

SECTION J - ATTACHMENT J-4

SUMMARY OF CONTRACT DELIVERABLES

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

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

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

Summary of Contract Deliverables does not include all required deliverables identified in other applicable sections of the Contract, DOE directives, federal regulations, or regulatory documents. The Contractor shall be responsible for the compliance with all applicable standards, orders and regulations under the Contract.

Revised deliverables must include a redlined copy of the previously approved version. When subsequent submittals are in response to DOE comments on a previous submittal, the submittal must include a comment response summary and a redline showing the changes in response to comments.

SUMMARY OF CONTRACT DELIVERABLES			
Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Transition Plan	C.2.1	Within 10 Days of NTP	Approval
Government-Owned Property Inventory	C.2.1	During the Transition Period	Information
Recommended Appointment of a Facility Security Officer (FSO)	C.2.1	Within 30 days NTP and Upon any change of FSO assignments	Approval
Facility Clearance Verification	C.2.1	After Transition Period has concluded	Information
Graded Approach for Implementation of Contract Requirements Plan	C.2.1	Prior to Transition Period conclusion	Approval
Declaration of Readiness to Execute the Contract	C.2.1	Prior to Transition Conclusion	Approval
Phase-Out Transition Plan	C.2.2	As requested by the Contracting Officer	Approval
Deliverable Schedule	C.3.1	Within 15 Days of NTP	Approval
Worker Safety and Health Program	C.3.2.1	Within 30 Days of NTP, and at least 90 Days prior to any significant changes or additions Annually – revision or letter stating that no changes are necessary in the currently approved WSHP	Approval
Environmental Management System	C.3.2.2 and H.73.6	Within 90 days after NTP	Information

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Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Site Sustainability Plan	C.3.2.2 and H.73.6	Within 90 Days of NTP, consolidate and submit for all contractors, Update Annually	Approval
ISM System Description	C.3.2.2	Within 60 Days of NTP	Approval
Performance Objectives, Measures, and Commitments (POMC's)	C.3.2.2	Annual Review/Update	Approval
Radiation Protection Program	C.3.2.3	Within 60 Days of NTP, and annually thereafter	Approval
Quality Assurance Program Annual review and update	C.3.2.4	Within 40 Days of NTP, and when any significant changes or additions are made Annually – revision or letter stating that no changes are necessary in the currently approved QAP	Approval
Contractor Assurance System (CAS) Description	C.3.2.5	Within 60 Days of NTP, Annually – revision or letter stating that no changes are necessary in the currently approved Contractor Assurance System Description	Approval
Quarterly Reports		Quarterly	Information

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Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Contractor Assurance System Declaration of Compliance	C.3.2.5	Annually	Information
Issues Management System	C.3.2.6	Within 60 Days of NTP, and when any significant changes or additions are made	Approval
Status of Open Actions		Monthly, List of Open Actions and Status	Information
Occurrence Reporting and Processing System (ORPS)	C.3.2.6	Per Occurrence	Information
Initial Contractor Performance Baseline (CPB)	C.3.4.1.1	Within 7 days of NTP	Approval
Interim CPB	C.3.4.1.1	Within 75 days of NTP	Approval
Final CPB	C.3.4.1.1	Within 300 days after NTP	Approval
Monthly Performance Report	C.3.4.2	Monthly (not later than the 10th business day following the end of each calendar month) and presentation to DOE within 5 business days after submittal	Approval
Annual Work Plan	C.3.4.2	Annually by September 1	Information
Project Management Plan	C.3.4.4	Within 45 Days of NTP	Approval
Risk Management Plan	C.3.4.4	Within 45 Days of NTP	Approval
External briefing and public materials	C.3.4.5	As required, prior to public release.	Approval

SUMMARY OF CONTRACT DELIVERABLES			
Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Site Services Request	C.3.4.6.4	12 months advance projection of Site Services to be furnished under the contract; 3 months prior to each fiscal year	Approval
Site Services Request Update	C.3.4.6.4	Prior to each quarter	Approval
Training Course Content and Training Schedule	C.3.5	Within 60 Days of NTP, and updated semiannually thereafter	Approval
Personal Property Management System	C.3.6.2	Within one year of effective date of contract	Approval
Annual Personal Property Management Reports	C.3.6.2	As Requested	Approval/Information (whichever requirement is applicable)
Required Documentation to Support Disposition of Government-owned, Classified Equipment and Material, and High-Risk Property	C.3.6.2	Per Occurrence	Approval
Motor Vehicle Fleet Reports	C.3.6.4	Annually	Information
Records Management Program Plan	C.3.8.3	Within 60 Days of NTP, Annually, and when any changes or updates are made	Approval
Records Management Data Call Responses	C.3.8.3	In accordance with Section C.3.8.3	Information
List of Electronic Information Systems	C.3.8.3.1	Annually	Information

SUMMARY OF CONTRACT DELIVERABLES			
Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Image Quality Statistical Sampling Plan	C.3.8.3.1	Within 120 Days of NTP, and when an changes or updates are made	Approval
Essential Records Program/Inventory and Updates	C.3.8.3.3	Initial Plan within 60 Days of NTP and updated annually thereafter	Approval
Contaminated Records Control Plan	C.3.8.5.4	As required	Approval
CERCLA Administrative Record Indices	C.3.8.5.6	Quarterly	Information
Electronic Information Center Annual Evaluation	C.3.8.5.6	Annually	Information
Records Disposition Plan	C.3.8.6	Initial Plan within 120 Days of NTP and updated when changes occur	Approval
Annual Copier and Cell Phone Evaluation for Equipment for Other Contractors	C.3.9	Annually by March 31	Approval
Waste Management Plan	C.3.11	Within 60 Days of NTP and Annually	Approval
Annual Waste Forecast and Quarterly Updates	C.3.11	Within 30 Days of NTP, Annually, by August 1 of each year, and Quarterly	Information
Transportation Safety Document	C.3.11	Within 30 Days of NTP	Approval
Pollution Prevention Plan	C.3.11	Within 30 Days of NTP and Annually	Approval
Monthly Recycling Report	C.3.11	Monthly	Information

SUMMARY OF CONTRACT DELIVERABLES			
Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Input to the Paducah Site Emergency Plan and the Paducah Emergency Readiness Assurance Plan	C.3.14	Annually, copy of input to DOE	Information
All-Hazard Survey Input for Infrastructure Facilities/Activities	C.3.14	Within 40 Days of NTP, every three years or when significant changes occur; copy of input to DOE	Information
Emergency Plan Implementing Procedures	C.3.14	Within 40 calendar days of the NTP.	Approval
Input to Paducah Site/facility-specific Emergency Action Levels	C.3.14	Within 40 Days of NTP, every three years or when significant changes occur; copy of input to DOE	Information
Input to the Paducah Site Continuity of Operations (COOP) Plan	C.3.14	Annually, copy of input to DOE	Information
Safeguards and Security Staffing Plan	C.4.1	Within 30 days NTP and annually thereafter.	Approval
Safeguards and Security Training Plan	C.4.1.1	Annually or included in the approved Site Security Plan (SSP)	Approval
FSO Training Certificate	C.4.1.1	Upon request	Information
Site Security Plan	C.4.1.1.1	Within 40 Days of the NTP, and updated annually thereafter or when significant changes occur	Approval

SUMMARY OF CONTRACT DELIVERABLES			
Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Site Demonstration Plan	C.4.1.1.1	Within 40 Days of the NTP, and updated annually thereafter or included in the approved SSP	Approval
Site Wide Workplace Violence and Active Shooter Training	C.4.1.1.1	Within 40 Days of the NTP, and updated annually thereafter and included in the approved SSP	Approval
Safeguards and Security (S&S) Data Calls	C.4.1.1.1	As Requested	Information
Insider Threat Program Plan	C.4.1.1.1	Within 40 Days of the NTP, and updated annually thereafter or included in the approved SSP	Approval
Annual Comprehensive S&S Site Self-Assessment Report	C.4.1.1.2.1	Annually by September 30	Information
Performance Assurance Program (PAP) Plan	C.4.1.1.2.2	Within 40 Days of the NTP, and updated annually thereafter	Approval
Incidents of Security Concern (IOSC) Program Plan	C.4.1.1.2.3	Within 40 Days of the NTP, and updated annually thereafter included in the approved SSP	Approval
Security Management in Contracting Plan	C.4.1.1.3.1	Within 40 Days of the NTP, and updated annually thereafter	Approval

SUMMARY OF CONTRACT DELIVERABLES			
Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Operations Security (OPSEC) Program Plan	C.4.1.3.3	Within 40 Days of the NTP, and updated annually thereafter included in the approved SSP	Approval
Classification Program Plan	C.4.1.3.4	Within 40 Days of the NTP, and updated annually thereafter or included in the approved SSP	Approval
Recommended Appointment of a Classification Officer	C.4.1.3.4	Within 60 Days of the NTP or as needed	Approval
Classified/Declassified Program Status Report	C.4.1.3.4	Quarterly	Information
Foreign Visits and Assignments Program Plan	C.4.1.6	Within 40 Days of the NTP, and updated annually thereafter included in the approved SSP	Approval
Preventative Maintenance Program	C.5.1	Within 120 Days of NTP, and when any changes or updates are made	Approval
Maintenance Status Updates	C.5.3	As Requested	Information
Annual Maintenance Report	C.5.3.4	Annually by October 30 for Prior FY	Information
Paved and Unpaved Surfaces Inspection Report	C.5.6	Annually by May	Information
Space Cleaning Plan	C.5.7.1.1	Within 60 Days of NTP, and when any changes or updates are made	Approval

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Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Mowing Map and Mowing Schedule Plan	C.5.8	Within 60 Days of NTP, and annually thereafter	Approval
Snow and Ice Removal Plan	C.5.8.2	Within 60 Days of NTP, and Updated Annually by September 30	Approval
License and Permits for Pest Control Services	C.5.9	Before work commences	Information
Records of Pest Control Operations	C.5.9	As Requested	Information
Labels and Material Safety Data Sheets for Proposed Pesticides	C.5.9	At least 21 Days prior to use	Information
Pest Control Inspection Reports	C.5.9	Quarterly and within 30 Days following the completion of each inspection	Information
Annual Service Schedules for Pest Control Services	C.5.9	Within 30 Days of the initial inspection and 30 calendar days after necessary changes are made	Approval
IRS Forms 5300	H.5	Upon submittal to the IRS	Information
Proposed Changes to Pension Plans and Benefits Plans	H.5	At least 60 days prior to proposed revisions	Approval
Annual Contractor Salary-Wage Increase Expenditure Report	H.5	Annually, 30 days after the end of the Compensation Increase Plan Year	Information
Compensation CAP Report (5 highest paid)	H.5	Annually NLT March 1	Information

SUMMARY OF CONTRACT DELIVERABLES			
Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Annual Report of Compensation and Benefits in iBenefits	H.5	Annually per NLT March 15 or date prescribed in iBenefits	Information
Variable Pay Programs/Incentives/Bonuses	H.5	Prior to implementation and upon revision	Approval
Contractor Employee Compensation Plan	H.5	Prior to end of transition period. Thereafter, upon revision of any provision or new plan	Approval
Compensation Increase Plan	H.5	Annually, 30 days prior to start of salary plan year	Approval
Top Contractor Official and Key Personnel Salary	H.5	As required 30 days prior to effective date of salary action	Approval
Employee Benefits Value (Ben-Val) study	H.5	First year, then every 2 years	Information
Employee Benefits Cost Study Comparison	H.5	Annually, within 30 days after HQ issues report	Information
Pension and Other Benefit Programs Data Submittals into iBenefits	H.5	per iBenefits	Information
Audit Report of Pension Plan in Accordance with ERISA Section 103	H.5	Annually, not later than due date for filing IRS Form 5500	Information
Certification in Accordance with ERISA Section 104	H.5	As required	Information
Pension Management Plan/PRB Submitted into iBenefits	H.5	Annually per iBenefits	Information

SUMMARY OF CONTRACT DELIVERABLES			
Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Actuarial Valuation Reports	H.5	Annually after last day of Plan Year, not later than due date for filing IRS Form 5500	Information
IRS Forms 5500 with Schedules	H.5	Upon submittal to the IRS	Information
Administrative Agreements with Lead Sponsor	H.6	Within 20 days after NTP	Approval
Final Workforce Transition Plan	H.7	Within 20 days after NTP	Approval
List of contractor personnel responsible for transitioning employees, development of Transition agreements Description of transition agreements intend to enter with Incumbent contractor Obtain information from Incumbent Contractor list of incumbent employee. Description of process for obtaining updated employee information	H.7	Within 10 days after NTP	Information
Draft Communication Plan	H.7	Within 10 days after NTP	Information
Copy of draft Workforce Transition Plan	H.7	Within 15 days after NTP	Information
Final Workforce Transition Communication Plan	H.7	Within 15 days after NTP	Approval
Final Workforce Transition Plan	H.7	Within 20 days after NTP	Approval

SUMMARY OF CONTRACT DELIVERABLES			
Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
<p>List and contact information of contractor personnel responsible for transition and development of benefit plans</p> <p>Request Incumbent Contractor to provide information & documents pertaining to sponsoring existing benefits plans, assist transfer if needed</p> <p>Provide estimated costs and detailed breakout of costs to transfer and establish benefit plans</p>	H.7	Within 10 days after NTP	Information
<p>List of information and documents requested from Incumbent contractor regarding benefit plans. Notify CO of any issues or problems.</p>	H.7	Within 15 days after NTP	Information
<p>Final Draft Benefits Transition Plan</p> <p>Detailed description of plans and processes for each activity necessary to compliance.</p>	H.7	Within 20 days after NTP	Information
<p>Submit detailed description of plans processes to accomplish each task.</p>	H.7	Within 20 days after NTP	Information
<p>Identify relevant contractor personnel or vendors who will administer plans.</p>	H.7	Within 20 days after NTP	Information
<p>Minutes of meetings w/relevant incumbent benefit plan administrator incumbent personnel</p>	H.7	Within 2 days of meeting	Information

SUMMARY OF CONTRACT DELIVERABLES			
Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Final Benefits Transition Plan with detailed description of plans and processes, timeframes and dates. Drafts of all amendments for pension and other benefit plans. Draft final documents and SPD of new defined benefit and contribution plans and benefit plans	H.7	Within 30 days after NTP	Approval
Draft copies of transition agreements with Incumbent Contractor for compliance with benefits	H.7	Within 30 days after NTP	Approval
Drafts of all amendments or restatements of pension and other benefit plans, draft of restated plans, SPDs, plan documents and if applicable drafts of new plan documents.	H.7	Within 30 days after NTP	Approval
Provide plan documents, summary descriptions, certificates, handbooks and related documents of compensation and benefit programs.	H.7	Initial and when revised.	Information
Preference in Hiring Reports	H.7	Weekly during transition period. Then upon CO request	Information
Transition Agreements	H.7	Within 60 days after NTP	Information
Final version of plan documents	H.7	Within 60 days after NTP	Approval
Timely Data Responses to Departmental Annual and Ad Hoc Pension, PRB, and Benefit Plan Data Requests	H.7	Upon Contracting Officer request	Information
Collective Bargaining Agreement Economic Bargaining Parameters	H.9	60 - 90 days prior to entering the collective bargaining process	Approval

SUMMARY OF CONTRACT DELIVERABLES			
Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Copies Collective Bargaining Agreements / Memorandum of Understanding	H.9	Upon ratification of collective bargaining agreement or memorandum of understanding	Information
Report of Settlement (Labor Reports) in iBenefits	H.9	Per iBenefits	Information
Notification of Labor Disputes, Unfair Labor Practice and Relevant Information	H.9	Upon notification	Information
Labor Relations Semi-Annual Report	H.9	Every 6 months by June 30 and December 31	Information
Workforce Restructuring Reports in iBenefits	H.10	Per iBenefits	Information
Workforce Restructuring Plan and/or Communications Plan	H.10	At least 30 business days in advance of the first communication planned for employees and the public	Approval
Advance Notification of Involuntary Separation (that doesn't require Workforce Restructuring Plan)	H.10	Notification 30 days prior to planned separation of employees	Information
Diversity Impact Analysis of Involuntary Separation (WFR)	H.10	As required	Approval
Request for Labor Standards Determination	H.11	As required	Approval
Davis-Bacon Act Report of Enforcement through iBenefits or report if not in iBenefits	H.11	Semi-annually, by April 21 and October 21; when applicable	Information

SUMMARY OF CONTRACT DELIVERABLES			
Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Standard Form 98 (e98), Notice of Intention to Make a Service Contract and Response Notice	H.11	Upon determination of subcontract being covered by Service Contract Labor Standards	Information
Worker’s Compensation Insurance	H.12	Prior to initial implementation and upon any changes thereto	Approval
Copy of Insurance Policies or Insurance Arrangements	H.13	Within 30 days of purchase and upon renewal	Information
Insurance Cost, Self-Insurance Charges, and Experience Report	H.13	Annually, end of policy year	Information
Annual Report on Overtime Use	H.14	6 months after NTP, then annually (Oct 1 – Sept 30) by November 30	Information
Overtime Control Plan	H.14	As required	Approval
Organizational Conflict of Interest Management Plan	H.28	Within 15 days after the NTP	Approval
Diversity Program/Plan	H.32	Within 60 calendar days after Contract award and implemented within 30 days of its approval and annually thereafter	Approval
Legal Management Plan	H.57	Within 60 days after NTP	Information
Preliminary Real Estate Plan	H.73	When requesting approval by the CRS	Approval
Maintenance Management Program	H.73	Within 60 days after NTP	Information
Utilization Surveys	H.74	Annually	Information
Disposition Plan	H.74	90 days before disposal	Information

SUMMARY OF CONTRACT DELIVERABLES			
Deliverable Name	Requirement	Schedule for Deliverable	DOE Action – Approval or Information
Sustainment Program	H.74	30 days after NTP	Approval
Five Year Site Plan	H.74	Annually	Approval
Overtime Control Plan	I, FAR 52.222-2	As required	Approval
Employer Information Report (Standard Form 100, EEO-1)	I, FAR 52.222-26	Annually as required	Information
Information Required by Executive Order 11246, as Amended	I, FAR 52.222-26	As required	Information
Affirmative Action Plan for Veterans & Individuals with Disabilities	I, FAR 52.222-35	Within 30 days after contract award; annually thereafter	Information
Filing of VETS-4212 Federal Contractor Veterans' Employment Report	I, FAR 52.222-37	Annually by September 30, or as required	Information
Employee Assistance Program Plan	J-2, DOE O 350.1	Within NLT end of Transition Period; then upon revisions	Approval
Results of Workplace Substance Abuse Program Testing	J-2, DOE O 350.1	Every 6 months, no later than January 30 and July 30	Information
Employee Headcount Report; Actual total on-site contract count with detail as requested	DOE-HQ, DOE-EM and EM Office reporting	Monthly, by 8th day after end of month	Information