defined in 10 CFR § 830, which are operated by the D&R or OSMS Contractors.

##### **C.3.4.6.3 Project Office**

The Contractor shall establish a management office with personnel physically located at the PAD site, to facilitate coordination with other site contractors. This office shall provide the resources to coordinate and manage the administrative activities of the Contract, including functions of accounting, finance, budget, and senior leadership to interface with the DOE PPPO Manager, DOE DUF<sub>6</sub> Program Manager, DOE CO, DOE Site Leads and designated functional managers.

**C.3.4.6.4 Management of Site Services and Interfaces**

The Contractor shall coordinate and interface with other site contractors listed in Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*, in the performance of this Contract. The Attachment identifies the key specific tasks and services being provided/received that require interface and coordination with other site entities. All services/work shall be performed in accordance with all applicable permits, laws, and regulations, DOE Directives, and all other codes, Standards, work authorizations, procedures and requirements as applicable.

The Contractor may request that DOE consider additional Site Services. The Contractor shall complete the following:

- (a) *Site Services Request* (see Section J, Attachment J-4, *Summary of Contract Deliverables*) 12-month advance projection of Site Services to be furnished under the Contract and additional contractor-requested Site Services (if any), 3 months prior to each fiscal year. Information that supports the improved performance for the cost saved as a result of having the requested additional Site Services (if any); and
- (b) *Site Services Request Update* (see Section J, Attachment J-4, *Summary of Contract Deliverables*) Quarterly update to the projection of Site Services to be furnished under the Contract and additional contractor-requested Site Services, prior to each quarter.

The Contractor shall add any additional supported site service approved by DOE to Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*. Further, any site service provided to the Contractor in Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix* shall not be self-performed/subcontracted by the Contractor and costs of such shall be deemed unallowable if self-performed or subcontracted.

The Contractor shall track the cost of Contractor provided services to site entities and provide tracking by funding sources with invoice submittal by fund source(s) as show below:

Section C		Attachment J-5	
Section	Title	Section	Item

The Contractor shall provide support documentation with its invoice that tracks and specifies the costs of service to the various recipients. This support documentation shall include detailed back-up and summary information provided by the Contractor, and the work authorization and/or Contractor’s invoice number to DOE.

The Contractor shall assist in allocating cost (by funding source) of DOE provided supplies (e.g., electrical power costs) through direct purchased services.

**C.3.5 Training**

The Contractor shall establish and implement a compliant training program in accordance with DOE O 426.2, *Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities*, requirements and all applicable laws and regulations in support of the work performed under this Contract. The Contractor shall maintain a trained workforce with the knowledge skills and abilities necessary for performance of this Contract. The Contractor shall



provide the delivery of the training courses listed in Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*, to all site contractors. The Contractor shall also provide any required training for its own personnel that is not otherwise provided through other contractors.

The Contractor shall develop, maintain, and implement a training program (computer based and instructor led in classroom), develop/maintain a training schedule, update and document necessary databases and systems related to the training program, notify personnel of training needs, and provide site access training qualification records and cards. The Contractor shall submit the course content, supplemental reference manual, and training schedule (see Section J, Attachment J-4, *Summary of Contract Deliverables*) to DOE for approval.

The Contractor shall accept other training modules (e.g., asbestos removal, confined space, etc.) on the same subject(s) as equivalent to its own and assure reciprocity of its training for, at a minimum, all PORTS and PAD contractors. The Contractor shall coordinate with all PPPO prime contractors to ensure this reciprocity. The Contractor shall review course content annually, and revise/update as necessary to meet current requirements and site conditions.

The training courses shall be scheduled throughout the year. The Contractor shall be responsible for coordinating with the other site contractors to ensure the appropriate and required training services are available to maintain compliance with general site access. The Contractor shall notify other site contractors' designated point of contact of pending training needs a minimum of 30 calendar days prior to expiration of training and upon expiration of training. The Contractor shall, for those individuals not completing the requisite training by the required completion date, provide a notice of training non-compliance to the individual's company stating the person has not completed the requisite training and is to be placed on restrictions from general site access.

Training records shall be maintained and retrievable for current employees. The Contractor shall coordinate with other site contractors to consolidate training modules, where practicable. The Contractor shall ensure that its training program is configured/managed so the personnel who do not have the necessary training (e.g., not trained, not requalified, etc.) are prohibited from performing the work that requires the training. Project specific training must be included in the project work.

### **C.3.6 Property Management**

The Contractor is responsible for the management and operation of all real and personal property that is assigned for performance of this Contract (see Section J, Attachment J-3, *Accountable Property*, and J-7, *PAD Facility Responsibility Matrix*), in accordance with Section H clause, *Real Property Asset Management*.

#### **C.3.6.1 Real Property Asset Management**

For all real property assigned, the Contractor is responsible for compliance with Section H *Real Property Asset Management*, herein, as well as compliance with all real property asset management requirements; federal rules and regulations; DOE Orders, policies, procedures and systems; and all applicable laws. Regardless of who performs the work, the Contractor shall be responsible for compliance with this clause and is responsible for flowing down real property requirements to subcontractors to the extent necessary to ensure compliance. The Contractor

shall coordinate with all other site contractors to ensure the work performed under this Contract is implemented in a consistent, efficient, and compliant manner.

#### **C.3.6.1.1 Relocation Services**

The Contractor shall provide intra-site/inter-site office relocation of PAD site personnel for DOE and the D&R Contractor (office furnishings and equipment to include but not limited to coordination with site services [e.g., office set-ups, phone, computer, office key, custodial services, etc.]). This also may include miscellaneous furniture moving and fixture installation, removal or adjustment (e.g., hanging a whiteboard, installing a keyboard tray under a desk, replacing a bookcase or file cabinet). The work shall be completed within 14 calendar days, unless the request involves multiple personnel moves. For large-scale moves, the Contractor shall coordinate with the requesting contractor to determine a satisfactory schedule.

#### **C.3.6.1.2 Facilities Information Management System**

The Contractor shall be the PAD site's central coordinating organization for FIMS (see Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*). The Contractor shall coordinate with other DOE contractors at the PAD site to maintain and input data to the FIMS database in accordance with DOE O 430.1C, Change 2, *Real Property Asset Management*, and annual guidance provided by DOE.

#### **C.3.6.2 Personal Property**

The Contractor shall establish, submit to DOE, and maintain a DOE approved *Personal Property Management System* (see Section J, Attachment J-4, *Summary of Contract Deliverables*) in accordance with FAR 52.245-1 *Government Property*, 41 CFR Chapter 102 *Federal Management Regulation*, and 41 CFR Chapter 109 *DOE Property Management Regulations* to manage Government property in its possession. The Contractor shall maintain records of DOE property furnished to other site Contractors for compliance with Section H, *Contractor Property Management System Administration (Oct 2014) (Revised)*. The Contractor shall submit *Annual Personal Property Management Reports* (see Section J, Attachment J-4, *Summary of Contract Deliverables*) as required by 41 CFR Chapter 102 *Federal Management Regulation*.

The Contractor shall manage all personal property (see Section J, Attachment J-3, *Accountable Property*) in accordance with Federal Acquisition Regulation (FAR) 52.245-1, *Government Property*. To fulfill these functions, the Contractor shall:

- (a) Manage all assigned government-owned accountable and non-accountable personal property in accordance with 41 CFR § 102 *Federal Management Regulation* and 41 CFR § 109, *Department of Energy Property Management Regulations*;
- (b) Administer the personal property management program, and document in a property management system, all personal property actions related to acquisition, use, and disposition of personal property assets. Administration of the program includes all Government-owned personal property utilized under this Contract.
- (c) Ensure all written warranties for items purchased using federal funds are issued with DOE as having full ownership title;

- (d) Disposition classified equipment and material in accordance with the requirements of 41 CFR § 109-45.309-52, *Department of Energy Property Management Regulations*, DOE O 471.6, *Information Security*, and DOE O 205.1, *DOE Cybersecurity Program*;
- (e) Maintain a cradle to grave high-risk material and equipment identification and reporting process. The Contractor shall identify, control, and disposition high-risk property as directed by DOE;
- (f) Disposition nuclear-related or proliferation sensitive property in accordance with the requirements of 41 CFR § 109-45.309-3, *Nuclear-Related or Proliferation-Sensitive Property*, and site Export Control Information (ECI) Program; and
- (g) Prepare and submit the Required Documentation to Support Disposition of Government-owned, Classified Equipment and Material, and High-Risk Property as required in Section J, Attachment J-4, *Summary of Contract Deliverables*.

The Contractor shall identify assets no longer needed or required for current or future use. After identification, property shall be dispositioned utilizing DOE guidelines and in accordance with federal (Disposition of Excess Personal Property 41 CFR § 102-36; and FAR 52.245-1), state, and local regulations.

The Contractor shall support efforts to utilize the Paducah Area Community Reuse Organization (PACRO) and interface with PACRO to transfer eligible excess personal property in accordance with the *DOE-PACRO Asset Transition Agreement*.

The Contractor shall be responsible for excessing of the personal property, intended for reuse or transfer (see Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*). The Contractor shall conduct sales of surplus DOE inventory when it is in the best interests of DOE. Surplus property to be sold will be reviewed and approved by the DOE Property Administrator prior to sale.

The Contractor shall coordinate and provide disposition support for government-owned personal property determined to be excess for all PAD site contractors and DOE operations in accordance, DOE O 458.1, *Radiation Protection of the Public and Environment*, and additionally, when applicable, the following will apply:

- (a) Disposition of classified equipment and material in accordance with the requirements of 41 CFR § 109-45.309-52 and DOE O 471.6, *Information Security*.
- (b) Identification of control and disposition of high-risk property in accordance with the requirements of 41 CFR § 109.
- (c) Disposition of nuclear-related or proliferation sensitive property in accordance with the requirements of 41 CFR § 109-45.309-53.
- (d) Submission of all required documentation to support disposition of government-owned, classified material, and high-risk property, as necessary to obtain DOE approval for disposition of property (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

The Contractor's disposition support is as follows:

- (a) Accepting receipt of property items and storing for pickup by PACRO or other entity when there are no constraints for storage (i.e., lack of space, climate control requirements, etc.).

- (b) When property is to remain in place due to storage constraints or necessity to avoid any damage, the Contractor shall coordinate the transfer to PACRO or other entity and work efficiently with the other site contractor involved in the transfer.
- (c) For large items or equipment requiring cranes and other specialty machinery or equipment to move and load, the Contractor shall coordinate between the PAD site contractor providing the equipment for excess and PACRO or other entity. However, the contractor responsible for providing the equipment for excess will be responsible to perform the move or load-out of the item.
- (d) For items or equipment within buildings, the Contractor shall work with the PAD site contractor providing the equipment for excess to identify the most efficient means of transfer (i.e., loading into roll-off bins or other storage containers, at the point of removal or other designated location).
- (e) The PAD site contractor that is excessing the items is responsible to perform radiological surveys and provide documentation showing the excess property is approved for release. (See *August 22, 2018, Presentation, Metals Moratorium History and Status*).

#### **C.3.6.3 Replacement of Government Furnished Property**

The Contractor manages Government furnished property (see Section J, Attachment J-3, Accountable Property) in accordance with C.3.6, Property Management, and C.3.6.1, Real Property Asset Management. Accountable property approved by DOE to be replaced shall be reimbursed as a direct item of cost under this section of the Contract in accordance with FAR 52.245-1, Government Property. In addition to items on the Accountable Property List, replacement of computer monitors shall also be a cost reimbursable item. All cost reimbursable purchases of property under this section shall be approved in advance by DOE, and title shall pass to and vest in DOE.

#### **C.3.6.4 Fleet Management**

The Contractor shall be responsible for the management and administration of a fleet management program for vehicles utilized by the Contractor and DOE (see Section J, Attachment J-12, *GSA Leased Vehicles*). All Contractor/DOE assigned, DOE-owned, General Services Administration (GSA)-Leased and commercial-leased vehicles shall be managed in accordance with regulations and guidelines as set forth by DOE, GSA, and Federal Property Management Regulations. The Contractor shall replace as necessary at end of useful life, non-GSA vehicles with GSA Fleet vehicles that can use alternative energy, in accordance with Executive Order 14057, *Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability*. The Contractor shall submit *Motor Vehicle Fleet Reports* annually (see Section J, Attachment J-4, *Summary of Contract Deliverables*) related to fleet management as required by 41 CFR § 102-34, *Motor Vehicle Management Subpart J*, to GSA and DOE. The Contractor shall assign fleet vehicles to the appropriate organizations and track billing accordingly.

The Contractor shall clean the exterior and interior of the DOE tour bus, as necessary, but no less often than semiannually to support site tours.

#### **C.3.7 Export Control Information Program Management**

The Contractor shall implement an Export Control Information (ECI) Program for the PAD site (inclusive of all Site Contractor and DOE activities) to comply with export control policies for

applicable activities such as procurement, property transfers, and waste disposition. The ECI Program should utilize the appropriate best management practices included in the Acquisition Guide Chapter 25, as amended to the DEAR, subparts 925.71, 970.2571, 970.5225-1. The Contractor shall develop and implement an export compliance program and designate a lead for the program. This individual should be independent of the classification and Security programs. Additionally, a separate individual should be designated as responsible for High-Risk Property.

The individuals listed above should have experience with U.S. Government export licensing agencies (e.g., DOE, NRC, DOS, and OFAC) and the interpretation and implementation of associated federal export control regulations. Individuals should be familiar with the export licensing processes, proliferation risk assessments, high-risk property transfers, demilitarization requirements, nuclear technology authorizations, counter-proliferation support, interdiction support, 10 CFR § 810 authorizations, and export enforcement organizations. The Contractor shall have training and approval authority for DUF<sub>6</sub> Conversion Project ECI matters for site-wide information security concerns, but will defer to the OSMS Contractor's ECI reviewing officials for the final site authority for DUF<sub>6</sub> Conversion Technology.

### **C.3.8 Records Management**

#### **C.3.8.1 General**

The Contractor shall establish and implement a records management program to capture and control records throughout their lifecycle in electronic format, including historical records. The Contractor shall ensure newly generated/received records are created electronically (born digital) to the fullest extent possible, records are authentic, reliable, and usable and ensure they remain so for the length of their authorized retention period. This includes web content and other media used for official business resulting in the creation/receipt of agency records.

#### **C.3.8.2 Requirement**

The Contractor shall manage all records in accordance with all prescribed laws, regulations, directives and processes to ensure adequate and proper documentation of the organizations, missions, functions, policies and decisions made under this Contract.

#### **C.3.8.3 Records Management Program**

The Contractor shall be responsible for all records management and document control, activities including, but are not limited to: tasks associated with creation/receipt, maintenance, storage/preservation, protecting, scheduling, indexing and turnover of active and inactive records (including e-mails) for processing; managing classified records, Controlled Unclassified Information (CUI), and Unclassified Controlled Nuclear Information (UCNI), as applicable; providing all its employees and subcontractors with records management training; retrieving of records; supporting records management data calls from NARA and DOE (see Section J, Attachment J-4, *Summary of Contract Deliverables*); and supporting ongoing Freedom of Information Act (FOIA), Privacy Act, EEOICPA, the former worker medical screening program, the Chronic Beryllium Disease Prevention Program, congressional inquiries, legal discoveries and other record requests.

The Contractor shall work with the PPPO Records Management Field Officer (RMFO) for records related questions or guidance (e.g., the handling of paper and/or electronic records, records turned over, etc.).

The Contractor shall submit a *Records Management Program Plan* (see Section J, Attachment J-4, *Summary of Contract Deliverables*), to document the records lifecycle (creation/receipt, maintenance/use, quality checks and review to meet turnover requirements, and disposition), including but not limited to electronic records, digital signature process, email, classified, audiovisual, quality records, historical records, contaminated records (if applicable), essential records, inventory and file plans and disposition. The plan shall be submitted annually (see Section J, Attachment J-4, *Summary of Contract Deliverables*) thereafter if/when changes occur; the submittal shall clearly document the changes made (e.g., track changes).

The Contractor shall create, manage, and dispose of records in accordance with 44 USC Chapters 21, 29, 31, 33 and 35; 36 CFR, Subchapter B (Chapter XII), *Records Management*, DOE O 243.1, *Records Management Program*, OMB M-19-21, *Transition to Electronic Records*, and OMB M-23-07, *Update to Transition to Electronic Records Directives*, an approved Records Management Plan and any other DOE requirements directed by the CO. The Contractor shall serve as the PAD site-wide Records Custodian, responsible for the PAD site Records Management Program and shall manage all existing and future Federal records for the PAD site, including records obtained from a predecessor contractor [historical records maintained on-site and at a Federal Records Center (FRC)], and the current DOE contractors. The Contractor shall execute monthly and annual recurring reporting requirements for the records management program.

#### **C.3.8.3.1 Electronic Records**

The Contractor shall maintain records management controls to ensure that the identification, maintenance and disposition of all records are managed utilizing the PAD site Electronic Records Management System (ERMS) (currently Gimmel) in accordance with Federal and DOE requirements for all records, including historical records, and other contractors/subcontractors. The Contractor shall manage the administration of the Gimmel system and procure licenses for other users as requested.

The Contractor shall manage records if contained in Electronic Information Systems (EIS) by incorporating recordkeeping controls into the system(s) or exporting the records into the ERMS in accordance with 36 CFR § 1236, *Electronic Records Management*. The Contractor shall provide a list of all EIS' to DOE annually utilizing the format provided by DOE (see Section J, Attachment J-4, *Summary of Contract Deliverables*), including contractor-owned records. This includes a DOE-approved digitization process/destruction of source records after digitization and meeting [NARA Transfer Guidance](#), a DOE-approved digital signature procedure, and a DOE-approved *Image Quality Statistical Sampling Plan* that is based on industry standards (see Section J, Attachment J-4, *Summary of Contract Deliverables*) for records received from the field or other site contractors/subcontractors. All records must be scheduled, arranged, and cutoff by collections (e.g., case file, project, chronologically, numerically, alphabetically, etc.) for proper disposition in accordance with the NARA-approved Records Disposition Schedules. The Contractor shall provide a search capability for the ERMS to allow record searches and retrieval of documents. This search capability shall be made available to DOE and other contractors as authorized by DOE.

#### **C.3.8.3.2 Records Ownership**

Except for those defined as Contractor-owned (in accordance with Section I, DEAR 970.5204-3, *Access to and Ownership of Records*), all records (see 44 U.S.C. 3301 for the statutory definition

of a record) acquired or generated by the Contractor (and subcontractors) in performance of this Contract including, but not limited to, records from a predecessor contractor (if applicable) and records described by the Contract as being maintained in Privacy Act systems of record (Section H clause, *DOE-H-2018 Privacy Act System of Records (Oct 2014)(Revised)*) shall be the property of DOE.

#### **C.3.8.3.3 Essential Records Program (formerly known as Vital Records Program)**

The Contractor shall have and sustain an essential records program to ensure continuity of operations (COOP) during and after an emergency as prescribed by laws, regulations, and directives that ensures DOE makes and preserves records of the Department’s organizations, missions, functions, policies, decisions, procedures, and essential transactions. The program must be designed to identify records, regardless of format, which specify how DOE will operate in an emergency or disaster and identify and protect legal and financial rights records. The Contractor shall ensure essential records are accessible per the COOP guidance in the Federal Continuity Directive 1 (FCD 1), *Federal Executive Branch National Continuity Program and Requirements* (see 44 U.S.C. 3101, 36 CFR § 1223, *Managing Vital Records*).

Ensure essential records inventories are added as attachments or appended to the COOP plan. Provide essential records information to appropriate emergency management officials and/or pre-position records where appropriate. A copy of the *Essential Records Program* and inventory shall be submitted to the CO (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

#### **C.3.8.4 Creation/Receipt**

The Contractor shall develop and implement recordkeeping requirements that reflect adequate and proper documentation of all Contractor (and subcontractor) records generated/received (regardless of media) in the performance of the contract in accordance with all prescribed laws, regulations, directives, NARA bulletins, and DOE requirements.

#### **C.3.8.5 Maintenance/Use**

The Contractor shall maintain and preserve all records, including the historical records collection (paper and electronic) stored on-site, at the FRC and in the ERMS. Other entities at the PAD site, such as the D&R Contractor and the OSMS Contractor, will forward records to the Contractor for processing (validate/verify appropriate NARA-approved Records Disposition Schedule has been made, import into the ERMS, etc.). Records submitted by site contractors and their subcontractors are to be scheduled, scanned, pages rotated correctly, properly apply security markings, ensure scanned image is applied, clear and legible, and meets the [NARA Transfer Guidance](#). The Contractor shall be responsible for receipt (including reviewing documents for meeting electronic storage requirements), schedule verification/validation, importing into ERMS, storage/preservation, retrieval, copying, and turnover to a new contractor or to DOE at contract completion/termination.

#### **C.3.8.5.1 Quality Assurance Records**

The Contractor shall ensure records identified as Quality Assurance records under the American National Standards Institute (ANSI)/American Society of Mechanical Engineers (ASME), *Nuclear Quality Assurance (NQA)-1*, or a DOE approved industry standard as categorized (lifetime/non-permanent); managed in accordance with NQA-1 and 36 CFR Chapter XII, Subchapter B; and maintained for traceability to the applicable item, activity or facility.

#### **C.3.8.5.2 Privacy Act Records**

The Contractor shall ensure records that contain personal information retrieved by name, or another personal identifier are maintained in Privacy Act Systems of Records, in accordance with FAR 52.224-2, *Privacy Act*, and DOE O 206.1, *DOE Privacy Program*.

#### **C.3.8.5.3 Classified Records**

The Contractor shall protect and handle classified information and critical information in accordance with applicable laws, regulations, policies, and directives. The Contractor shall manage all classified records at the PAD site. Classified documents may be processed electronically so long as the computer systems meet all classified security requirements. Until the required computer systems are available to copy, log, process, transmit, and/or store classified documents, they shall be processed as hard copy.

#### **C.3.8.5.4 Contaminated Records**

The Contractor shall ensure that hard copies removed from a controlled area are properly surveyed to ensure contaminated records do not leave the controlled area. In the event the records are contaminated, the Contractor shall submit a *Contaminated Records Control Plan* (see Section J, Attachment J-4, *Summary of Contract Deliverables*) that describes how the records can be retained for the required retention period.

#### **C.3.8.5.5 Records Requests**

The Contractor shall respond to records management data calls by NARA and DOE as requested, and process record requests for the FOIA, the Privacy Act, the former worker medical screening program, the Chronic Beryllium Disease Prevention Program, congressional inquiries, legal discoveries, and other record requests. Regardless of whether the Contractor processes the request directly to the requestor or submits to DOE for final response, the Contractor is responsible for maintaining a “copy” of what was provided. The copy must be scheduled appropriately. The Contractor shall respond to FOIA requests within 10 business days, Privacy Act requests within 10 business days, litigation requests within 5 business days, and DOE requests within 2 business days. The Contractor shall respond to EEOICPA requests in accordance with Section H clause, *Energy Employees Occupational Illness Compensation Program Act of 2000 (EEOICPA)*.

#### **C.3.8.5.6 Administrative Records and Information Repository**

The Contractor shall maintain the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Administrative Records (AR), which consists of AR Files for CERCLA and Resource Conservation and Recovery Act (RCRA) projects, and AR Post Decision Files, General Reference Compendium Files, and associated project Archive Files in accordance with the CERCLA, as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), 42 U.S.C. 9601, et. seq., EPA guidance for CERCLA Response Actions and 40 CFR § 300, *National Oil and Hazardous Substances Pollution Contingency Plan* and the Hazardous and Solid Waste Amendments Act of 1984 (HSWA), 42 U.S.C. 6901, et. seq. The AR is a compilation of all documents that are considered or relied on when response-action decisions are made. Public participation in the development of the AR is required by law. Materials that are typically part of the project record and that have been identified for inclusion in the AR shall be duplicated in their entirety for both the project record and the AR record files. The D&R



Contractor provides the information to be placed in the AR. The Contractor shall ensure the files are correctly placed in the designed index and that all required data fields are entered correctly and verified.

The Contractor shall maintain these record files current and accessible to the public via the internet. If redactions are needed for placement on the website, both the original and redacted versions must be maintained. The system must be maintained at the <https://eic.pad.pppo.gov/>. The Contractor shall annually evaluate the information layout and functionality of the website with DOE and the D&R Contractor, provide an *Electronic Information Center Annual Evaluation Report* to DOE that includes an annual action plan to implement, upgrade, and enhance searchability, design, communication tools, and user experience of the website (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

The Contractor shall submit *CERCLA Administrative Record Indices* in Excel or other acceptable electronic format to DOE quarterly (see Section J, Attachment J-4, *Summary of Contract Deliverables*). This submittal should also identify the newly added records by including a date added field. A copy of this also should be provided to the D&R Contractor's AR Coordinator.

The Contractor shall also provide a printout in the format specified by the D&R Contractor for inclusion in the Federal Facility Agreement Semiannual report.

The Contractor shall operate the Environmental Information Center Operations (EIC) to allow public access to regulatory documents and reports pertaining to the PAD site. The EIC shall be operated in compliance with applicable requirements including the Comprehensive Environmental Response, CERCLA, National Environmental Policy Act, and RCRA.

Along with the AR, the EIC also contains general material regarding site environmental cleanup efforts. DOE contractors will provide documents for inclusion in the EIC. The EIC will be open at least 20 hours per week and shall maintain operational consistency with the *Community Relations Plan*.

The Contractor shall be responsible for furnishing internet access and equipment for the public to use to search the database and print copies. Additionally, the Contractor shall keep a visitor log that has the visitor's name, affiliation and address as well as a rating from the visitor on the service at and search capability of the EIC. The visitor will be asked to provide comments on the EIC search capabilities. The following will be the rating range; Excellent, Good, Fair, Poor. Acceptable performance is an average rating of Good or above. Support necessary for EIC visitors will vary depending on activities and public interest.

#### **C.3.8.6 Records Disposition**

The Contractor shall preserve and disposition records in accordance with NARA-approved records disposition schedules. (Note: Records retention standards are applicable for the classes of records described therein, whether or not the records are owned by DOE or the Contractor [DEAR 970.5204-3]). The Contractor shall submit a *Records Disposition Plan* which shall include the destruction process for records and information content for DOE approval (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The plan shall include ensuring proper NARA-approved records disposition schedule is utilized, completion of the DOE Destruction Certificate and obtaining DOE (RMFO and Chief Counsel) approval prior to destruction.

The Contractor shall operate the site wide shredder system (disintegrator) for non-records located at the C-106 shredder facility and properly dispose of the shredded material for site contractors. Shredder operations shall be performed in compliance with shredder procedures, instructions, and interface agreements.

\*Note: In accordance with OMB/NARA memorandum M-19-21, *Transitioning to Electronic Records*, all records must be created and maintained electronically to the fullest extent possible.

### **C.3.8.7 Document Control**

The Contractor shall develop, implement, and maintain sound document control systems for its own documents and processes ensuring efficient tracking, retrieval, revision control and distribution of documents, including drawings. The Contractor shall coordinate with the contractor managing the EDMS for any facility related changes affecting engineering drawings.

### **C.3.9 Telecommunications and Copiers/Printers**

The Contractor shall produce the *Annual Copier and Cell Phone Evaluation for Equipment for Other Contractors* to evaluate the leased copier and DOE-owned cell phone needs on an annual basis to realign or reduce the number of leased copiers to identify cost savings and eliminate leased equipment that is not efficiently serving a significant number of personnel (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

#### **C.3.9.1 Telecommunications**

The Contractor shall provide all personnel, telephones, equipment, tools, materials, supervision and other items and services necessary to provide reliable and secure telecommunications and networked voice, video and data services, and Mobile Device Management (MDM) for the PAD site with exception of the OSMS Contractor (see Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*). The Contractor's computing and telecommunications systems shall be compatible with the computing and telecommunications systems utilized by DOE and in accordance with DOE O 203.2, *Mobile Technology Management*; and DOE O 205.1 *DOE Cybersecurity Program*. The telephone system consists of the Administration/private branch exchange (PBX), Voice Over Internet Protocol (VOIP), private automatic exchange, Red Phone telephone systems, and all associated equipment. The Contractor shall provide landline, data line, voice messaging, video/web conferencing services to DOE and site contractors (see Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*).

The Contractor shall operate and maintain the PAD site telephone switching system(s), transmission equipment, telephones, and ancillary equipment in a serviceable condition, or restore it to a serviceable condition to include preventative maintenance (PM), purchasing of parts, inspection, periodic testing, adjustment, repair, and other routine work to optimize the life expectancy of the equipment and systems. The Contractor shall perform operations and maintenance for the PBX systems in accordance with the Original Equipment Manufacturers' technical manuals and specifications, applicable federal, state, and local regulations, and DOE Directives. As VOIP replaces the PBX-associated phones, the Contractor shall maintain those phones and infrastructure as well. The Contractor is also responsible for moving office phone numbers.

The Contractor shall provide voicemail operations to DOE and site contractors. This includes management and administration for multiple customers, additions, deletions, modifications, user

support, diagnostic, maintenance, programming changes, and remote access to voice- messaging service.

#### **C.3.9.1.1 Mobile Devices**

The Contractor shall provide MDM services for itself and other DOE-authorized users (see Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*). The Contractor shall provide cell phones, smartphones, and other approved cellular devices.

#### **C.3.9.1.2 Emergency Notification Service**

The Contractor shall provide reliable electronic notification service to individual personnel associated with the PAD site emergency response organizations through the existing system.

#### **C.3.9.1.3 User Services**

The Contractor shall perform maintenance and repair of all installed data/communication lines up to and including the end user receptacle (jack or port). The end user (i.e., D&R Contractor and its subcontractors) will be responsible for providing the peripheral equipment related to the telephone system for its own personnel (e.g., headsets, add-on accessories).

#### **C.3.9.1.4 Service Outages**

The Contractor shall coordinate with DOE and site users the need for any scheduled service outages. Such outages shall be scheduled to minimize inconvenience to users, based upon DOE user work schedules. The Contractor shall provide a minimum of 72 hours advance notice prior to scheduled outages and the notification shall include the reason for the interruption, duration, start and stop times, and the equipment, lines, and buildings affected.

#### **C.3.9.1.5 Emergencies**

The Contractor shall respond in case of emergencies, outages, alerts and exercises, 24 hours per day, 7 days per week. The Contractor shall coordinate with all end users and provide services as necessary until the emergency, outage, alert, or exercise is completed. The Contractor shall establish response protocols for starting of generators or other backup systems necessary for information technology (IT) equipment protection. The Contractor also shall maintain battery backup, as necessary, for IT equipment.

#### **C.3.9.1.6 Restoration**

The Contractor shall respond on site and initiate repair actions within the response times designated below, from the time of discovery of a problem. The Contractor shall restore services in accordance with the established site priorities. The Contractor shall work on repair actions until all service is restored. Outages and designated response times are defined as follows:

- (a) **Emergency Outage.** On-site response is required within 1 hour. If an outage significantly affects a mission, DOE may declare the outage as Emergency. Emergency outages are classified as a loss of over 75% or more of total call handling capability of any communications system. Outages impacting emergency response capability shall be addressed immediately.
- (b) **Priority Outage.** On-site response is required within 4 hours. Priority outages are classified as a loss of over 25% or more of total call handling capability of any communications system; loss of telephone circuits; total loss of telephone service within a building/facility.

- (c) Routine Outage. On-site response is required within 12 hours. Includes outages not otherwise categorized as Emergency or Priority.

#### **C.3.9.1.7 System Changes**

The Contractor shall interface with end users on system changes. The Contractor shall review work packages and design/configuration plans for system changes/alterations developed by others to maintain compatibility with all PAD site services and systems. Comments shall be provided back to the end users.

#### **C.3.9.2 Copiers/Printers**

The Contractor shall provide for DOE personnel, the TSS Contractor, the D&R Contractor, and their subcontractors; equipment, professional and technical services to ensure continuous copier, printer, and scanner operations (see Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*). This support does not include individual user computer/printer support. The Contractor shall provide their own copiers/printers/fax/scanners as well as provide to DOE, TSS Contractor, and the D&R Contractor. These services shall include maintenance, repair, toner, parts, etc., equivalent to the existing leased units (see Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*). The Contractor shall also provide printer paper. See Section J, Attachment J-8.C.3.9.2.a, *List of Current Copiers*.

The Contractor shall maintain or excess DOE owned plotters/specialty printers (see Section J, Attachment J-8.C.3.9.2.b, *List of DOE Owned Plotters*).

The Contractor shall provide unlimited service calls within the normal workday and shall respond within 4 business hours after DOE places a service request by phone. The end user is responsible for loading other consumables into the equipment (e.g., paper, staples, etc.).

The Contractor shall provide all basic support to DOE and TSS Contractor printers, plotters, and copier equipment. This basic support includes unpacking, installation, testing, and removal of printers, copiers, all associated consumables, and related components; wiring; moving; and basic hands-on support. The Contractor shall coordinate this work with the PPPO Federal Help Desk.

#### **C.3.10 Mail Services**

The Contractor shall provide mail services and document pick-up services for the PAD site. The PAD site mailroom shall serve as the centralized mail location for other site contractors to drop off and pick up interorganizational mail. The Contractor shall perform the following:

- (a) Operate the PAD site central mailroom.
- (b) Collect from a local United Postal Service Post Office Box and process classified mail for all site contractors and DOE.
- (c) Collect and deliver inter-organizational and outgoing U.S. mail twice daily to the DOE Site Office, Monday through Thursday (excluding Federal holidays). The Contractor shall frank and post all outgoing U.S. mail for DOE by means of postage meter.
- (d) Provide a courier service account for the DOE Site Office to send outgoing mail that requires expedited delivery such as regulatory correspondence and mail to other DOE offices, as needed.
- (e) Respond to DOE data calls for Mail Accountability Reporting.

### **C.3.11 Waste Management and Pollution Prevention Programs**

The Contractor shall be responsible for compliantly managing all waste it generates, to include compliant initial characterization, storage and accumulation, and support to/for final disposition. Waste disposal will be the responsibility of the D&R Contractor. The Contractor shall be responsible for waste management activities until turnover to the D&R Contractor. Radioactive waste shall be managed in accordance with DOE O 435.1, *Radioactive Waste Management* until transferred to the D&R Contractor.

All packaging and transportation practices shall be in accordance with applicable Federal, state, and local regulations and requirements. The Contractor shall submit the following documents (see Section J, Attachment J-4, *Summary of Contract Deliverables*):

- (a) Waste Management Plan that reflects an integrated overarching approach to waste management that minimizes generation, maximizes recycling and reuse, and includes evaluations for alternate disposal sites or processes to reduce disposal costs;
  - (1) Report low-level waste (LLW)/mixed low-level waste (MLLW) volumes for prior year actual and forecast shipments as requested by the DOE Office of Environmental Management;
  - (2) Exemption requests for use of non-DOE treatment, storage, and disposal facilities which includes lifecycle cost analysis for disposition (non-DOE treatment, storage, or disposal) options considered; and
- (b) Transportation Safety Document as required by DOE O 460.1, *Hazardous Materials Packaging and Transportation Safety* for onsite hazardous materials transfers.

The types of waste expected to be generated include, but are not limited to LLW, MLLW, industrial waste, sanitary waste and hazardous waste. Waste is considered disposed of when it has been shipped to and accepted for final disposition at a properly licensed or permitted disposal site.

The Contractor shall use DOE Consolidated Audit Program (DOECAP) accredited labs unless approved otherwise by DOE. The Contractor shall provide support for DOECAP audits of commercial facilities if non-DOE treatment and disposal services are used, as requested.

The Contractor may access the EM National Indefinite Delivery/Indefinite Quantity (IDIQ) Disposal and Basic Ordering Agreement (BOA) treatment contracts (e.g., DOE LLW/ MLLW Disposal Services IDIQ Contracts and DOE LLW/ MLLW Treatment Services BOAs) as needed for the execution of waste management activities.

In accordance with DOE policy, the Contractor is prohibited from:

- (a) The release, for unrestricted use, of any scrap metal from DOE radiological areas into commerce in accordance with the July 2000 (Memorandum of *Release of Surplus and Scrap Materials*, from Secretary Bill Richardson, dated July 13, 2000) suspension prohibiting unrestricted release for recycling; and
- (b) Unrestricted release of volumetrically-contaminated metal into commerce in accordance with the January 2000 (Press Release *Energy Secretary Richardson Blocks Nickel Recycling at Oak Ridge*, dated January 12, 2000) moratorium instituted by the Secretary of Energy.

The Contractor shall coordinate with DOE for review and release of materials for recycling in accordance with DOE O 458.1, *Radiation Protection of the Public and the Environment*. The background on restrictions on metal disposition is provided in an August 22, 2018, presentation, *Metals Moratorium History and Status*.

Annually, the Contractor shall submit either an updated WMP to DOE for review and approval or a letter stating that no changes are necessary in the currently approved WMP. The Contractor shall also submit to DOE an annual waste forecast (see Section J, Attachment J-4, *Summary of Contract Deliverables*), identifying the volume of waste to be generated and the anticipated disposition/recycle pathway by task/by month. Any waste designated for disposal must identify the waste type and projected disposal facility. The Contractor shall disposition waste consistent with the following disposal designations.

Category	Disposition
Non-Hazardous/Non-Radioactive Free Release Waste	Recycle or Disposal
Non-Hazardous/Non-Radioactive Below Authorized Limits	Coordinate with the D&R Contractor for C-746-U Landfill Disposal No tipping fee for C-746-U Landfill Disposal
Radioactive Waste	Coordinate with the D&R Contractor for Disposal Disposal Tipping fee paid for by D&R Contractor
Hazardous Waste	Coordinate with the D&R Contractor for Offsite Disposal Disposal Tipping fee paid for by D&R Contractor
PCB Waste	Coordinate with the D&R Contractor for Offsite Disposal Disposal Tipping fee paid for by D&R Contractor
Solid Waste Management Unit Waste	Coordinate with the D&R Contractor for Disposal Disposal Tipping fee paid for by D&R Contractor or no tipping fee for C-746-U Landfill Disposal

The Contractor shall characterize and meet the waste acceptance criteria for any waste turned over to the D&R Contractor for disposal in the C-746-U Landfill or shipped offsite for disposal. The Contractor shall package waste to meet transportation requirements as identified by the D&R Contractor based on the disposition pathway identified for the waste stream.

The Contractor shall develop and implement a *Pollution Prevention Plan* in accordance with Executive Order 14057, *Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability* (see Section J, Attachment J-4, *Summary of Contract Deliverables*), which includes recycling and a waste reduction program that ensures unnecessary waste is not generated and that encourages waste reduction. Annually, the Contractor shall submit either an updated Pollution Prevention Plan to DOE for review and approval or a letter stating that no changes are necessary in the currently approved Pollution Prevention Plan.

The Contractor shall collect, stage, and disposition recyclable consumables from buildings and structures requiring custodial services, as listed in Section J, Attachment J-7, *PAD Facility Responsibility Matrix*. The Contractor shall coordinate with the D&R Contractor for centralized recycling points, where appropriate. The Contractor shall report the recycle numbers to DOE on a monthly basis with a breakdown of quantities in pounds for glass, plastic, aluminum, paper, computing equipment, and cardboard as well as the number of printer cartridges and copier toner

cartridges sent to a certified recycler for re-use (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

### **C.3.12 Utilities**

The Contractor shall pay utility invoices received from the energy suppliers listed in Section J, Attachment J-8.C.3.12, *List of Utilities*. The Contractor shall also provide payment on DOE's behalf for designated local residence water bills in accordance with the DOE Action Memorandum for the *Water Policy at the Paducah Gaseous Diffusion Plant*, DOE/OR/06-1201&D2. The Contractor shall include assumption of utility accounts in their transition plan.

### **C.3.13 Software Licenses**

The Contractor shall purchase and manage identified software licenses necessary to perform the work under this Contract (with the exception of the CAS software platform, additionally, cost for this CAS software platform will be identified during contract transition and be managed under the Contractor's performance baseline budget).

### **C.3.14 Emergency Management**

The Contractor shall participate in the PAD site's Emergency Management program to include planning, preparedness, response, recovery, and readiness assurance per DOE O 151.1, *Comprehensive Emergency Management System*. The Contractor shall coordinate with the OSMS Contractor and provide staff, including on-call personnel, to support the Emergency Operation Center (EOC) and Joint Information Center (JIC) efforts for its operations, testing, exercises, and drills to respond to emergency events. Not all personnel will play a role in all drills/exercises, but the Contractor shall support core areas such as security. The Contractor shall designate an individual to administer emergency management functions for their organization. The designated individual is responsible for coordinating infrastructure emergency management activities with the PAD site Emergency Management Program. The Contractor shall staff the JIC position as appropriate (e.g., ISS Spokesperson and EOC position for Security Coordinator).

Not all personnel will play a role in all drills/exercises, but the Contractor shall support core areas such as security.

The Contractor shall provide input to the OSMS Contractor, with copy of input to DOE, for the annual updates to the PAD site Emergency Plan and the PAD Emergency Readiness Assurance Plan (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

In accordance with DOE O 151.1, *Comprehensive Emergency Management System*, the Contractor shall develop and maintain infrastructure facility specific Emergency Plan Implementing Procedure(s) (EPIPs). Documentation of requirements flowed-down from the PAD site Emergency Plan into the infrastructure facility specific EPIP will be documented in the EPIP. The EPIP shall be submitted to DOE for approval (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

The Contractor shall prepare and submit hazardous material inventory information to the Site Emergency Management Coordinator for updates to the site wide All-Hazards Surveys and Emergency Planning Hazard Assessments, coordinated with the submittal of the OSMS Contractor Emergency Management Coordinator reviews or whenever a major change affecting the hazards occurs (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

The Contractor shall assist the Site Emergency Management Coordinator to develop and update as needed, facility-specific Emergency Action Levels for the spectrum of potential Operational Emergencies identified by the Emergency Planning Hazard Assessment to include protective actions for implementation in the Site Emergency Program (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

The Contractor shall prepare and submit to Site Emergency Management Coordinator the development and subsequent updates of information necessary to facilitate development of a site wide All-Hazards Surveys and Emergency Planning Hazard Assessments at least every 3 years or whenever a major change affecting the hazards occurs (see Attachment J-4, *List of Deliverables*).

The Contractor shall provide annual updates to the OSMS Contractor for incorporation into the PAD site COOP in coordination with the PAD site's COOP program in accordance with DOE O 150.1, *Continuity Programs* (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

#### **C.4 SAFEGUARDS AND SECURITY**

##### **C.4.1 General Security**

The Contractor shall develop comprehensive plans and implement the following programmatic elements in accordance with the aforementioned DOE Directives applicable to each programmatic area:

- (a) Program Management Operations: Protection Program Management, S&S Planning and Procedures, Management Control, and Program Wide Support;
- (b) Physical Protection: Access Controls, Intrusion Detection and Assessment Systems, Barriers and Delay Mechanisms, Testing and Maintenance and Communications;
- (c) Information Security: Basic Requirements, Technical Surveillance Countermeasures, Operations Security, Classification Guidance, and Classified Matter Protection and Control;
- (d) Personnel Security: Access Authorizations, Control of Classified Visits and S&S Awareness; and
- (e) Foreign Visits and Assignments: Sponsor Program Management and Administration, Counterintelligence Requirements, Export Controls/Technology Transfer Requirements, Security Requirements and Approvals and Reporting.

The Contractor shall submit to the ODFSA for approval, the PAD Officially Designated Security Authority (ODSA) and FSO and as such shall be responsible for administering and coordinating the S&S Program for the PAD site and shall be:

- (a) Recommended for appointment by the PPPO ODFSA; and
- (b) Approved in writing by DOE-HQ (EM 3.114).

The ODSA/FSO submitted for approval shall reside with the Contractor or sub-contractor responsible for performing the security scope and is permanently assigned to and located at the PAD site.

The ODFSA for the site resides within PPPO. The Contractor shall conduct S&S planning activities, as approved by the ODFSA, to ensure that a Site Security Plan (SSP) describing the



S&S program and its operating conditions are necessary and sufficient to protect national security and property assets as well as the public, DOE employees, and all contractor employees, at the PAD site, from malevolent actions by adversaries.

The Contractor shall provide a Classification Officer position and is required to obtain and possess ODFSA and PPPO Classification Officer approval prior to receiving the DOE-HQ Office of Classification approval and appointment. The Contractor Classification component is required to comply with all applicable classified and unclassified controlled information requirements.

The Contractor shall submit required data/information and transmit documents to the designated entities. Courtesy copies shall be provided to the PPPO Federal Classification Officer and the DOE-HQ EM Program Classification Officer.

The Contractor shall safeguard against the loss, theft, diversion, unauthorized access, misuse, or sabotage of radiological and chemical assets in accordance with DOE O 470.3, *Design Basis Threat (DBT) Order*.

The Contractor shall ensure that applicable S&S directives, plans and procedures flow down to their subcontractors, at any tier. The Contractor shall provide a copy of all approved and applicable S&S Procedure(s)/Plan(s) to all other DOE prime contractors FSOs at the PAD site for their appropriate implementation and flow down. The Contractor shall be responsible for developing a mechanism for ease of access to security policies, plans, and procedures for all prime contractors at the PAD site.

The Contractor shall ensure S&S program plans or procedures implemented at the PAD site are routinely evaluated for updates to meet the current DOE mission and ensure S&S requirements are met. At a minimum, each plan or procedure will be evaluated pursuant to applicable DOE orders or when significant changes occur. A process for minimum changes to plans will be developed by the Contractor and approved by the ODFSA.

The Contractor shall provide security management support for site tours consisting of coordination with the tour host/sponsor to ensure all necessary tour participant information has been collected prior to the tour and providing the host/sponsor with appropriate tour badges and any applicable site security information for tour participants.

The Contractor also shall develop and coordinate site security activities between DOE, the Kentucky Department of Fish and Wildlife, all site tenants to include all site prime contractors, and their respective subcontractors. The S&S Program applies to the Kentucky Department of Fish and Wildlife (pertaining to DOE-licensed land adjacent to the PAD site), other site tenants, and PAD site prime contractors.

The Contractor shall develop and submit an *S&S Staffing Plan* (see Section J, Attachment J-4, *Summary of Contract Deliverables*) for annual approval by the ODFSA. This plan is intended to ensure that the Contractor plans for and maintains the staffing necessary for continued implementation of a compliant S&S program. The Staffing Plan should consider current and future contract models with regard to S&S scope. The Contractor shall interface with other site contractors as necessary to develop this plan.

The Contractor shall provide development and training in accordance with DOE O 470.4, *Safeguards and Security Program*, for security programs, security education, and awareness

briefings. The Contractor shall ensure S&S personnel receive appropriate training to achieve the required level of proficiency and competence necessary to effectively perform assigned S&S tasks and/or responsibilities. Additionally, the SM will ensure that the S&S staff maintain current (applicable to the Contract) security training as provided through the DOE National Training Center in accordance with standard continuous (annual) professional development opportunities. Any training/conferences/workshops, etc., not sponsored by DOE must be approved by PPPO.

The Contractor shall provide intermittent support to the DOE PPPO Lexington facility and its technical support contractors upon request from DOE (e.g., locksmith services, Automated Access Control System [AACS], assistance with security-related equipment, attend security related meetings, and provide security assessment support).

The Contractor shall attend scheduled project/integration meetings with other prime contractors, ensuring S&S interests regarding site projects/missions are considered and incorporated into the planning efforts accordingly. The Contractor shall also attend meetings with the site Federal security representative as required and/or scheduled.

#### **C.4.1.1 Program Management**

The Contractor shall develop and implement an integrated S&S program consistent with DOE O 470.4, *Safeguards and Security Program*, DOE P 470.1, *Safeguards and Security Program*, and related directives and laws referenced therein. The Contractor shall ensure that the S&S program includes the role of the Protective Force as it relates to DOE interests at the PAD site.

The OSMS Contractor scope includes training and managing the Protective Force personnel and providing their equipment. The OSMS Contractor manages and implements the Nuclear Material Control and Accountability (NMC&A) Program at the PAD site. The Contractor shall coordinate with the OSMS Contractor to provide guidance for program implementation for Protective Force and NMC&A and includes those requirements in SSPs and procedures, where applicable.

S&S procedures and plans for the PAD site shall be coordinated with the PORTS ISS Contractor SM and/or respective member(s) of the Security Organization to ensure S&S program consistency and continuity between the PORTS and PAD sites. This includes all applicable areas of S&S with the exception of Protective Force and NMC&A. The Contractor shall coordinate with the Protective Force and NMC&A contractor management, as necessary to ensure that the requirements of the SSP are appropriately implemented and that the required protection effectiveness is sufficiently met (see Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*).

The Contractor shall develop and implement an annual *S&S Training Plan* (see Section J, Attachment J-4, *Summary of Contract Deliverables*), including accurate and complete employee training records that encompass applicable S&S program elements performed by Contractor employees working in these assignments at the PAD site. The plan must be approved by the ODFSA and project training derived from a valid needs analysis for the forthcoming year and establish methods to ensure personnel are trained to a level of proficiency and competence that ensures they are qualified to perform assigned S&S tasks and/or responsibilities. The level of competency required for each S&S position shall be included in the S&S Training Plan. Accurate and complete S&S training records must be maintained in accordance with Records Management and Document Control requirements, and copies provided to DOE upon request.

The Contractor FSO shall complete the DOE National Training Center FSO training within 1 year of appointment to the position demonstrating qualification to perform the duties of the FSO position, including security operations conducted at their assigned facility. The *FSO training certificate* shall be provided to DOE (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

#### **C.4.1.1.1 Safeguards and Security Planning and Procedures**

The Contractor shall implement and maintain the SSP for all S&S interests at the PAD site. The SSP is the approved method for conducting security operations at the site. The SSP must reflect security operations at the PAD site at all times. The Contractor shall develop, document, and submit for review and approval to DOE a SSP (see Section J, Attachment J-4, *Summary of Contract Deliverables*) outlining the S&S program and associated posture/strategies for DOE assets at the PAD site. The Contractor shall obtain all Site Prime contractor's local FSO concurrence signatures on the SSP prior to the submittal of the SSP to DOE for ODFSA approval. The SSP shall be provided to DOE for approval within 40 calendar days of the NTP and reviewed/updated annually thereafter or when significant changes occur. The SSP must describe in detail, either in its content or in combination with other explicitly referenced documents, all aspects of S&S operations occurring at the site. The Contractor shall ensure that the SSP is supported by a sufficient analytical basis to establish that protection requirements will be met if the plan is completely and effectively executed.

The Contractor shall ensure that the S&S protective posture is developed in accordance with DOE Directives utilizing a graded approach. The Contractor shall address site-specific S&S activities in the SSP (either directly within the plan or through specific reference).

The Contractor shall coordinate with the other DOE prime contractor(s) to develop the S&S posture for the PAD site. The Contractor shall maintain all approved S&S plans in a current and accurate status, reflecting current and accurate site S&S procedures and requirements. Also, ensure the S&S programs are effectively integrated with applicable aspects of the site mission and incorporated into the SSP. The Contractor shall develop and implement appropriate protection strategies for applicable site assets. The Contractor shall routinely review S&S project plans through random assessments and/or surveillances to ensure that they are current and reflect the intended S&S operating conditions at the covered location.

The Contractor shall develop and implement procedures (as needed) for S&S topical and sub-topical areas, unless the topical or sub-topical area is already thoroughly addressed in the SSP and/or other approved S&S Plans.

The Contractor shall coordinate with both the D&R Contractor and the OSMS Contractor to ensure S&S programmatic areas are compliant with the SSP.

The Contractor shall develop and submit a *Site Demonstration Plan* (see Section J, Attachment J-4, *Summary of Contract Deliverables*) that assists the Protective Forces Security Incident Response Plan development.

The Contractor shall develop, coordinate, and implement *Site Wide Workplace Violence and Active Shooter Training* and/or briefings (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The annual active shooter/workplace violence training process will also be included in the SSP.

The Contractor shall implement and participate in an insider threat program as defined in current applicable CFRs and DOE Directives (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

The Contractor shall respond within requested time frames to all S&S data calls requested by DOE (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

#### **C.4.1.1.2 Management and Control**

The Contractor shall perform self-assessments and program reviews to evaluate S&S systems and processes at the PAD site to determine overall effectiveness and identify any potential non-compliance with Federal laws, DOE Directives, and the SSP. These activities shall provide for timely identification and correction of deficiencies/noncompliant conditions and validate the effectiveness of corrective actions taken to prevent adverse events or consequences.

##### **C.4.1.1.2.1 Surveys and Self-Assessment Programs**

The Contractor shall perform self-assessments of applicable S&S topical and sub-topical areas within the scope of this contract and deliver an *Annual Comprehensive S&S Self-Assessment Report* to PPPO, by September 30 (see Section J, Attachment J-4, *Summary of Contract Deliverables*). Additionally, the contractor may coordinate with other Prime contractors to facilitate a single comprehensive site S&S Self-assessment Report, if agreed upon by all Stakeholders.

##### **C.4.1.1.2.2 Performance Assurance Program**

In collaboration with the other Prime Contractors on site, the Contractor shall develop, implement and maintain a *Performance Assurance Program (PAP) Plan* (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The PAP plan shall be included or specifically referenced in the SSP.

##### **C.4.1.1.2.3 Incident Reporting and Management**

The Contractor shall develop a written site process for implementing the PPPO *Incidents of Security Concern (IOSC) Program Plan* and shall take actions to ensure the site Federal security representative is notified of all IOSCs (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The site process shall be included or referenced in the SSP and may be included or reference with other S&S plans.

The Contractor has overall responsibility for implementing and executing the IOSC program for all security incidents that occur at the PAD site. The Contractor shall provide DOE National Training Center-trained and PPPO ODFSA appointed Inquiry Officials to conduct inquiries to establish pertinent facts and circumstances regarding IOSCs. Other prime contractor FSOs shall be placed on distribution for inquiry reports to assist with the development of Corrective Action Plans and document disciplinary actions as required. The Contractor shall transmit all IOSC reports to the site Federal security representative and shall perform tracking and trending analysis of IOSCs at the PAD site.

#### **C.4.1.1.3 Program-Wide Support**

##### **C.4.1.1.3.1 Facility Approval and Registration of Activities**

The Contractor shall comply with DOE Directives governing FCLs and activity registration requirements as described in DOE O 470.4, *Safeguards and Security Program*. The Contractor's

FCL program shall incorporate FCL clearances, registration of S&S activities, FCL program requirements, importance ratings, FCL approval requirements, interim and limited FCLs, access authorizations, and exclusion procedures required in connection with contractor FCLs, reporting requirements, suspensions, and FCL termination and closeout.

The Contractor's FCL program shall prescribe interactions between the other PAD site contractors to facilitate the completion of their respective roles as well as interfaces between these organizations and the CSO for implementation.

The *Security Management in Contracting Plan* shall include applicable details of the facility data and approval record and FCL program (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The Security Management in Contracting Plan may be included or referenced in the SSP and/or other S&S plans.

The Contractor shall provide personnel to register/input data into the Unclassified-Safeguards and Security Information Management System (SSIMS) database for all site sub-contractors for Facility Approval and Registration Activities.

#### **C.4.1.1.3.2 Foreign Ownership, Control, or Influence**

The Contractor shall comply with DOE Directives that pertain to receiving and maintaining a favorable Foreign Ownership, Control, or Influence (FOCI) determination as described in DOE O 470.4, *Safeguards and Security Program*. The Contractor also shall coordinate with all site subcontractors to facilitate e-FOCI submittals, review e-FOCI submittals, and electronically submit to the Federal Cognizant Personnel Security Office (CPSO) (EM 3.114). The FOCI program processes are to be documented in the *Security Management in Contracting Plan*.

The Federal CPSO is responsible for final FOCI determinations as well as granting final security approval of S&S activities in SSIMS.

#### **C.4.1.1.3.3 Security Management in Contracting**

The Contractor shall ensure applicable DOE S&S Directives and DEAR clauses are incorporated into subcontracts as required by DOE O 470.4, *Safeguards and Security Program*. The Contractor shall ensure that subcontracts involving classified information have the applicable security clauses included in subcontract general terms and conditions, and that CSCS forms are registered.

The Contractor shall provide personnel to register/input data into the Unclassified-SSIMS database for all site sub-contractors CSCS activities.

The Contractor shall also ensure that their subcontractors are only cleared to the highest level commensurate with the work to be performed and will coordinate all subcontractor CSCS forms with the appropriate site Federal security personnel for concurrence prior to sending to the ODFSA for approval.

#### **C.4.1.2 Physical Protection**

##### **C.4.1.2.1 Security Areas**

The Contractor shall ensure that security areas [i.e., General Access Areas, Property Protection Areas (PPA), and LAs] are established as necessary, and documented in the SSP or other applicable S&S plans.

The Contractor shall ensure the development, implementation, and management of a Prohibited and Controlled Articles Program for the site. The program shall be documented in the SSP or other applicable S&S plans. The Contractor shall develop processes to account for, control, and limit-controlled articles entering specified security areas.

#### **C.4.1.2.2 Posting and Signage Requirements**

The Contractor shall post signs in accordance with Federal Directives at facilities, installations, and real property based on the need to implement Federal statutes protecting against degradation of S&S interests.

Examples of such signs include, but not limited to:

- (a) Trespassing
- (b) Prohibited Articles
- (c) Controlled Articles
- (d) Official Business
- (e) Electronic Surveillance
- (f) Atomic Energy Act, Section 229

#### **C.4.1.2.3 DOE Security Badge Program**

The Contractor shall issue Homeland Security Presidential Directive (HSPD)-12 credentials for DOE and all PAD site contractor employees, and designated visitors who require long term (greater than 6 months) access to DOE facilities or access to any DOE computer system, and other DOE-authorized individuals. (Federal personnel must sponsor HSPD-12 credentials for other Federal personnel; however, the Contractor shall enroll Federal personnel and issue the credentials as requested). Local Site Specific Only (LSSO) badges shall be developed and issued as needed to PPPO Prime Contractors, subcontractors, and vendors, to include Lexington Federal and contractor personnel as requested, to address unique issues and unique local badging requirements such as LSSO badges and temporary visitor badges. This also shall include stakeholders such as regulators, law enforcement, first responders and wildlife management personnel.

#### **C.4.1.2.4 Lock and Keys**

The Contractor shall develop, implement, and manage a Security Lock and Key Program for the PAD site in accordance with DOE O 473.1, *Physical Protection Program*, and include program details in an applicable security plan. The Contractor shall protect and manage all security locks and keys, based on a graded approach. The Security Lock and Key Program shall be based on the S&S interests being protected, the identified threat, existing barriers, and other related protective measures. Security lock and key must be prioritized to ensure security lock and key work is a high priority (to include administrative lock and key) assigned through operations.

The Security Lock and Key Program shall determine the application and issuance of Level 1-3 security keys for the site. The Security Lock and Key Program does not include site Administrative Keys, LOTO program support, or other non-security related lock and key services.

The Contractor shall provide a locksmith (GSA certified) to support the DOE Security Locks and Keys Program (i.e., GSA-approved repositories, Level 1, 2, and 3 locks and keys) for the PAD site. The Contractor shall also provide combination changes and repairs to classified repositories for DOE and other site contractors.

#### **C.4.1.2.5 Escort Requirements**

The Contractor shall develop, implement and manage the site escort strategies. The Contractor shall ensure that the escort strategies are documented in the SSP or other applicable S&S plans. The Contractor is required to provide escorts for its own personnel who are not cleared, when required.

#### **C.4.1.2.6 Automated Access Control Systems**

The Contractor shall develop, implement and maintain an AACS compliant with HSPD-12 and Federal Information Processing Standard Publication 201. The Contractor shall design, implement, manage and maintain a centralized AACS for property and facilities (PORTS, PAD, and Lexington – including DUF<sub>6</sub>) that are leased or owned by DOE (see Section J, Attachment J-5, PPPO Site Services and Interface Requirements Matrix). The AACS shall be implemented in a manner consistent with the requirements identified in DOE O 473.1, *Physical Protection Program*, and other applicable requirements documents. The IT and cyber security support for the system at all sites will be provided by the OSMS Contractor (or their subcontractor). The Contractor may retain necessary personnel with appropriate skill sets to manage the AACS system. The AACS shall be logically segmented within the larger information system, allowing only network traffic required for its operation. As a component of the GSS, it will be maintained in a manner consistent with applicable IT and cyber security requirements.

The Contractor shall maintain the operability of assigned facilities/equipment per Section J, Attachment J-8.C.4.1.2.6, *Automated Access Control System Listing*, and consistent with Section C.3.6, Property Management. The Contractor is responsible for programmatically managing the access control software requirements for the AACS on the designated gates, entrances, etc., which includes facilitation of individual access programming (software) for all three sites. These systems shall be updated routinely to ensure the software and operational aspects are consistent among PPPO Sites through appropriate collaboration (i.e., at the PAD, Lexington, and PORTS sites respectively). Each site will still be responsible to support the daily operations of their respective AACS and will continue to provide immediate response to AACS failures, determine causes, and address them appropriately. The PORTS ISS Contractor and the PORTS OSMS Contractor shall procure the required AACS hardware and shall coordinate with the Contractor to ensure that the system is compatible and that a better rate is not available by purchasing directly from the Contractor.

Replacement of equipment for the PAD ISS and D&R AACS systems shall be in accordance with Section C.3.6.3, *Replacement of Government Furnished Property*. The PORTS ISS and PORTS OSMS Contractors shall support evaluation and implementation of any software, hardware, and equipment upgrades as necessary. This includes ensuring that software updates administered by the Contractor are installed and updated successfully.

Security AACS implementation locations are determined by the Contractor and will be approved by the ODFSA. This is to ensure AACS systems are only used for concentric security layers and not for safety or accountability purposes. Systems used for safety or accountability purposes are

not considered part of AACS security scope. Level 1-3 locks and keys can be used in place of AACS systems when the implementation of AACS may be cost prohibited due to the infrastructure not being at locations to support AACS.

#### **C.4.1.2.7 Intrusion Detection and Assessment Systems**

The Contractor shall evaluate, design, establish, and maintain the protective posture at the PAD site for DOE and all site contractors. The security posture may include intrusion detection and assessment systems (IDAS), if required. The IDAS program shall include, but is not limited to, configuration, performance testing, alarm maintenance, and maintenance for IDAS requirements in support of the site security posture.

#### **C.4.1.2.8 Barriers and Delay Mechanisms**

The Contractor shall develop and implement a barrier and delay strategy in accordance with the requirements of DOE O 473.1, *Physical Protection Program*, for the PAD site if the security posture requires such. The barrier and delay strategy will include, but will not be limited to, design, analysis, performance testing, assessments and maintenance of the physical barriers for the security areas. The Contractor shall evaluate all barriers and delay mechanisms to ensure that they are adequate, sufficient and are maintained in a manner that is sufficient to deter unauthorized access, based on the security posture outlined in the SSP.

#### **C.4.1.2.9 Storage of Classified Matter**

The Contractor shall oversee site secure storage for classified matter and ensure compliant storage and protection of assigned assets. The Contractor shall ensure that all classified matter storage and protection shall be commensurate with the requirements of DOE O 471.6, *Information Security*, DOE O 475.2, *Identifying Classified Information*, and all applicable security directives.

The Contractor shall evaluate, design, establish, and maintain the protection strategy for new or reconfigured storage approaches including the determination of the need for vaults, vault type rooms, GSA storage, and/or non-conforming storage, as applicable.

The Contractor shall ensure that applicable security plans are collaborated on and provided to the both the D&R Contractor and the OSMS Contractor for all classified storage areas at the PAD site that require their involvement in the implementation.

#### **C.4.1.2.10 Testing and Maintenance**

The Contractor shall establish and implement and manage an effective system for assessing site alarms to quickly and accurately determine the cause. The Contractor shall establish the requirement for site alarms, establish and assess the PAD site Intruder Detection System alarm testing and maintenance program, and implement alarm testing and maintenance for applicable facilities alarm points.

#### **C.4.1.3 Information Security**

The Contractor shall establish and manage an effective Information Security (INFOSEC) program at the PAD site. The Contractor shall assist other PAD site prime contractors responsible for the protection of classified and CUI providing guidance of information security issues. The Contractor shall meet the requirements of this section and assist, but not perform the work for, other Site contractors in meeting these requirements.



#### **C.4.1.3.1 Basic Requirements**

The Contractor shall develop, implement, and maintain a site-wide CUI Program. This program will include, but will not be limited to, CUI, Personally Identifiable Information, and UCNI. The program shall prescribe the processes for identifying, marking and protecting the information that includes CUI. The CUI program shall be implemented and maintained in compliance with the requirements of DOE O 471.1, *Identification and Protection of Unclassified Controlled Nuclear Information*, DOE O 471.6, *Information Security*, and DOE O 471.7, *Controlled Unclassified Information*.

#### **C.4.1.3.2 Technical Surveillance Countermeasures**

The Contractor shall support the Federal Technical Surveillance Countermeasures (TSCM) Program, as requested by the ODFSA, TSCM Operations Manager or designated alternate in accordance with DOE O 470.6, *Technical Security Program*. The Contractor shall coordinate with the TSCM Operations Manager, to identify areas of the site requiring recurring TSCM services, if/when applicable. All TSCM matters, to include the reporting of suspected or confirmed technical penetrations will be reported and coordinated with the TSCM Operations Manager or a designated alternate. The Contractor shall provide and maintain the appropriate number of trained TSCM Officer(s) to support the Federal PPPO TSCM program. The Contractor shall coordinate the TSCM Program with other site contractors, as needed.

#### **C.4.1.3.3 Operations Security**

The Contractor shall develop, submit, implement, and maintain an Operations Security (OPSEC) Program and shall include or specifically reference the *OPSEC Program Plan* in the SSP or other applicable S&S plan (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The OPSEC Program shall identify Critical Information, OPSEC assessments schedule and provide education to the workforce that is designed to enhance mission effectiveness and protection of operations and activities. The OPSEC Program shall be implemented and maintained in accordance with the requirements of DOE O 471.6, *Information Security*.

The Contractor shall collaborate, prior to submitting the OPSEC deliverable with Lexington and PORTS security programs Points of Contacts to ensure information being protected is consistent across PPPO.

#### **C.4.1.3.4 Classification Program**

The Contractor shall develop, submit, implement and manage a *Classification Program Plan* in accordance with the requirements of DOE O 475.2, *Identifying Classified Information* (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

The Classification Program Plan shall be included or specifically referenced in the SSP and shall identify the processes pertaining to the implementation and maintenance of the requirements set forth in DOE Directives.

The Contractor shall appoint a qualified Classification Officer and supporting staff for the Classification Program at the PAD site; and provide classification support to other site contractors, as needed (see Section J, Attachment J-4, *Summary of Contract Deliverables*). These activities include strategic partnership projects and gaseous diffusion technology. The Contractor shall provide Derivative Classifier training, including UCNI, and certification at the PAD site. The PPPO Federal Classification Officer is delegated by the PPPO ODFSA for classification

matters. The site Federal security representative is the local Federal classification point of contact regarding PAD site classification activities. The Contractor shall ensure the site Federal security representative is informed of all classification challenges and other non-routine classification matters that might affect the site cost, scope, and/or project schedules. The Classification Officer and the Derivative Declassifiers shall be trained at the Office of Director of Classification at DOE-HQ.

The Classification Officer is required to possess and maintain a DOE Q clearance prior to appointment. Before recommended appointment by the Contractor, the person designated to occupy this position shall have completed the DOE Classification Officer/Analysts and Derivative Declassifier training, obtained PPPO Classification Officer and ODFSA concurrence and he/she must be:

- (a) Recommended for appointment by the PPPO Federal Classification Officer; and
- (b) Approved in writing by DOE-HQ.

The Contractor shall provide support to DOE for classification reviews/determinations, technical reviews, legacy issues support, litigation support, support for issues involving the Department of Justice and DOE Inspector General, worker's compensation support, and review for release of information to the public (although not the final determination of release) under the FOIA and Privacy Act. The Contractor shall transmit documents or information to the designated entities. The Contractor does not perform classification reviews on documents for other site contractors. Other site contractors are required to perform the reviews in accordance to the program requirements provided by the Contractor.

The Contractor shall provide a quarterly *Classified/Declassified Program Status Report* (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The quarterly report shall summarize the following classification activities:

- (a) Education and training for derivative classifiers, reviewing officials and technical information officers;
- (b) Privacy Act Reviews for EEOICPA;
- (c) FOIA requests reviews;
- (d) Litigation request reviews;
- (e) Number of miscellaneous reviews for documents, photographs, drawings, blueprints and electronic media;
- (f) Newly generated documents; and
- (g) Documents Declassified.

Courtesy copies of assessments and other relevant information shall be provided to the PPPO Federal Classification Officer as requested.

#### **C.4.1.3.5 Classified Matter Protection and Control**

The Contractor shall protect classified information in all forms in accordance with DEAR 952.204-2, *Security*, and all applicable laws, regulations, policies, directives, and other requirements that apply. A violation of the provisions of the Contract relating to the Safeguarding or Security of Restricted Data or other Classified Information may result in a civil

penalty pursuant to Subsection A of Section 234B of the Atomic Energy Act of 1954, as amended (42 U.S.C. § 2282b). The procedures for the assessment of civil penalties are set forth in 10 CFR § 824, Procedural Rules for the Assessment of Civil Penalties for Classified Information Security Violations.

The Contractor shall coordinate Communication Security (COMSEC) and TSCM programs (as applicable), management of the hardware/software for alarm systems and automated access control systems (the OSMS Contractor provides the alarm monitoring for the site), provide classification training (Derivative Classifiers and UCNI Reviewing Official) to other site contractors as needed, and conduct security risk assessments/analyses as required.

The Contractor shall support the Federal PPPO COMSEC program as requested by the ODFSA, COMSEC custodian or the secondary COMSEC custodian. The Contractor shall develop COMSEC processes supplemental to the PPPO COMSEC program. The contractor shall provide and maintain the appropriate number of trained COMSEC Custodian(s) to support the Federal PPPO COMSEC program. The Contractor shall coordinate COMSEC with other site contractors, as needed.

#### **C.4.1.3.5.1 Control of Classified Matter**

The Contractor shall develop, implement, and maintain a Classified Matter Protection and Control (CMPC) Program in accordance with the requirements of DOE O 471.6, *Information Security*. The CMPC Program shall address the process for the handling and protection of classified information throughout its lifecycle. The CMPC Program includes the following activities:

- (a) Origination;
- (b) Classification;
- (c) Marking;
- (d) Accountability;
- (e) In-use;
- (f) Storage;
- (g) Reproduction;
- (h) Transmission;
- (i) Receipt; and
- (j) Destruction.

The CMPC Program shall specify the requirements for the protection and control of classified information and shall be commensurate with its classification level, category, and caveats (if applicable). All pertinent attributes shall be used to determine the degree of protection and control required to prevent/deter unauthorized access to classified information. All processes related to the protection of classified information shall be documented in the SSP or other applicable S&S plans. The Contractor shall ensure classified information is protected in a manner such that authorized access to classified information requires the appropriate clearance, relevant access approval, and the need to know. The procedures/plans shall implement the

requirement for methods to deter, detect, respond to, and mitigate unauthorized access to classified information.

The Contractor shall develop CMPC Custodian Briefings to ensure that personnel are trained to a level of proficiency and competence that ensures they are able to perform assigned S&S tasks and/or responsibilities.

The Contractor shall establish and maintain the ability to send and receive classified matter through postal and/or other means.

#### **C.4.1.4 Personnel Security**

The Contractor shall provide the following Personal Security (PERSEC) support at the PAD site under the oversight of the CPSO:

- (a) Facilitate access authorizations in accordance with DOE O 472.2, *Personnel Security*;
- (b) Personnel security program support (for all contractors having official business at the PAD site and the Lexington Offices);
- (c) Badging Office services; and
- (d) Support of clearance investigators holding interviews at the Access Control Facility (C-104) facility.
- (e) Provide services at the Access Control Facility (C-104) facility Monday through Friday 6:00 a.m. to 4:30 p.m.

The Contractor shall provide badging services for DOE (to include Lexington Offices) other PAD site contractors, and DOE-authorized individuals in accordance with DOE O 473.1, *Physical Protection Program*, and DOE O 206.2, *Identity, Credential, and Access Management (ICAM)*, which are the Departmental implementing directives for LSSO badges and HSPD- 12 credentials.

##### **C.4.1.4.1 Access Authorization**

The Contractor shall provide timely processing of access authorization requests, withdrawals, waivers, terminations, suspensions, denials, upgrades, downgrades, re-certifications, and reinvestigations through the established channels to the CPSO for finalization. The Contractor shall notify the CPSO of any conditions affecting the status of an applicant's or employee's security clearance, pursuant to DOE reporting requirements.

The Contractor must request that the CPSO administratively withdraw an employee's security clearance, and must provide the CPSO a DOE Form 5631.29, *Security Termination Statement*, completed by the employee, within two working days when a determination is made that a security clearance is no longer required.

##### **C.4.1.4.2 Control of Classified Visits**

The Contractor shall develop, implement and manage a program to address the requirements for classified visits in accordance with DOE O 470.4, *Safeguards and Security Program*. The Contractor shall ensure access by cleared U.S. citizens or individuals from foreign governments visiting DOE facilities is controlled in accordance with national laws and regulations, international treaties and agreements, and DOE Directives. The Contractor shall be responsible for ensuring that the classified visits program at facilities under their cognizance are performed

in accordance with the procedures applicable to classified visits, which shall be documented in facility or SSPs.

#### **C.4.1.4.3 Safeguards and Security Awareness**

The Contractor shall develop, implement and maintain the S&S Awareness Program for all contractors and subcontractors performing work at the PAD site. The Contractor shall implement and maintain the S&S Awareness Program in accordance with the requirements of DOE O 470.4, *Safeguards and Security Program*. The S&S awareness program shall communicate personal security responsibilities to all individuals at the PAD site. For individuals granted access to classified information or matter, the security awareness program shall provide the means to instruct these individuals in their duties and responsibilities related to the access while afforded to them and shall reiterate those duties and responsibilities upon termination of access. The program shall provide supplementary awareness activities that continuously reinforce good security practices.

The Contractor shall plan, conduct, and record the following briefings in accordance with the PAD site (or applicable facility) security requirements:

- (a) Initial Security Awareness Briefing
- (b) Comprehensive Briefing(s)
- (c) Refresher Briefing(s), to include the PPPO provided or other approved Annual Security Refresher Briefing method for cleared and uncleaned personnel.
- (d) Security Clearance Termination Briefing(s)
- (e) Supplemental Security Awareness Information/Material

#### **C.4.1.5 Material Control and Accountability**

The Contractor shall ensure that physical protection measures are established for the site inventory of accountable nuclear material (SNM Category IV Attractiveness Level E).

#### **C.4.1.6 Foreign Visits and Assignments**

The Contractor shall implement and coordinate the DOE *Foreign Visits and Assignments (FVAs) Program Plan* that involves foreign national access to DOE-owned or leased sites, information, technologies, or equipment (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The implementation of the FVA Program is in accordance with DOE O 142.3, *Unclassified Foreign National Access Program*. The FVA Program Plan may be included in the SSP or other applicable S&S plans and will describe:

- (a) The local process for foreign national visits and assignments;
- (b) Review and submits foreign national access requests; and
- (c) A process for documenting and tracking visits and assignments by foreign nationals to the PAD site, and for visits or assignments.

## **C.5 SURVEILLANCE AND MAINTENANCE**

### **C.5.1 General**

The Contractor shall perform routine surveillance and maintenance (S&M) in accordance with Section H clause, *Real Property Asset Management*, of all DOE-owned facilities assigned in FIMS and identified in Section J, Attachment J-7, *PAD Facility Responsibility Matrix*. The Contractor shall perform all S&M activities associated with these facilities through the end of the Contract.

The Contractor shall provide preventive and corrective maintenance using a graded approach.

The Contractor shall ensure that an electronic S&M system is used to integrate historical S&M data with S&M work requests for subsequent scheduling. The Contractor shall perform all S&M activities including, but not limited to, the following:

- (a) Minimize and reduce the occupation of facilities to the maximum extent possible;
- (b) Perform minimally required facility inspections including equipment and/or structure;
- (c) Conduct preventive, predictive, and corrective maintenance actions only necessary to support near-term Contractor or site tenants/contractors operations. As operational activities change, the Contractor shall annually assess if continued preventative, predictive, and corrective maintenance is still warranted.

The Contractor shall implement all necessary work control procedures to ensure fully adequate and timely completion of work requirements/maintenance. The Contractor shall plan and schedule maintenance to ensure material, labor, and equipment are available to complete activities. The Contractor shall schedule planned outages and manage all outages to maximize safety, efficiency and cost effectiveness while minimizing down time.

All fire, medical, and security response personnel and equipment will be provided by others (OSMS Contractor).

### **C.5.2 Computerized Maintenance Management System**

The Contractor shall fully utilize a computer software program as their CMMS. The Contractor shall operate and maintain the CMMS. The Contractor shall provide full access to the CMMS to DOE to include any licensing requirements. The Contractor shall utilize the CMMS to track all maintenance/services.

All information entered into CMMS is considered government-owned for its present and future use and does not contain any limitations on its use. DOE will define CMMS data element entry requirements within this Contract and revise CMMS data element entry requirements as necessary during Contract performance.

The Contractor shall utilize the CMMS to schedule and track all maintenance to include all activities required to comply with the Contractor's PM program. The following information shall be captured for maintenance in the CMMS upon determination of schedule for PM activities and within 14 days prior to scheduled date for non PM activities. The Contractor shall ensure all PM maintenance requirement dates are in accordance with the PM program.

- (a) Date of scheduled activity
- (b) Facility identification

- (c) Office/Room number of maintenance, if applicable
- (d) Equipment ID number, if applicable
- (e) Description of the maintenance required
- (f) Maintenance Level

### **C.5.3 Maintenance Request Reception and Processing**

The Contractor shall receive, categorize, prioritize, correspond, and respond to requests for service during normal hours of operation. The Contractor shall receive, categorize, prioritize, correspond, and respond to service orders after hours. The Contractor shall ensure facility occupants and facility managers of assigned facilities are notified of procedures required to notify the Contractor of maintenance service requests.

Service orders will be accepted only from the facility managers designated by DOE. The Contractor shall obtain concurrence/acceptance from the facility managers designated by DOE for service orders other than corrective repair to an asset.

The Contractor shall develop and implement procedures to capture ensure no less than the following information is captured in the CMMS for each service order received at the time the service order of the requested:

- (a) Date/time the call or service order was received;
- (b) Name, organization and telephone number of requester;
- (c) Location of service work requirement/facility identification;
- (d) Equipment ID number, if applicable;
- (e) Description of the issue or service requested;
- (f) Work Type (Preventative, Corrective, etc.); and
- (g) Priority (Emergency or Urgent)

The status of all assigned and completed service orders shall be made available to DOE upon request, known as *Maintenance Status Updates* (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

For emergency or urgent work, the Contractor shall notify DOE at the earliest possible time, not to exceed one business day from the commencement of work. Failure to adhere to the aforementioned may preclude the Contractor from receiving payment.

#### **C.5.3.1 Scheduled Maintenance or Service**

Scheduled Maintenance or Service includes any activity or service that can be planned to include Predictive Maintenance, PM, Inspections, and Services that can be foreseeably, either routinely or regularly, scheduled or planned.

The Contractor shall provide all maintenance necessary to ensure safe and cost-effective operation of facilities and equipment to meet current and future mission requirements.

#### **C.5.3.2 Emergency Maintenance**

Emergency Maintenance includes activities required to correct a failure or to arrest any condition

which constitutes, or can foreseeably constitute an immediate danger to personnel, threaten to damage property, or threaten to disrupt PAD site operations (including security). This includes breaches of the LA fencing that may lead to uncontrolled access into the LA. Emergency maintenance takes priority over all other work.

The Contractor shall respond within 30 minutes of receipt of notification if during hours of operation or 1 hour of receipt of notification outside hours of operation, to include weekends and holidays. The Contractor shall continue to work without interruption until the situation is corrected, or the emergent condition is arrested, and the maintenance can be reclassified as either urgent or routine, as appropriate, and the corresponding completion time applied. Follow-up maintenance shall be considered part of the original service call.

### **C.5.3.3 Urgent Maintenance**

Urgent Maintenance includes activities required to correct failures which do not immediately threaten personnel, property, or activity missions; but which would soon inconvenience and/or affect the health or well-being of personnel, lead to property damage, or lead to disruptions in operations.

The Contractor shall respond within 1 hour of receipt of notification if during hours of operation or 2 hours of receipt of notification outside hours of operation, to include weekends and holidays. The Contractor shall continue to work without interruption until the situation is stabilized, or the urgent condition is arrested, and the maintenance can be reclassified as routine, and the corresponding completion time applied. Follow-up maintenance shall be considered part of the original service call.

### **C.5.3.4 Completed Maintenance**

Within 1 working day after completion of each activity or service, the Contractor shall add the following information to the work authorization form and return to the Contractor work reception center for CMMS entry and activity closeout:

- (a) Facility Identification Number;
- (b) Asset/Component Identification Number;
- (c) Description of work actually completed;
- (d) Brief description of material and parts used, including quantities and direct cost;
- (e) Date and time work began;
- (f) Date and time work was completed;
- (g) Operational checks performed;
- (h) Hours of direct labor expended (including staff subcontracts);
- (i) Subcontract costs;
- (j) Materials Cost;
- (k) Signature or initials of the Contractor's craftsman performing the work (or supervisor), indicating that the work has been completed;



- (l) Updated drawings attached, linked or referenced; and
- (m) Fiscal Year Completed

The Contractor shall provide DOE an *Annual Maintenance Report* detailing all scheduled maintenance activity for the prior FY (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The annual maintenance report shall contain maintenance activities completed during the previous FY and any outstanding maintenance requests with a schedule for completion and any missed or delinquent services (e.g., PMs missed, janitorial/custodial cleaning missed as well as any known deviations to occur in the coming week).

#### **C.5.4 Fuel Dispensing Station**

The Contractor shall provide on-site refueling capability through the on-site fueling station (C-752-B) for all site contractors and DOE. The refueling station shall support regular and alternative fuels, specifically E-85 as well as maintain the ability to expand if the fuel needs of the fleet changes, such as bio-diesel.

The Contractor shall operate, inspect and maintain the fueling facility on site. The maintenance activities shall include, as a minimum: calibration of bulk fuel tanks, valve lubrication, cleaning of vents and strainers, replacement of hoses on pumps (if required), adjustment of mixing temperature control valves, and all other maintenance required to keep the fueling station in a safe operating condition in accordance with Federal and State requirements.

#### **C.5.5 Electric Vehicle Charging Stations**

The Contractor shall provide on-site electric vehicle charging capability through the operation of electric vehicle charging stations.

The Contractor shall operate, inspect, and maintain the electric vehicle charging stations on-site. Maintenance activities include but are not limited to inspections, PM, maintaining warranties, addressing physical damage to equipment, programming updates (if required), maintaining service agreements, and maintain the charging stations in a safe operating condition in accordance with Federal and State requirements.

#### **C.5.6 Paved, Gravel, Earth Roads, and Yards**

The Contractor shall inspect, schedule, maintain and repair roadways, surfaced areas, and support facilities. This includes paved and unpaved roads, streets, parking lots, sidewalks, recreational areas, erosion control, drainage systems and related areas, and associated structures and appurtenances at the PAD site. The Contractor shall grade Unpaved Roads and Parking Areas to level ruts and washes, fill in low areas, and cut down high areas, to achieve the specified grade and slope 2 times each year, once in the spring and once in the fall. The Contractor shall maintain and repair paved surfaces and earth surface roads and areas in accordance with the latest edition of the *Kentucky Standard Specifications for Road and Bridge Construction*.

The Contractor shall implement consistent traffic control devices, markings, and signage throughout the site, including parking areas. The Contractor shall also be responsible for evaluation of, and alteration if needed, of traffic flow/direction patterns in assigned parking facilities.

The Contractor shall inspect all surfaced areas and related roadway structures and prepare a *Paved and Unpaved Surfaces Inspection Report* (see Section J, Attachment J-4, Summary of Contract Deliverables). This report shall focus on all areas of the pavement system to include the pavement surface, pavement markings, shoulders, ditches, drainage, signage, curbing along with documenting Potholes, Upheavals, and Alligator Cracked Repair. The Inspection Report shall document the results of the inspection(s) as to the condition/deficiencies along with a prioritized list of repairs with estimated price for repair.

#### **C.5.6.1 Storm Drainage System Maintenance and Repair**

The Contractor shall maintain the drainage systems. To maintain proper runoff, the Contractor shall inspect and maintain inlet gratings, clean catch basins, drop inlets, manholes, culverts, inlet headwalls, and exits and similar structures on a routine schedule. The schedule shall be based on the rate of silting or clogging with debris.

#### **C.5.6.2 Bridge and Tunnel Management**

The Contractor shall comply with all requirements in accordance with DOE O 437.1, *Bridge and Tunnel Management* for assigned bridges and culverts listed in Section J, Attachment J-8.C.5.3.1.2, *Listing of Bridges*.

#### **C.5.6.3 Vegetation Control**

The Contractor shall perform vegetation control on areas adjacent to paved, gravel and earth roads, and yards. See Section C.5.8 for additional requirements.

#### **C.5.6.4 Erosion, Storm Damage Repair**

The Contractor shall provide repair services for significant soil erosion (e.g., erosion of soil into waterways, deteriorating culverts, undermining of sidewalks or roadways, wash-outs/sinkholes, etc.) and response to storm damage impacting site operations.

The Contractor shall perform seeding, strawing, topsoil backfill, rock placement (armoring), and/or application of erosion control matting in maintained areas in order to repair areas of significant erosion (areas over ~500 square feet). The Contractor shall inspect and report areas of erosion that require repair. These areas shall be repaired by filling in washed out/bare areas with clean inorganic fill soil to within 4" of normal ground elevation. This soil shall be compacted as required for the application, then topsoil placed to return the area to normal ground elevation. Subsequently, the area shall be maintained to reduce the effects of erosion; and to establish a healthy grassed covering.

The Contractor shall remove fallen trees and other debris from maintained facilities and areas to accommodate vehicle traffic, grounds maintenance, and other site operations.

#### **C.5.7 Custodial Services**

The Contractor shall provide custodial maintenance, so the facilities are clean, sanitary and sightly. The Contractor's cleaning techniques and products shall protect the integrity of both the surfaces and the finishes that are receiving cleaning services. The Contractor shall purchase and use cleaning products containing recovered materials that are EPA-designated items to the greatest extent practicable or when not practicable, the Contractor shall purchase and use cleaning products that have a lesser or reduced negative effect on human health and the environment when compared with competing products that serve the same purpose. The Contractor shall post warning signs and barricades in areas of floor care operations, as appropriate, to ensure personnel safety. The Contractor's cleaning techniques for biological

material to include excrement and vomit shall be in compliance with Center of Disease Control protocols, and approved Federal, State and local regulations as implemented through the Contractor's WSHP.

#### **C.5.7.1 Space Cleaning**

The Contractor shall provide a *Space Cleaning Plan* to DOE (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The Contractor shall perform space cleaning services to the standards described herein according to the space cleaning services schedule. The Contractor shall only report deviations from the space cleaning plan in the *Annual Maintenance Report*.

The Contractor shall clean offices, conference rooms, breakrooms, kitchen areas, restrooms, file rooms, closets, entry areas, curtilage, hallways, steps and stairs, entrances, sidewalks, landings, balconies, ledges, smoking areas and sheltered areas/gazebos adjacent to buildings or facilities. Furniture and other items moved by the Contractor while performing cleaning services shall be returned to their original positions.

The Contractor shall empty all waste containers and replace any plastic liner with food wastes or that is soiled or leaking with a new plastic liner. The Contractor shall wash waste containers inside and outside, as needed, using a disinfectant and the waste containers shall be free of odors. The Contractor shall remove for disposal any boxes, cans, bottles, and/or other items placed adjacent to waste containers and marked "TRASH." All waste collected by the Contractor shall be disposed of in the nearest outside trash collection point.

The Contractor shall provide high area cleaning services to ensure surface areas are clean. Surfaces between 7' and 14' shall be cleaned free of dirt, dust, and cobwebs. Where glass is present, both sides shall be clean and free of streaks. This includes all walls and ceiling areas and anything affixed to, or included in, these surfaces. This does not include removal of vents, tiles, or fixtures.

The Contractor shall provide low area cleaning services to ensure surface areas are clean. Low area cleaning includes all furniture and fixtures (e.g., partitions, radiators, equipment, hand railings in stairways, grills, ledges, sills, walls, baseboards, doors, glass in partitions and doors, light fixtures, miscellaneous hardware and bright metal work) to a maximum height of 7'-0" above floor level. Door tracks shall be clean and free of dirt, debris, built-up grime, dust, smudges, and other extraneous matter.

The Contractor shall clean window and glass surfaces and adjacent areas to ensure that surfaces are clean.

The Contractor shall clean window treatments to include blinds, draperies, curtains, shades, and all other accessories and appurtenances to ensure that surfaces are clean. All treatments and coverings, cord tapes, and valances shall be clean and free of dust and spots. Blinds and coverings that are not operating properly shall be reported for repair.

#### **C.5.7.2 Floor Care**

Floor care shall consist of the following services:

- (a) The Contractor shall move non-permanent rugs and other floor coverings prior to floor care services. The Contractor shall return furniture, rugs, floor coverings, and other items moved during services to their original positions.

- (b) Mops and cleaning rags shall be cleaned and sanitized before and after a day of use. Mops and cleaning rags used in restrooms shall not be used to clean any other areas.
- (c) The Contractor shall ensure that all bare floors, base moldings, and grout are clean and free of debris including dirt, water streaks, mop marks, string, gum, tar, and any other foreign matter.
- (d) The Contractor shall ensure that any cleaning of flooring that may contain Asbestos Containing Building Material, such as vinyl asbestos tile, shall comply with the Contractor's WSHP.
- (e) The Contractor shall ensure that damp mopping is the only method of wet cleaning for floors containing asphalt material.
- (f) The Contractor shall vacuum carpets and rugs to remove loose dirt, dust, and debris ensuring they are clean.
- (g) The Contractor shall ensure that all carpets are vacuumed and free of all loose soil and/or any debris prior to shampooing carpets. The Contractor shall use shampooing with water extraction, chemical extraction, steam cleaning, and/or other similar deep cleaning processes or an equivalent method that properly cleans carpets and rugs, rendering them free of any streaks, spots, and/or stains. Once cleaned, carpets and rugs should have a uniform appearance. After drying, the Contractor shall return all furniture, or other equipment that was moved to the original position.
- (h) The Contractor shall provide and service the walk-off mats and clean surfaces below the mats.
- (i) The Contractor shall damp mop uncarpeted floors, including stairwells and elevators to ensure that they are clean.
- (j) The Contractor shall ensure wet mopped floors are cleaned using disinfectant cleaner(s) with additional scrubbing, if necessary. Surfaces, baseboards, and corners shall be clean and dry. Walls, baseboards, and other surfaces shall be free of splashing and markings from the equipment. There shall be no visible buildup of finish in corners or crevices.
- (k) Prior to spray cleaning and buffing, floors shall be damp mopped as specified above. Floors shall be spray cleaned and buffed to remove traffic marks, heavy soil, etc. The Contractor shall use a blend of detergents and polymers to emulsify surface soil and repair traffic areas. If buffing produces loose residue, it shall be removed in a manner that leaves the floor clean without destroying the high gloss produced by buffing. When cleaning and buffing is completed, the floor shall have a uniform, high-gloss finish from wall to wall, including corners, free of scuff and heel marks.
- (l) In the event spray cleaning and buffing is not sufficient to maintain a uniform, high-gloss finish, floors shall be completely waxed and buffed using a liquid wax system containing not less than 18% solids. Floors shall be damp mopped as specified above immediately prior to application of wax. Floors shall be buffed, if required, to a uniform gloss finish free from dirt, traffic marks, and stains.

### **C.5.7.3 Breakroom Areas**

The Contractor shall service all breakrooms to ensure they are clean, sanitary, sightly, and stocked with sufficient supplies, such as soap, paper towels, and similar items. The Contractor shall clean, disinfect and sanitize all fixtures and surfaces to include sinks, drinking fountains, washbasins, coffee areas, and similar fixtures, and ensure that no dust, spots, soiled substances, discoloration, mold, build-up, or excess moisture is present in these areas. The Contractor shall ensure that cleaning equipment used to clean water closets, urinals, floors and walls are not used to clean/disinfect sinks, countertops, or drinking fountains.

### **C.5.7.4 Restroom Services**

The following work requirements shall be performed each time restroom services are performed:

- (a) **Cleaning:** Restroom fixtures, including water closets, urinals, lavatories, and sinks shall be washed inside and outside using a disinfectant, and shall be free of stains and odors. The Contractor shall ensure that cleaning equipment used to clean water closets, urinals, floors and walls are not used to clean/disinfect sinks, countertops, or drinking fountains. Stains shall be removed from all urinals and water closets. Brushes, sponges, and cloths that have been used to clean any other part of the restroom (including water closets, urinals, walls, floors, and partitions) shall not be used to clean lavatories or sinks. Floors shall be swept/dust mopped free of dirt, then mopped with a disinfectant. Floor drains shall be cleaned and flushed with a disinfectant. Wainscoting, partitions, walls, and doors shall be cleaned free of dirt, stains, and graffiti. Mirrors shall be cleaned and polished. All metal fixtures and hardware shall be wiped, cleaned and free of streaks. Waste containers shall be emptied, disinfected, and plastic liners replaced. The Contractor shall clean and disinfect shower stall rooms and locker/dressing rooms as part of the restroom.
- (b) **Servicing/Inspecting/Stocking:** Servicing restrooms shall include inspecting, cleaning, and replenishing supply dispensers. Restroom supplies include paper towels, toilet tissue, toilet seat protectors, air fresheners and soap. The Contractor shall stock restrooms with sufficient supplies to ensure they will last until the next scheduled service.

If dispensers become empty before the next scheduled servicing, the Contractor shall replenish them upon notification.

### **C.5.8 Grounds Maintenance**

The Contractor shall perform grounds maintenance, including grass cutting, edging, grass trimming, fertilizing, policing grounds, removing leaves, inspecting, and performing minor repairs.

The Contractor shall submit a *Mowing Map and Mowing Schedule Plan* (see Section J, Attachment J-4, *Summary of Contract Deliverables*) for review and approval by DOE within 60 calendar days of the NTP and annually thereafter, or when non-editorial changes are made. The mowing schedule shall be broken down by month and week when each area will be mowed.

The Contractor shall remove any trash, paper, or other debris prior to mowing/cutting that detracts from the finished appearance of the area or present a safety hazard. Such debris includes but is not limited to: paper, cigarette butts, cans, bottles, limbs, leaves, fallen trees, and other objects within the maintenance area, and shall include debris lodged in shrubs, hedges, fences, and along foundations and other walls or structures. The Contractor shall remove or blow off

grass clippings and leaves (not trash) deposited by the mowing operation from sidewalks, concrete porches, building aprons, streets, etc.

**C.5.8.1 Mowing/Vegetation Control**

Mowing Requirements by zone are as follows:

- (a) ZONE I – This designation provides the service level for vegetation control and grounds maintenance to areas that are adjacent to highly utilized facilities as related to administrative buildings/parking areas etc. These areas contain landscaping, ornamental trees shrubs, beds and other landscaping features and as such are provided the highest level of maintenance. The grass/vegetation within this zone shall be maintained to a height of 6” or less. This area includes the designated area around the Access Control Facility (C-104) and the entrance at Woodville Road.
- (b) ZONE II – This designation provides the service level for vegetation control for semi-improved grounds (e.g., adjacent to surfaced roads, unpaved roads). The vegetation/grass within this zone shall be maintained to a height of 12” for non-radiological areas, or a height of 36” or less for radiological areas.
- (c) ZONE III - This designation provides the service level for vegetation control for semi-improved grounds (e.g., fields, open areas). The Contractor shall maintain vegetation/grass at a height of 18” or less. The vegetation within this zone shall be maintained to a height of 36” inches or less for any radiological areas.
- (d) ZONE IV – This designation provides the service level for vegetation control to Regulated Engineered Facilities that are in accordance with the standards established within enforceable regulatory agreements between DOE and the Commonwealth of Kentucky. This is also known as specific SWMU mowing.

There are eight SWMU’s at the PAD site that are Regulated Engineered Facilities as detailed below:

SWMU	Facility ID	Unit of Measure	Quantity
2	C-749 Uranium Burial Ground	sq. ft.	32,000
3	C-404 Low Level Radioactive Waste Burial Ground	sq. ft.	286,700
145	Residential/Inert Landfill Borrow Area	Acre	44

- (1) These following SWMU’s have caps listed as Mowing Remedial Action areas in agreements with the Commonwealth of Kentucky that require maintenance and mowing:
  - (i) The burial grounds (SWMU 2 and residential/inert landfill borrow area [SWMU 145], have a soil cover [versus a cap]).
  - (ii) SWMU 3 (C-404 - RCRA landfill) has a Subtitle C RCRA cap, and is approximately 1.2 acres in area.
- (2) The Contractor shall mow the vegetation/grass to maintain vegetation/grass at a height of 18” inches or less.

- (e) Zone V – This designation provides the service level for vegetation control to the areas: Outfall Ditches and other site ditches; Number 4 Lagoon; burial ground SWMUs; Scrap Yard Sedimentation Basin; Soil Borrow Stockpile; Pump and Treat Decon Pad; and Firing Range. This Zone shall be mowed to prevent woody growth. The following burial ground SWMUs are in this zone. Sloped areas near ditches and Outfalls shall not be scalped or cut excessively close that results in erosion or accumulation of debris in the immediate area or downstream.

SWMU	Facility ID	Unit of Measure	Quantity
4	C-747 Contaminated Burial Ground	sq. ft.	197,400
5	C-746-F Burial Ground	sq. ft.	13,500
6	C-747-B Burial Ground	sq. ft.	240,900
7	C-747-A Burial Ground	sq. ft.	294,000
30	C-747-A Burn Area	sq. ft.	128,000

- (f) Zone VI – This designation provides the service level of vegetation control to generally unimproved grounds where control of undergrowth is desired. This Zone shall be mowed to prevent woody growth.
- (g) Zone VII – This designation provides the service level for vegetation control to the fences and gates as identified in Section J, Attachment J-8.C.5.8.1, *Fences and Wire Cages Listing-Description*.
- (1) Service Level for Zone VII.a. – The Contractor shall mow along the entire LA fence from the outside edge of the Patrol Roads to the interior concrete barricades. The Contractor shall also mow, as practical, the Property Protection Area fence. Some portions of the PPA fence are along wooded areas, which are not required to be removed/mowed, except to minimize damage to the fence due to fallen limbs or trees. The Contractor shall maintain the grass/vegetation on the outside of the fence to a height of 12” or less to create a clearance of approximately 50’ from the exterior of the fence to the surrounding tree line, subject to the limitations of the terrain.
- The Contractor shall utilize herbicide, or other means, as approved by DOE, to control vegetation between each concrete barricade and between the barricades and the fence.
- (2) Service Level for Zone VII.b. – The Contractor shall control the vegetation to a distance of 20’ either side of the fence to a height of 12” or less.

**C.5.8.1.1 Scheduled Mowing Service for Access to Air Monitors**

The Contractor shall maintain a mowed, debris free, and pest controlled (e.g., chiggers) pathway that is no less than 3’ wide and with a vegetation height not to exceed 4” that lead to National Emission Standards for Hazardous Air Pollutants (NESHAP) air monitors. Accesses to these air monitors are necessary to maintain regulatory compliance with monitoring requirements in regulatory agreements and the PAD site environmental monitoring program.

There are 9 monitors as follows:

- (a) NESHAP Air Monitoring Station Background (as requested)
- (b) NESHAP Air Monitoring Station at Outfall 002
- (c) NESHAP Air Monitoring Station at Outfall 012
- (d) NESHAP Air Monitoring Station at Outfall 015
- (e) NESHAP Air Monitoring Station near C-612
- (f) NESHAP Air Monitoring Station near Post 57
- (g) NESHAP Air Monitoring Station at Landfill
- (h) NESHAP Air Monitoring Station at NE Plume Well
- (i) NESHAP Air Monitoring Station East of C-746-U Landfill in use at the PAD site

In addition, there are 7 monitors owned by the State of Kentucky on DOE property. These monitors are to be mowed consistent with the 9 DOE monitors above. Most are located near the DOE monitors. Section J, Attachment J-8.C.5.8.1.1 *Air Monitor Location Map* provides the location of the air monitoring stations to be serviced.

#### **C.5.8.1.2 Scheduled Mowing Service for Access to Sampling Wells**

The Contractor shall provide an access route and mow a 10” radius circle with a vegetation height not to exceed 4” around the groundwater wells based on the D&R Contractor’s sampling schedules. The D&R Contractor provides sampling schedules on a month-ahead basis so that the wells can be examined to determine what mowing is necessary to ensure safe access is maintained. The use of herbicide is prohibited for this activity.

The PAD site has 308 groundwater monitoring wells that are sampled on a routine basis by the D&R Contractor (or a successor). The number of monitoring wells monitored may fluctuate plus/minus 10% per year. Mowing around wells is performed 1, 2, or 3 times per year and is scheduled based on the sampling schedule included in the PGDP Environmental Monitoring Plan. Section J, Attachment J-8.C.5.8.1.2.a *Sampling Well Location Map*, provides the location of the monitoring wells to be serviced and Section J, Attachment J-8.C.5.8.1.2.b *Sampling Well Frequency Schedule*, provides the wells sampling schedule. The Contractor shall coordinate with the D&R Contractor (or a successor) and the State of Kentucky on mowing around applicable wells. The Contractor shall coordinate with other site contractors to access these areas based on Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*.

#### **C.5.8.1.3 Outfall Access Points, Viewpoints, and Ditches**

The Contractor shall control the height of vegetation in and along outfall ditches on a biannual basis to prevent woody growth.

The Contractor shall maintain a mowed and debris free pathway to outfall access points, including steps and platforms leading to sampling weirs, that is no less than 3’ wide and with a vegetation height not to exceed 12”. The use of herbicide, including concentration and application approach, must be approved by DOE. Any use of herbicide must be in accordance with the *Best Management Practices Plan, Paducah Gaseous Diffusion Plant, Paducah, Kentucky*, CP2-ES-0500/FR1. Herbicides used at outfalls should be applied sparingly to avoid potential toxicity exceedances.



The Contractor shall coordinate with the D&R Contractor (or a successor) on mowing (or clearing and weed removal) a pathway to sediment and surface water monitoring locations on DOE property (or Tennessee Valley Authority and WKWMA property where access agreements are in place) around applicable wells. Surface water sampling is conducted quarterly, and sediment sampling is conducted biannually. Sampling locations are shown in the PGDP Environmental Monitoring Plan. The PAD Site Mowing Zones are contained within Section J, Attachment J-8.C.5.8.1.3 *Mowing Zone Map*.

The Contractor shall trim the vegetation/grass along outfall viewing points, such as pipe dams, to provide ample viewing of pipe inflow and outflow, and maintain vegetation/grass at a height of 6” or less.

#### **C.5.8.1.4 Fertilizing and Liming**

The Contractor shall apply a commercial-type granular fertilizer and lime on improved areas and regulated facilities areas at application rates and chemical compositions as needed to maintain healthy and growing grass cover. Other areas may need application of fertilizer/lime/amendments to control, repair, or prevent erosion.

#### **C.5.8.1.5 Reseeding**

The Contractor shall reseed existing or modified/disturbed areas including Regulated Engineered Facilities to maintain a healthy and growing vegetative cover. The Contractor shall reseed in all areas as needed to control, repair, or prevent erosion.

#### **C.5.8.1.6 Tree/Shrub Maintenance**

The Contractor shall maintain existing growth characteristics/shape of shrubs and hedges in Zone 1 Area(s). The shapes of hedges shall not be changed without prior approval of DOE. The Contractor shall replace any dying shrubbery within two weeks and water to ensure growth. Shrubbery should be routinely trimmed to enhance the appearance of these areas. The Contractor shall care for trees, to include feeding. In addition, the Contractor shall maintain the landscaping for the DOE entrance sign at Hobbs/Woodville Road intersection, C-103 DOE Site Office, and C-104 Access Control Facility. At the DOE entrance sign, the Contractor shall refresh the mulch semi-annually and replace worn down rock.

#### **C.5.8.1.7 Scalping**

The Contractor shall prevent scalping, uneven mowing, or rutting by the equipment and damage to trees and shrubs. In cases where severe scalping and/or deep rutting occurs, the Contractor shall make repairs/filling within 10 business days. Extra caution should be taken at outfalls to help minimize possible Total Suspended Solids exceedances.

#### **C.5.8.1.8 Yards, Lots, Gravel, and Storage Areas**

The Contractor shall utilize herbicide, or other means, as approved by DOE, to control weed growth and other vegetation in areas not addressed by other zones, such as switchyards, cylinder yards, dust palliative areas, gravel lots, staging areas, and other similar areas. The Contractor shall control the vegetation in these areas at a height of 18” or less.

#### **C.5.8.2 Snow and Ice Prevention/Removal**

The Contractor shall provide de-icing (removal of snow or ice) and anti-icing for all of the PAD site (e.g., entrances, steps, landings, sidewalks, driveways, roadways, parking areas, and

handicapped accessibility areas). De-icing can be accomplished by mechanical means (plowing or scraping) and/or chemical application. Anti-icing can be accomplished by treatment with ice melting chemicals before or during a storm, to prevent or delay the formation of ice, or the adhesion of ice and snow to the surface. Suspected accumulation of ice shall be mitigated by means of anti-icing and actual accumulations shall be abated by applications of de-icing, to provide secure footing and safe driving conditions.

All chemicals used shall not damage any DOE surface and shall comply with Federal specifications and local codes. The chemicals shall be approved by DOE prior to the first inclement weather event. The Contractor shall ensure there is an adequate supply of chemicals and sand on site or readily available to cover unexpected snow and ice occurrences.

The official source for weather information/data is the National Oceanic and Atmospheric Administration. This is the only data related to weather events, to include start time, end time and total accumulation, which will be officially recognized by DOE.

The Contractor shall capture all anti-icing and de-icing activities in CMMS, distinguishing between removal and prevention.

The Contractor shall interface with all PAD site contractors to fully coordinate snow and ice removal tailored to support PGDP operations. The Contractor shall submit a detailed *Snow and Ice Removal Plan* (see Section J, Attachment J-4, *Summary of Contract Deliverables*). The plan shall include:

- (a) Detailed description of the methodology for sequencing and prioritizing snow and ice removal.
- (b) Detailed description and maps designating priority sequence for roads, parking areas and walkways to facilities:
  - (1) Priority 1: Primary routes for ingress and egress onto the PAD site, parking lots and walkways to operational facilities (e.g., 24/7 operation).
  - (2) Priority 2: Roads leading to, parking lots, and walkways to facilities where the majority of personnel work.
  - (3) Priority 3: Major connecting roads, perimeter roads, parking lots and walkways to facilities with personnel.
  - (4) Priority 4: All other PAD site roads and facilities.
- (c) List of equipment required above the list of the equipment on-hand.
- (d) List of material (salt, chemicals) required above the list of material (salt, chemicals) on hand.
- (e) Description of treatment to be used, e.g., chemicals, salt for each road, parking area and walkway.
- (f) Plan for heavy accumulation of snowfall to include:
  - (1) Sources for additional personnel required and notification of personnel,
  - (2) Sources for additional equipment required,
  - (3) Increased frequency of service in response to increased accumulation of snow,

- (4) PAD site shutdown due to heavy accumulation of snow and ice.
- (g) Identification of all site damages to parking lot surfaces, curbs, parking lot light poles, site fencing, sidewalks, curbs, roads, etc. so that all existing deficiencies are identified and corrected before the commencement of snow/ice removal services for the year.
- (h) Concurrence of plan from other PAD site contractors.

#### **C.5.8.2.1 Mechanical Means of Snow Removal**

The Contractor shall use care to avoid damaging all vehicles and to minimize accumulation of plowed snow in the vicinity of the vehicles. The Contractor shall plow in a manner that does not create a safety hazard and does not obstruct sidewalks, streets, parked vehicles, fire hydrants, refuse dumpsters, obstacles (i.e., water valves, radiological areas, etc.), parking lot entrances, exits, or roadway intersections. In the event of an obstacle, the Contractor shall notify DOE for further instructions.

The Contractor shall push snow to the outer edges of the parking lots. In cases of heavy accumulations of snow and/or consecutive accumulations, the snow shall be removed and relocated from the parking areas adjacent to facilities if operations are impaired. The Contractor shall not push/stack snow against any wall or building. The Contractor shall ensure that placement of snow is such that it will not create a potential hazard when it melts.

#### **C.5.8.3 Equipment**

DOE will provide grounds maintenance equipment and snow and ice removal equipment stipulated in Section J, Attachment J-3, *Accountable Property List*. The Contractor shall provide any equipment required to accomplish the listed work if the Government furnished property provided is found to be insufficient to accomplish the job. The Contractor shall be responsible for maintaining all equipment, including Government furnished property, in accordance with the manufacturer's recommendation for preventive and routine service as well as any required repairs to maintain the equipment in a safe and serviceable condition.

#### **C.5.9 Pest Control Services**

The Contractor shall conduct pest control activities utilizing integrated pest management techniques for assigned facilities. Services for animal/carcass removal are site wide.

The Contractor shall determine and comply with the requirements of the Commonwealth of Kentucky in providing pest control services. All work shall be performed by certified individuals, and in accordance with federal, state, local, and installation laws and regulations. Applicable *License Permits for Pest Control Services* shall be provided to DOE before work commences (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

The Contractor shall maintain records of all pest control operations, both chemical and nonchemical, including surveillance. Records shall be made available upon request for inspection (see Section J, Attachment J-4, *Summary of Contract Deliverables*).

All pesticides used by the Contractor shall be registered with the EPA and Commonwealth of Kentucky for the use intended. Labels and material safety data sheets for each pesticide proposed to be used shall be submitted to DOE for approval (see Section J, Attachment J-4, *Summary of Contract Deliverables*). Prior to submittal to DOE for approval, any pesticides shall be evaluated to ensure that the use will not result in noncompliance with the Kentucky Pollutant Discharge

Elimination System permit discharge limits. Approvals may be limited to specific pests/sites. Proposed changes in approved pesticide usage shall be submitted to DOE for approval in advance of the anticipated use.

- (a) All pesticide usage shall be in strict conformance with label directions. The Contractor shall maintain a label book of pesticides used and have it readily available for DOE's inspection at all times.
- (b) All pesticides, rinse water, and containers shall be disposed of in accordance with label directions. Pesticides, rinse water, and containers shall not be disposed of on the PAD site.
- (c) Pesticide spills shall be cleaned, decontaminated, and reported to DOE as required by the WSHP and applicable environmental standards.

The Contractor shall develop and implement an Integrated Pest Management Program (a planned program incorporating continuous monitoring, record-keeping, and communication to prevent pests and disease vectors from causing unacceptable damage to operations, personnel, property, or material, using targeted, sustainable methods) ensuring compliance with all other applicable Contractor programs to include, but not limited to the ISM System, ESH&Q and QAPs.

- (a) The Contractor shall perform an initial inspection of all facilities identified for pest control in Section J, Attachment J-7, *PAD Facility Responsibility Matrix*, for structural pests (e.g., termites, carpenter ants, wood-destroying fungi, powder post beetles, and other wood-destroying pests) and general signs of nuisance pests (e.g., spiders, cockroaches, mice, silverfish) within 120 calendar days of NTP. The Contractor shall maintain an inspection system and perform inspections and tests for structural and nuisance pests. The findings of each inspection of a structure, including negative findings shall be reported to DOE. Completed *Pest Control Inspection Reports*, including the initial inspection report, shall be provided to DOE (see Section J, Attachment J-4, *Summary of Contract Deliverables*). Inspections shall include, but not limited to, the following areas if accessible and unobstructed: plumbing in bathrooms, kitchens, laundry rooms, or other areas; window and door frames and sills; baseboards, flooring, walls, and ceilings; entrance steps and porches; exterior of slab or foundation walls; crawl spaces to include support piers and beams, floor joists, sill plates, and foundation walls; and weep holes.
- (b) The Contractor shall provide pest control services on a scheduled basis for the control of cockroaches, ants, silverfish, spiders, mice, rats, and any other pest native to the Paducah, Kentucky area. Services shall be provided at the locations(s)/site(s) identified in Section J, Attachment J-7, *PAD Facility Responsibility Matrix*, and as frequently as required to maintain the acceptable level of control.
- (c) The Contractor shall provide the removal of nuisance animals (e.g., skunks, opossums, snakes, cats, and dogs). The Contractor shall remove all dead or dying rodents or other animals, as needed, PAD site. The Contractor shall coordinate these efforts and abide by all applicable requirements contained within the ISM System and ESH&Q programs.
- (d) *Annual Service Schedules for Pest Control Services* shall be submitted to DOE for approval (see Section J, Attachment J-4, *Summary of Contract Deliverables*). Schedules shall indicate the week of the month that monthly or less frequent services shall be performed and be provided upon request.

The Contractor shall eliminate structural and nuisance pests within 30 calendar days of

completion of the initial inspection. After which, facilities shall remain free of any infestation.

#### **C.6 ADMINISTRATION OF PENSION AND BENEFIT PLANS**

The Contractor shall sponsor and administer the United Steel Workers Career Pension Plans and all other existing benefit plans (including post-retirement medical) for eligible employees in accordance with the terms and conditions in Section H and the respective plan documents. Costs for benefit plans shall be reimbursable in accordance with Section H clause, DOE-H-2000 *Employee Compensation: Pay and Benefits (Oct 2017) (Revised)*. Administration costs may include purchased services, fees/premiums, and contributions associated with the management of the benefit programs and pension plans.

#### **C.7 ADDITIONAL ASSIGNMENTS**

DOE may choose to order additional work that falls within the scope of this Contract, but is not currently specified in the requirements. Dependent upon cost, schedule, and complexity, DOE may wish to pursue a Cost Reimbursement or Firm-Fixed-Priced task order. Such work, tasks, and activities may also include, but are not limited to, the following general areas of the Contract:

- (a) Facilities maintenance, alterations, and capitalization (construction);
- (b) Asset maintenance, alteration(s), and construction;
- (c) Engineering design/support;
- (d) Training services; and
- (e) Records management support.

IDIQ CLINs work may be ordered by DOE under Task Orders issued pursuant to B clause, *Contract Cost and Fee, under (c)(4), IDIQ CLINs* and H clause, *Task Ordering Procedures*. The period of performance will be specified in each task order. Performance standards for IDIQ CLINs work will be the same as those specified within this Contract for comparable work, unless otherwise specified by the CO.