

PORTSMOUTH / PADUCAH PROJECT OFFICE
TECHNICAL SUPPORT SERVICES
PERFORMANCE WORK STATEMENT (PWS)

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Purpose & Overview

The Portsmouth/Paducah Project Office (PPPO) requires a Technical Support Services (TSS) Contractor (hereinafter referred to as Contractor) to provide technical and administrative support to assist the Department of Energy (DOE) with the following:

- Oversight and management of clean-up activities, Decontamination and Decommissioning (D&D) activities, all aspects of on-site contractor operations, including general construction activities and On-Site Waste Disposal Facility (OSWDF) project related investigative and construction activities, geotechnical and design documents and regulatory compliance activities at the Portsmouth Gaseous Diffusion Plant (GDP)/site in Pike County, Ohio and the Paducah GDP/site in Paducah, Kentucky;
- Oversight and management of services for the Depleted Uranium Hexafluoride (DUF6) Conversion Facilities project located at the Portsmouth GDP/site and the Paducah GDP/site;
- Oversight and management of services for Operations and Site Mission Support (OSMS) (consists of the DUF6 operations as well as other ongoing production and mission support activities) located at the Portsmouth GDP/site and the Paducah GDP/site; and
- In the Lexington, Kentucky office, provide various technical engineering functions, information technology infrastructure support, Safeguards and Security (S&S) oversight, and general administrative support for all PPPO sites.

C.1 Performance Expectations and Management Approach

References to DOE directives in this PWS are provided for information and general understanding; however, Section J, Attachment J-2, *Requirements Sources and Implementing Documents*, contains the specific applicable version of the DOE directive applicable to this Contract and are considered principal requirements.

A summary of the Contract deliverables is provided in Section J, Attachment J-3, *Contract Deliverables*; however, the 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.

Interfaces, services between contractors, and roles and responsibilities are summarized in Section J, Attachment J-5, *PPPO Site Services and Interface Requirements Matrix*. The Contractor shall interact in such a way as to avoid or minimize impacts to the successful performance of the scope under the Contract and to programmatic site mission operations and activities.

The Contractor shall provide all personnel, equipment, materials, services, and supplies required to complete the Contract work scope, except for the items identified as government-furnished services and information as described in Section J, Attachment J-9, *Government Furnished Services and Information (GFS/I)*.

The Program Manager (PM) shall maintain supervisory control over all personnel assigned to perform work under this Contract. The PM may be required to provide senior level risk management support to PPPO through environmental, engineering and technical analysis and reviews of documents and issues related to this PWS. This position may require travel to all PPPO sites, or other DOE sites as requested, as part of normal work responsibilities.

The Contractor shall staff the contract with qualified personnel who must obtain and maintain appropriate access authorizations (security clearances), and meet applicable training requirements, qualifications, professional certifications, and special skills as appropriate. The Contractor shall ensure these qualified

personnel maintain appropriate access authorizations and training throughout the Contract period of performance. The Contractor shall ensure that each of its employees has an executed non-disclosure agreement from date of hire to separation and shall provide a copy to the Contracting Officer (CO) upon request.

C.1.1 Contract Transition

- (a) **Goals.** The main goal of the transition process is to ensure that terms and conditions of the Contract are fully understood by the Contractor and the Contractor demonstrates readiness to assume responsibility seamlessly, prior to assumption of full responsibility for performance of the Contract. Successful completion of the transition activities will enable the Contractor to assume full responsibility for execution of the PWS no later than 60 days after Notice to Proceed (NTP). The Contractor shall perform all activities necessary to transition work from the incumbent contractor in a manner that:
- Ensures all work for which the Contractor is responsible under the Contract is continued without disruption;
 - Provides for an orderly transfer of resources, responsibilities, and accountability;
 - Provides for the ability to perform the work in an efficient, effective, and safe manner;
 - Interfaces and coordinates with other PPPO contractors; and
 - Partners with PPPO to establish a common vision with supporting contract execution goals and objectives.
- (b) **Logistics.** DOE will provide one office at each of the Portsmouth, Paducah and Lexington sites to utilize during the 60-day Contract Transition period. Wi-Fi connectivity will also be available. The Contractor shall establish the necessary logistical support (additional office space, computers, telephone, etc.) to execute the 60-day Contract Transition period and shall ensure all necessary personnel, including the required key personnel (Program Manager, Portsmouth Project Manager, Paducah Project Manager, OSMS Project Manager, and Information Technology (IT) Manager), are available during the Contractor Transition period, unless specifically approved by the CO.
- (c) **Transition Plan.** Within 10 days after NTP, the Contractor shall submit a transition plan for PPPO 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 following items shall be addressed in the Transition Plan.
- **Public Release Statement.** Within 72 hours following after NTP, the Contractor shall release on its own website a brief executive summary of its offer including the following elements:
 - Name of Contractor including the identification of teaming partners and subcontractors, and a description of the experience that each party brings to the contract;
 - Summary/description of Contractor’s management approach;
 - Organizational structure and identification of key personnel; and
 - Brief overview of Contractor’s work on similar projects.
 - **Implement Contractor Human Resource Management (CHRM) Requirements.** The Contractor’s workforce and benefits transition plans shall include a description of the Contractor’s implementation of human resource management consistent with the Contractor Human Resource Management clauses in Section H. Transition the workforce needed to execute the mission of the Contract including but not limited to:

- Ensure all necessary personnel, including key personnel, are available during the transition period, unless specifically directed otherwise by the CO;
 - Manage workforce and benefits transition in accordance with the requirements of the Contractor Human Resource Management clauses in Section H, as applicable;
 - Employ of additional staff determined to be necessary; and
 - Place any subcontracts deemed necessary, including assumption of existing subcontracts as directed by the CO.
- **Programs, Procedures and Systems:** To ensure continuity of operations, the Contractor may adopt, as applicable, the incumbent contractors' programs and procedures at the effective date of the Contract Transition (e.g., Safety Analysis Reports (SAR), Technical Safety Requirements (TSR), operating procedures, etc.), 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 PWS. Any Programs and Procedures that are adopted shall be updated to the new Contractor's organization within the first year of the effective date of the contract.
 - **Government-Owned Property.** During the contract transition period, an inventory record from the PPPO Inventory Management System database will be provided to the Contractor. Specifically, the following property acceptance requirements will be implemented:
 - The Contractor shall perform a joint comprehensive physical inventory with the incumbent contractor of all accountable high-risk and sensitive property, as defined in the Code of Federal Regulations (CFR) Title 41 Chapter 109, during the transition period, and shall accept full accountability for the high-risk and sensitive property, if any, at the end of transition.
 - The Contractor shall accept, at the end of transition, transfer of accountability for the remaining government-owned personal property, based on existing inventory records on an "as-is, where-is" basis, or perform a wall-to-wall inventory within the transition period of the Contract. Any discrepancies with the existing inventory records shall be reported to the Contracting Officer (CO). At the end of transition, the Contractor shall assume responsibility and liability for subsequent losses and damages. If the physical inventory is not accomplished within the allotted time frame, the PPPO Inventory Management System records will become the inventory baseline.
 - **Legal Management Transition.** The Contractor shall ensure all legal management activities are addressed pursuant to the Section H clause entitled, *Legal Management*, and 10 CFR Part 719.
 - **Status Reports – Transition Activities.** The Contractor shall provide weekly status reports of transition activities to PPPO. The Contractor shall establish routine status meetings with PPPO and affected contractors to review transition activities and issues.
 - **Declaration of Readiness.** Submit a Declaration of Readiness to Execute Contract to the CO, prior to the end of transition, indicating readiness to assume responsibility for execution of the contract. Also, identify any post-transition activities that may be required (e.g., notifications to outside agencies of transfer of co-operator responsibilities, or completion of procedure updates).

- (d) **Annual Work Plan.** Within 60 days after NTP, the Contractor shall develop the initial Annual Work Plan (AWP) with details of the specific activities to be performed for each PWS element demonstrating how the Contractor plans to achieve the anticipated contract outcomes, the time frames involved for each activity, firm completion dates for critical tasks/activities, and those responsible for performing the activities. The AWP shall leverage the use of technical expertise across all three (3) sites where possible, so as to not compromise safety and security, but to minimize the need for duplicative personnel, where possible, at each site. The Contractor shall maximize the efficiency of its resources, which may result in a single resource being located at one (1) PPPO site providing support to all three (3) sites; however, site project support/oversight needs must not be compromised due to the location of individuals. In addition to the overall direct labor requirements, the Contractor shall provide cost and schedule details for travel, Other Direct Costs (ODC's) and overtime to perform the work required in the PWS. The AWP shall include any required corrective actions plans, risk assessments and/or planned corrective actions for deficiencies. The AWP shall include a table presenting the anticipated spending schedule by month for budget planning.
- (e) **Recommendations/Lessons Learned.** The Contractor is expected to conduct all work in a manner that promotes and improves productivity and minimizes wasteful spending, while complying with contract terms and conditions, safety standards and security standards. The Contractor shall brief PPPO senior management on proposed recommendations/lessons learned for all areas of the PWS on an annual basis to improve the efficiency and cost effectiveness of the PPPO managed activities. The initial recommendations for all areas of the PWS shall be submitted to the Contracting Officer's Representative (COR) within 60 days after NTP. Recommendations/lessons learned shall be relevant, useful and implementable.

C.2 Environment, Safety, Health and Quality (ESH&Q)

The Contractor shall support PPPO Leads in the maintenance of PPPO-3093368 *PPPO Federal Employee Occupation Safety and Health Program* (FEOSH) to include items such as annual internal reviews, associated internal actions to support the program, supporting PPPO with Computerized Accident Incident Reporting System (CAIRS) in accordance with PPPO-M-440.1-2 *USDOE PPPO Incident Reporting*, and all other aspects of the FEOSH Program. All work and any subcontracts in support of this Contract shall require compliance with PPPO's FEOSH Program.

Work activities include, but are not limited to the following subtasks:

- a) Ensure appropriate requirements for timely reviews of internal PPPO programs and procedures are completed;
- b) Attend weekly planning meetings, PPPO functional area planning and review meetings, participate in weekly and monthly safety forums, area safety meetings, and present PPPO safety statistics on a monthly basis;
- c) Compile data and produce Monthly Safety Charts to be posted at all 3 PPPO locations that compile all PPPO contractor data on Days Away Restricted or Transferred (DART) and Total Recordable Cases (TRC) rates. These charts will be based upon a 12-month rolling average and fiscal year rates; and
- d) Provide overall programmatic Environment Safety and Health (ES&H) support to PPPO for the FEOSH and CAIRS program.

The Contractor shall also support PPPO in the evaluation and oversight of all aspects of every PPPO contractors' safety and health programs in accordance with, but not limited to:

- 10 CFR Part 851, Worker Safety and Health Program;
- 10 CFR Part 835, Occupational Radiation Protection;
- 10 CFR Part 830, Nuclear Safety Management; and
- DOE O 458.1, Radiation Protection of the Public and the Environment.

The Contractor shall assist in evaluation of laws, orders, processes, processing systems, programs, and the onsite contractors' adherence to their own policies and procedures and applicable regulatory requirements. This shall be accomplished utilizing personnel specialized in areas such as, but not limited to, Nondestructive Assay (NDA), Industrial Hygiene, Nuclear Safety (NS), Nuclear Criticality Safety (NCS), Environmental Protection, Electrical Power, Waste Management, Chemical Safety, Fire Protection, Emergency Management, Engineering, Radiation Safety, and Industrial Safety. These personnel shall work with PPPO Facility Representatives and other PPPO Oversight Personnel to assist in performing:

- (a) Provide day-to-day oversight support of onsite contractors' implementation of safety programs,
- (b) Perform team assessments based on PPPO policies, procedures, and targeted milestones (e.g., Integrated Assessment and Surveillance Schedule); develop Lines of Inquiry (LOI) or Criteria Review Approach Documents (CRAD) for each assessment and surveillance; assist with operational readiness activities, including participating in onsite contractor Management Assessments and Readiness Reviews; support Accident and Incident Investigations;
- (c) Support the development, planning, and approval of PPPO Readiness Plan of Actions, Implementation Plans and required Readiness Assessments and Operational Readiness Reviews; and support the quarterly review, approval and tracking of contractor Start-up Notification Reports (SNR);
- (d) Provide support to the PPPO Facility Representatives by performing daily, direct field observation and surveillance activities, monitoring of contractor activities, and achievements and progress in meeting DOE performance objectives; participate in weekly Facility Representative meetings and provide reports, as required;
- (e) Develop and distribute a PPPO Summary Status Report by project, as required, prepare ES&H related reports and DOE Oversight Assessment Report, as required, and a PPPO Monthly Safety Statistics report; conduct trend analyses of ES&H findings and observations; provide reporting on ES&H issues during weekly staff meetings; review and analyze Corrective Action Plans; provide recommendations and follow up to ensure compliance;
- (f) Evaluate site contractors' implementation and compliance with DOE Orders, state and other federal codes/standards (e.g., U.S. Environmental Protection Agency (EPA), U.S. Department of Transportation); site-wide permits, licenses, environmental standards, and milestones; and all other applicable safety and health requirements; and review and comment on the 'impact analyses' prepared by the onsite contractors from new and/or revised Federal, State, Local or DOE publications, on their programs/projects;
- (g) Perform field observations, evaluate work control documents, participate in development of onsite contractor worker safety and health programs, provide daily project summary reports, and respond to issues in assigned areas including, but not limited to the following subtasks:
 1. Work Packages;
 2. Job Hazard Analysis;
 3. Procedure Adherence;
 4. Training Requirements;
 5. Activity Hazard Analysis;

6. Engineering Evaluations;
 7. Radiological Work Permits;
 8. Technical Safety Requirements;
 9. Accurate Supervisor /Station Logs;
 10. Nuclear Safety Criticality Compliance;
 11. Employee Participation and Feedback;
 12. Processing System Design and Application, and
 13. Radiological and Hazardous Material Controls.
- (h) Assist PPPO in its reviews to ensure compliant document submittals to meet regulatory milestones and requirements, including work authorizations, regulatory agreements, permit submittals, work plan requirements, and Director's Final Findings and Orders/Administrative Orders (DFF&Os/AOs) (e.g., Regulatory Activity Oversight, Assessment and Tracking Report);
- (i) Provide geology and hydrology technical oversight support to PPPO including, but not limited to: trichloroethylene degradation, monitored natural attenuation, technical impracticability waivers, and groundwater modeling;
- (j) Assist in the development of reports and correspondence associated with DOE Headquarters (HQ) requests including, but not limited to: Agreements Milestones and Decision Documents (AMDD) reports and annual Environmental Management System (EMS) reports (e.g., Agreements milestones and decision document report).
- (k) Provide engineering oversight support of PPPO onsite contractor cylinder processing systems, utilities, power operations, fire protection, and other site systems that require technical support and understanding of the design, makeup, and functions of these systems.

The Contractor shall assist PPPO with environmental compliance and reporting associated with requirements such as Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), Toxic Substances Control Act (TSCA), National Environmental Policy Act (NEPA), and North American Electricity Reliability Council (NERC). Provide Regulatory / Paducah Federal Facility Agreement (FFA) document oversight.

In support of DOE Order 436.1 Departmental Sustainability and other applicable statutes, regulations and Executive Orders, and in recognition that harm to the environment, including from greenhouse gas (GHG) pollution and electronic equipment manufacturing and disposal, has quantifiable costs and negative impacts on the economy and federal agency operations, it is the Government's intent to encourage contractors to adopt corporate sustainable practices. The Contractor shall develop, implement and maintain a PPPO Sustainability Plan (to include having an internal plan for pollution prevention, waste minimization, electrical efficiency, etc. for federal and support contractor activities), and submit to the Contracting Officer for approval 90 days from NTP and shall update annually.

The Contractor shall also implement and assist with annual reviews of the PPPO Quality Assurance Program Plan (QAPP) and ensure that all work products produced comply with the PPPO QAPP. The Contractor shall provide NQA-1 certified lead auditors to perform PPPO audits and surveillances as specified in the current PPPO Assessment Plan. Work activities include, but are not limited to:

- a) Perform QA Independent Assessments and surveillance of PPPO Project activities in accordance with the current PPPO Assessment Plan, or as needed;
- b) Perform QA audits and surveillances; provide oversight support during management assessments; provide QA support for accident investigation reporting, and Readiness Reviews, and support PPPO with external assessments;
- c) Oversee compliance and implementation of control of Suspect/Counterfeit Items (S/CIs), safety issue corrective actions, and safety software quality assurance.

- d) Provide QA and review support for declassifying documents and/or buildings in relation to D&D, Deactivation and Remediation (D&R), or Surveillance and Maintenance (S&M) work.
- e) Manage and maintain the PPPO Federal System Software QA plans and programs.
- f) Assist with drafting and updating PPPO QA documents such as PPPO policies, plans and procedures, and coordinate QA program updates, and in accordance with DOE O 414.1, Quality Assurance, requirement 4.b.(2) provide a draft annual review summary and update to the PPPO Quality Assurance Program Plan (as directed by CO).
- g) As part of the annual PPPO QAPP reviews, develop audit and surveillance plans including Criteria Review Approach Documents for audits and surveillances.
- h) Develop final audit and surveillance reports and coordinate factual accuracy of audit and surveillance reports.
- i) Track QA deliverables submitted under this contract, as well as those submitted by the onsite contractors.
- j) Review DOE directives as they relate to the PPPO functions, responsibilities and authorities; provide implementation recommendations and possible impacts to existing programs and processes.
- k) Provide reviews for onsite contractors' recurring events analysis as required by DOE O 232.2, Occurrence Reporting and Processing of Operations Information.
- l) Provide support to PPPO in reviews of onsite contractors' design and construction packages for technical content and overall project performance efficacy.
- m) Develop and maintain a database to record onsite contractor performance in the areas of non-conformances, issues or deficiencies, corrective actions and corrective action closure and verification.
- n) Maintain the Management Tracking System.
- o) Prepare and distribute "Lessons Learned" reports to encourage improvements of onsite contractor performance.
- p) Ensure quality records are identified, stored and maintained (regardless of media) in accordance with PPPO-5105984 *USDOE PPPO Quality Assurance Records Procedure*, the PPPO Quality Assurance Program Plan, the NQA-1 and the National Archives and Records Administration (NARA) by incorporating the NQA-1 requirements into the federal records lifecycle.
- q) Provide document reviews.

C.3 General Oversight Work Activities

The Contractor shall provide PPPO with project and contract management oversight by monitoring and evaluating all of the onsite contractors (Portsmouth D&D and Portsmouth Infrastructure, Paducah D&R and Paducah Infrastructure, and OSMS at both sites) requirements compliance and performance. The Contractor shall utilize their personnel to ensure consistency is met, to the extent practical, for all contracts to support the One PPPO Vision.

Contractor personnel shall be expected to perform the activities described in this PWS with minimum oversight and guidance by PPPO, while in compliance with all applicable PPPO procedures. This work shall also be completed, to the extent practical, without interfering or further burdening other PPPO contractors or federal staff. The Contractor shall ensure that duties are performed in a competent, professional manner that meets established milestones and adheres to schedules as established by PPPO. Work products are expected to be thorough, timely, accurate, appropriately documented, and comply with established criteria. Some work products will include highly sensitive information and recommendations. The Contractor shall maintain the confidentiality of information as dictated by the requesting federal party and overall DOE standards of ethics and professional behavior. The Contractor shall provide technical assistance necessary to support PPPO program areas stated in the PWS.

The Contractor shall perform oversight and provide information to support the evaluation of PPPO onsite contractor performance through all phases of a project/facility's lifetime and its associated activities which may include:

- Construction may include reviewing designs and assistance in overseeing implementation of field operations.
- Active operations and processing may require engineered knowledge of systems of process facilities (that of DUF6 Conversion Facilities and the X-340 Complex), utility systems and the associated safety mechanisms, and site functions.
- S&M may include site functions to include oversight and information gathering pertaining to facility, building, and equipment inspection and also assist PPPO with compliance of maintenance activities to assure equipment and facilities are appropriately maintained for the proposed lifetime.
- Remediation activities may include reviewing site remedies, reports, data, and oversight of field implementation.
- Deactivation and demolition activities may include but are not limited to: vent and purge work activities; cell housing panel removal; cutting, segmenting, dismantling, cleaning, capping, and removal of targeted process and auxiliary equipment; de-energizing; Criticality Accident Alarm System (CAAS) down grading; isolation of fire suppression systems; removal of hazardous chemicals/materials; structural demolition; and associated size reduction and waste disposal of the debris.

The Contractor shall support PPPO management with oversight of the OSMS contract which encompasses DUF6 Conversion Facilities operations, ongoing nuclear operations including Portsmouth X-340 Complex, power operations, waste management, utilities, power operations, safety envelope, and all cylinder transfer operations. The Contractor shall provide engineering support for field operations and management assistance for these OSMS operations to assure all conversion systems maintain appropriate functionalities to meet design and processes.

Oversight of program requirements for all PPPO site contractors includes, but is not limited to: utility optimization, system engineering, environmental management, field investigation and sampling, characterization, nuclear regulatory compliance, Applicable or Relevant and Appropriate Requirements (ARARs) interpretation, waste management, waste packaging, health and safety, security, radiation protection, training, Conduct of Operations, Quality Assurance, nuclear materials control & accountability, safety envelope, nuclear material storage, property management, waste disposition, transportation, verification of corrective actions, incident investigations, field services support, on-site Work for Others activities, subcontracts, and other areas as directed.

The Contractor shall perform oversight in accordance with PPPO procedures and processes. Compliance is to be assessed at all levels of documentation and implementation and the requirements may include verification of compliance with Regulations, Permits, Policies, Procedures, briefings, plan of the day instructions, and work level performance. Review includes contract submittals and Deliverables, schedules at all levels of work authorization, planning, and execution, and documentation for the identification, control, mitigation, prevention, and response to hazards to personnel, equipment, and the environment.

Oversight shall be conducted through a combination of direct field observation and documentation verification, interviews of workers and management, attendance at various briefings and pre-job meetings or critiques, participation in drill and exercises, monitoring of training and participation in meetings. Oversight shall be conducted as scheduled and unscheduled surveillances, assessments, Management Assessments, Readiness Assessments, Operational Readiness Reviews, Critiques, and participation in Investigations, Drills and Exercises.

Oversight may include performing photographic documentation and appropriate security reviews of ongoing work activities onsite, preparation of surveillance reports, entry of issues into the corrective actions database, and analysis of trends. Oversight may occur on back shift, holidays, and weekends in addition to normal work-week schedules.

The Contractor shall provide support to PPPO for Special Projects which may result as program decisions are made throughout the D&D, D&R, S&M and OSMS process. Work activities may include review and analysis of design and construction plans and related data. Future actions may include support for transfer of site facilities currently under lease to site tenants back to PPPO. The Contractor shall identify, track, monitor and report special work activities as required.

The Contractor shall provide support to PPPO for other PPPO contracts including, but not limited to:

- a) Power;
- b) Natural gas;
- c) Cost recovery tracking; and
- d) Cost recovery for services to others.

C.3.1 Technical Oversight Work Activities

Work activities include, but are not limited to:

- a) Provide technical oversight (surveillance, walk-throughs, audits, and any other form of operational review) of all phases of on-site contractor operations, system processes and work activities (including all systems under the OSMS contract such as DUF6 Conversion Facilities, X-340 Complex and remaining plant facilities) in both normal and off-normal conditions, and provide a compliance status, recommendations for resolution, and/or reports to PPPO on a daily, weekly, or other specified frequency. The Contractor shall be knowledgeable of all OSMS systems, operations, design, processes, plant test and startup requirements;
- b) Evaluate on-site contractor's compliance with applicable requirements or Regulations and against all applicable programs and procedures including but not limited to the Quality Assurance Surveillance Plan (QASP); Safety Basis; and Work Plans;
- c) Maintain files, photographs, checklists, and other information collected as part of PPPO site contractors' work scope QASP reviews and maintain a database or other system sufficient to produce the monthly QASP reports. Develop, review and submit to PPPO the monthly QASP reports for the site contractors by the 10th of each month.
- d) Provide technical review of documents, plans, programs, procedures, deliverables, and other items (e.g., critical decision milestones, Design Work Packages, Optimization Plans, utility isolation plans (to ensure security, emergency plans, accident alarms, etc., concur with site safety requirements)) as directed, providing document sufficiency information to PPPO;
- e) Review the on-site contractor's work status, progress, and schedule; develop and review cost estimates; review subcontracts and other contractual agreements; verify fixed-price work accomplishment against schedule; and review and comment on invoices. This may entail maintaining access requirements to contractor's databases and intranet.
- f) Assist PPPO in the management of the on-site contractor's subcontracts, and provide technical review and comment on contract changes including major system upgrades, modifications, and retrofits;
- g) Assist PPPO with drafting of contract documents, letters, reports, briefings, presentations; develop checklists; and other correspondence as requested related to the on-site contractors. Support PPPO with determining the adequacy of comment resolutions and providing timely responses and document revisions. Provide recommendations to PPPO with adequately written justification, and support PPPO's timely resolution of all issues identified by the Contractor, by PPPO, or by other outside stakeholders;

- h) Provide inspection and technical evaluation of all aspects of the on-site contractor's waste management activities including, but not limited to: packaging, staging, storage, transportation, and permits for all waste types (e.g., LLW, MLLW, TSCA, municipal, recycled, and non-characterized) including treatment and storage permit requirements and modifications.
- i) Assist in the evaluation of site waste profiles and treatment plans, site waste management plans and procedures, forecasts and reporting (e.g., Radioactive Waste Disposition, Shipping Forecast and Accomplishment Analysis Report), quarterly and annual reports;
- j) Provide compliance assessment support for the North American Electric Reliability Corporation (NERC) activities;
- k) Provide tracking and validation of the site contractors' Performance Based Incentives (PBIs) and other value-added technical contributions; and
- l) Provide technical support of the de-leasing of facilities including, but not limited to, walk downs, review of data, and checklist development.

The Contractor shall provide PPPO with technical and management support of the potential Paducah On-Site Disposal Cell (OSDC) pre-design geotechnical documents, siting and design criteria documents at the 30%, 60%, 90%, and 100% design. The Contractor shall provide review and oversight of OSDC Design Engineering packages associated with the OSDC Design and Construction under the Waste Management Program.

Work activities include, but are not limited to:

- a) Participate in technical and status summary meetings conducted;
- b) Facilitate and coordinate review of OSDC Design and Construction technical documents by appropriate PPPO staff;
- c) Provide technical review of pre-design geotechnical, siting and design criteria, 30%, 60%, 90% and 100% OSDC design engineering documents; and
- d) Ensure that review comments receive adequate responses, so that PPPO can close out the review and approval process.

C.3.2 Regulatory Oversight

The Contractor shall provide oversight support in accordance with PPPO procedures and processes of the overall administration of PPPO's responsibilities under the Portsmouth Directors Final Findings and Orders (DDF&O) and Paducah Gaseous Diffusion FFA, to include verifying field activities are in compliance with regulatory documents such as Operation and Maintenance Plans and Work Plans.

Work activities under this task include, but are not limited to, the following subtasks:

- a) Participate in project meetings, review and comment on regulatory documents, and consolidate comments for transmittal to the contractors;
- b) Assist PPPO with tracking the status of documents, meeting action items, field activities, and other actions associated with the CERCLA projects at the site;
- c) Maintain a current understanding of all deliverables required under the DDF&O and FFA;
- d) Track and report on compliance with administrative and enforceable milestone requirements;
- e) Prepare stakeholder correspondence (regulator and other) and transmittal documentation to track all PPPO communications;
- f) Maintain a deliverable schedule;
- g) Support and coordinate potential schedule changes based on negotiated dates for lower tier deliverables throughout the process;

- h) Support ongoing development of a Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) implementation strategy to pursue D&D objectives; and
- i) As requested, provide facilitation support to PPPO including, but not limited to, regulator, DOE, and stakeholder meetings, workshops, seminars (e.g., FFA Managers' Meeting).

C.4 Nuclear Material Management Oversight

The Contractor shall provide oversight of nuclear material management at PPPO Sites including, but not limited to, technical analyses, expert advice, and short turnaround assignments for special projects as requested. The Contractor shall provide experienced and knowledgeable personnel to support PPPO, in areas of S&S (assisting Senior Nuclear Materials Control and Accountability (NMC&A) Specialist), nuclear safety, excess uranium inventory history, uranium inventory management, characterization, processing, storage, packaging and transportation, value estimation and trending, marketing, and disposition. The Contractor shall provide direct support to PPPO operations, as needed, to meet programmatic goals and objectives.

Work activities include but are not limited to the following subtasks identified below.

- a) Support independent assessments of the NMC&A Program and application of NMC&A practices in accordance with DOE requirements.
- b) Provide independent assessment of Physical Security and Safeguards and Security programs for the protection of special nuclear materials to assess compliance with DOE requirements.
- c) Provide special project coordination and support for activities such as International Atomic Energy Agency (IAEA) initiatives, securing Helium-3 (He3) tubes and portable Criticality Accident Alarm System (CAAS) units from other sites, transfer of autoclaves to support other program offices, and support for the work-for-others historical activities.
- d) Provide support for PPPO excess uranium inventory management, including, but not limited to, the following subtasks:
 - 1. Provide technical support to PPPO management in planning for the disposition of uranium inventories, including, but not limited to, activities such as updating the PPPO inventory data included in the DOE Excess Uranium Inventory Management Plan and maintaining oversight of ongoing activities and plans to ensure consistency with PPPO plans and policies.
 - 2. Establish and maintain current and accurate data relative to DOE uranium inventories at PPPO sites. This data shall include location, quantities, count of containers/cylinders, characteristics, disposition path, marketability, potential shipping and transfer issues, and estimated market value. Data shall be developed proactively and maintained in the form of tables, graphs, and schedules. Data shall be provided, as appropriate, in briefings and meetings with PPPO management, and maintained for ready reference in responding to PPPO management needs for up-to-date information. The Contractor shall provide a Nuclear Material Management/Disposition Activity Oversight, Assessment and Tracking Report, as required. This will require coordination with all PPPO sites to provide total inventory management for reporting on material handled across the PPPO.
 - 3. Document and maintain a uranium processing history for the United States uranium industry from which the PPPO excess uranium inventories are a legacy. This historical documentation will provide information essential for the identification and understanding of the characteristics of the uranium now in the PPPO inventory.
 - 4. Maintain a history of uranium, uranium conversion, and separated work unit market prices and optimum tails for enrichment.

5. Maintain uranium database information to meet DOE requirements.
6. Provide alternative data representation as appropriate to meet PPPO needs.
7. Provide technical expertise and support to assist PPPO with planning and evaluation associated with disposition alternatives for the higher-value DUF6 inventories at the PPPO.

C.5 Nuclear Safety Basis Oversight and Safety Management Program Support

The Contractor shall provide technical support in the area of nuclear safety basis for all Federal and contractor programs and oversight of safety basis implementation activities to include safety management program support. The Contractor shall review and comment in a timely fashion on safety basis revisions for the PPPO sites. There may also be safety basis changes that occur as a result of Un-reviewed Safety Questions (USQ), as well as annual updates to current requirements. This task will include updates based on USQ results or Potential Inadequate Safety Analyses (PISA), as well as continued annual updates for existing nuclear facilities. The Contractor shall provide oversight of the annual assessments of the USQ process. This work activity is required to be in accordance with 10 CFR 830, Subpart B.

Work activities include, but are not limited to, the listing below.

- a) Provide general DOE Nuclear Safety and Nuclear Criticality Safety Support such as, but not limited to, technical evaluations, performance of assessments, surveillances, development of technical position papers, field observations of contractor performance, tracking and trending of contractor performance and related issues.
- b) Development of Safety Basis documents such as Nuclear Criticality Safety Evaluation (NCSE) and Nuclear Criticality Safety Reports (NCSR).
- c) Develop and provide an NDA measurement requirements and oversight quarterly status report (and/or as required) for PPPO concurrence or approval, as required.
- d) Develop and provide a quarterly status report (and/or as required) for PPPO concurrence or approval, as required, for the oversight of contractor cognizant system engineer programs.
- e) Technical review of any safety basis changes that occur (e.g., as emerging from Readiness Reviews). Anticipated work activities include participation in interface meetings between PPPO and the Contractor, review of draft and final changes, and preparation of Safety Evaluation Report (SER) revision(s).
- f) Contractor shall facilitate safety basis implementation work activities, including providing technical support to PPPO including Facility Representatives, safety systems, oversight engineers and other technical staff.
- g) Contractor shall develop and provide training and orientation of the Facility Documented Safety Analysis (DSA), safety basis and Technical Safety Requirements (TSR).
- h) As part of the oversight of any safety basis changes anticipated work activities shall include participation in meetings between PPPO and the onsite contractor(s), review of USQ results, review of change submissions and review of Safety Evaluation Report (SER) revision preparation.
- i) Provide assistance with safety basis related assessment activities, such as annual USQ assessments.
- j) Provide safety basis review and/or independent review of SERs as needed for all PPPO nuclear facilities.
- k) Provide assistance to PPPO in addressing any emerging nuclear safety issues, initiatives, or external assessments.
- l) Provide oversight of nuclear safety, NCS and NDA measurements including general nuclear safety oversight activities such as document reviews and assessments and walk downs.

- m) Assist in development and implementation of the PPPO NDA measurement oversight procedures including finalizing plan, implementing oversight plan and administering the performance demonstration plan.
- n) Support PPPO during discovery of any PISA and any follow-on reviews.

The following requirements are anticipated to support PPPO nuclear safety work activities.

- a) Reviews of Safety Basis submittals and changes to PPPO nuclear facilities. Facility Tours and Walk downs within 10 calendar days after site contractor submittal of draft safety basis and a trip summary as requested by PPPO with recommendations and conclusions.
- b) Complete technical review and provide written comments to the contractors on draft DSA and TSR changes 30 days after submittal to PPPO. Provide written comments and input to PPPO project correspondence.
- c) Prepare a SER on safety basis changes formally submitted to PPPO 30 days after submittal to PPPO. Provide input to PPPO project correspondence.
- d) Provide Independent Review of PPPO SERs (e.g., General PPPO Nuclear Safety Support). Complete technical review and provide written comments to PPPO staff 10 Days after submittal to PPPO. Provide written comments, including recommendations and proposed fixes, as well as input to PPPO project correspondence.
- e) Assist PPPO in addressing emerging nuclear safety issues, initiatives, or external assessments (e.g., General PPPO Nuclear Safety Support).
- f) Provide direct input and recommendations on proposed or final DOE HQ nuclear safety policies and assessment activities promptly, typically within five (5) days after identification.
- g) Provide documentation and/or white papers outlining issues and recommendations.
- h) Assist PPPO in nuclear safety training and procedures development (e.g., General PPPO Nuclear Safety Support).
- i) Develop draft training materials and/or PPPO procedures, typically within three (3) weeks after identification. Provide written training materials and procedures as requested.

Work activities under nuclear safety, NCS, Radiation Protection, NDA measurements include, but are not limited to the following subtasks that may be conducted with other tasks under this contract.

- a) Provide general technical support to PPPO Radiation Protection personnel.
- b) Evaluation of radiological release documentation of onsite contractors in accordance with the Multi-Agency Radiation Survey and Assessment of Materials and Equipment (MARSAME) requirements for statistically adequate sampling strategy.
- c) Evaluate/assess practices of onsite contractors pursuant to DOE O 420.1, DOE O 450.2, 10 CFR Part 830, DOE O 458.1 (or 5400.5 if applicable), and associated contractor policies and procedures including performing one (1) observation of a free release survey at a minimum per year. This includes performing an assessment of technical basis documents and ensuring that their policies and procedures are comprehensive, protective, and cost effective.
- d) Review onsite contractors' Radiation Protection Program procedures, instrumentation, survey technique, survey documentation, training, and records management. This includes performing an assessment of processes and procedures to ensure that the contractors' program is comprehensive, protective, and cost effective.
- e) Review onsite contractors' radiological submissions including, but not limited to, National emissions Standards for Hazardous Air Pollutants, External Gamma, Annual Exposure Reports, and Radiation Survey Plans including recalculation of raw data to data is properly calculated and reported.

- f) Perform statistical analysis and assessment of health physics data in support of radiation protection and environmental remediation efforts onsite. This subtask includes the development and implementation of the PPPO radiation protection oversight program.
- g) Perform verification analysis of radiological program outputs, including, Residual Radioactivity (RESRAD), RESRAD-OFFSITE, CAP88, Radon Emanations (U-WISE), and other programs that produce technical data used in support of nuclear safety and radiation safety.
- h) Participate with PPPO at the FFA Manager Radiation Support Group meetings.
- i) Assess PPPO and onsite contractors' program with the evaluation of technical standards and DOE Orders relating to radiation protection.
- j) Develop, publish and disseminate lessons learned reports and technical position papers that promote the PPPO mission. Communicate and share PPPO program status and achievements across the complex through DOE site visits, attendance at national conferences associated with DOE activities, such as the American Nuclear Society and the Energy Facilities Contractor Group (EFCOG).
- k) Develop and implement procedures, training materials and qualification programs that support PPPO.
- l) Develop briefing reports for informing PPPO management and develop responses for DOE HQ memoranda.
- m) Provide technical support (including field oversight, technical reviews, performance of investigations, and development of technical reports) for the safety systems oversight program.
- n) Provide technical expertise and support in the following areas on an ongoing and on an as needed basis:
 - 1. explosion analysis;
 - 2. cost (e.g. estimating associated with engineering related activities);
 - 3. process chemistry;
 - 4. corrosion;
 - 5. metallurgy;
 - 6. physics;
 - 7. demolition;
 - 8. software engineering and quality assurance;
 - 9. electrical engineering;
 - 10. mechanical engineering;
 - 11. seismic analysis;
 - 12. civil engineering;
 - 13. gaseous diffusion process engineering;
 - 14. instruments;
 - 15. process testing;
 - 16. failure analysis;
 - 17. investigation expertise;
 - 18. lessons learned;
 - 19. human factors;
 - 20. NDA;
 - 21. training and qualification expertise;
 - 22. hoisting and rigging specialists;
 - 23. robotics specialists; and
 - 24. fire protection engineering.
- o) Provide oversight support for the emergency management programs. This includes the observation and evaluation of drills and exercises, monitoring and reporting of site contractors' performance of all aspects of the emergency management programs. Interface and communicate with the DOE HQ and other DOE sites on the appropriate subjects related to emergency management programs.

- p) Provide oversight of PPPO Quality System NDA programs in accordance with the PPPO Quality System for Nondestructive Assay Characterization. This includes the development and implementation of PPPO policies, standards, directives, procedures, and associated technical basis documents. The oversight also includes the development and implementation of a Performance Demonstration Program (PDP). Provide the technical expertise and support required to identify and develop recommendations for improving the NDA program for inclusion into PPPO contracts that implement the goals and objectives associated with the PPPO mission.
- q) Provide oversight of PPPO Nuclear Criticality Safety (NCS) programs. This includes the development and implementation of PPPO policies, standards, directives, procedures, and associated technical basis documents. Provide the technical expertise and support required to identify and develop recommendations for improving the NCS program for inclusion into PPPO contracts that implement the goals and objectives associated with the PPPO mission.
- r) Provide oversight support for the fire protection programs. This includes the observation and evaluation of drills and exercises, monitoring and reporting of site contractors' performance of all aspects of the fire protection programs. The oversight includes the review and evaluation of Transitional Fire Hazards Analysis (TFHAs) that require PPPO approval, the development of recommendations for the implementation of DOE O 420.1 requirements, the development of recommendations for implementing the Baseline Needs Assessments (BNA) and maintain and improve the infrastructure associated with the fire protection systems. Interface and communicate with the DOE HQ and other DOE sites on the appropriate subjects related to fire protection programs.
- s) Provide oversight of the maintenance programs including deferred maintenance and safety related systems, structures and components. This includes tracking and trending of contractor performance, development, review and maintenance of databases (both PPPO and its contractors), the development and tracking of metrics, policies, procedures, and technical evaluations.
- t) Provide oversight in the area of data management including generation, quality assurance, quality control, validation, archiving, and third-party review.
- u) Provide oversight and management of historical information that is important and beneficial to the PPPO mission. This includes the identification, review, analysis, evaluation and archiving of historical information in a variety of existing forms.
- v) Provide oversight of Industrial Hygiene and industrial safety programs.
- w) Provide support for the PPPO Facility Representative program.

C.6 Environmental Risk Assessments

The Contractor shall provide senior-level experienced and qualified personnel to provide risk assessment analysis/review of federal and site contractor risk documents for the project. This task requires coordination and attendance at technical meetings and periodic travel to Nashville, Tennessee; Lexington, Kentucky; Piketon, Ohio; and Paducah, Kentucky.

The Contractor shall review and comment on a variety of documents, figures, tables, and modeling results and provide QA/QC on risk-based information including, but not limited to: detection limits, background data, action- and no-action levels, preliminary remediation goals, remediation goals, remedial action objectives, screening levels, and human health and ecological risk & hazard calculations, calculation packages. Develop revisions of applicable risk assessment and evaluation documents, quality assurance project plans, and coordinate reviews of environmental work plans, sampling plans, remedial investigations, and decision documents containing environmental risk evaluations or assessments.

Assist PPPO with the preparation and participation in technical meetings including Paducah and Portsmouth Risk Assessment Working Group meetings, Paducah Modeling Working Group meetings, Paducah Programmatic Quality Assurance Plan Working Group meetings and meetings related to remedial and removal decisions.

C.7 Information Technology (IT) and Cyber Security Operations

The Contractor shall provide IT and Cyber Security Operations management and support for all related activities to support the PPPO Federal IT infrastructure in accordance with the requirements in Section H.51, *Information Technology and Cyber Security Requirements*.

C.7.1 IT Support Services

The Contractor shall report any scheduled or unscheduled service outages to itoutage@pppo.gov, or if email services are not available, to the PPPO Cyber Security Program Plan Cyber Incident Escalation list by alternate communication methods. Examples of service outages include:

- Applications or services that have the potential to impact safety;
- Applications or services that have the potential to impact regulatory compliance;
- Applications or services that are identified in Mission Impact Analysis; and
- Applications or services that are identified in the Continuity of Operations Plan.

The Contractor shall provide two weeks advance notice prior to scheduled outages. Unplanned outages shall be reported as soon as practical. The notification shall include the services impacted, reason for the interruption, duration, estimated start and stop times, and the equipment, network connectivity, and buildings affected as applicable.

C.7.1.1 IT Management and Support

The Contractor shall maintain reliability and functionality of the PPPO systems along with coordinating with the Federal IT specialists to ensure the PPPO IT/Cyber Strategic Plan is aligned with DOE Office of Environmental Management (EM) and the Office of the Chief Information Officer (OCIO) goals and activities. The Contractor shall provide the PPPO IT/Cyber Strategic Plan annually to the PPPO CIO for approval. The IT manager shall provide monthly briefings to PPPO IT specialists and management on all IT activities. The IT Manager shall be responsible for all IT related documentation.

These work activities include, but are not limited to, the following subtasks:

- a) Daily management functions;
- b) Helpdesk activities;
- c) Application development status;
- d) Procurement status;
- e) Documentation creation and annual reviews of internal work plans, procedures, diagrams, etc.;
- f) Training status;
- g) Outages and uptime statistics;
- h) Technology recommendations;
- i) Budget status; and
- j) IT Portfolio Management (ITPfm), Capital Planning and Investment Control (CPIC), Enterprise Architecture (EA), Technology Business Management (TBM), and Federal Information Technology Acquisition Reform Act (FITARA) Governance Automation (FGA) activities.

C.7.1.2 Project Management and IT Coordination

The Contractor shall carry out all projects and tasks related to IT in line with the PPPO IT/Cyber Strategic plan. The Contractor shall maintain the IT project plan and coordinate all IT tasks in accordance with the strategic plan and technology needs of the PPPO Federal IT infrastructure and IT support services. The Contractor shall provide a monthly project report on the status of all projects including delays, change of priority and project completion. The IT project plan shall be maintained in Microsoft Project hosted within the PPPO SharePoint Project Web Application (PWA) instance for real time tracking of projects. All projects shall be assigned priorities that are approved by PPPO management and may require additional status meetings based on these priorities.

C.7.1.3 IT and Cyber Security Documentation

The Contractor shall create and maintain IT and Cyber Security Documentation based on input from technical personnel including the IT Manager and includes annual reviews and updates. This documentation will include all plans, policies, procedures, diagrams and all other general documentation related to operations and project functions in IT and Cyber Security.

C.7.1.4 End User Support and Helpdesk Services

The Contractor shall establish, engineer, implement and maintain the desktop infrastructure and provide desktop service for problem resolution for PPPO federal and Contractor support personnel at all three (3) sites. In order to ensure that PPPO personnel experience minimal computer down time, the Contractor shall provide personnel at the Lexington, Portsmouth and Paducah sites during regular business hours 6:30 a.m. – 7:00 p.m. Eastern Standard Time (EST) Monday-Friday, excluding Federal holidays. Evening and weekend coverage, on-site or on-call, shall be made available. The Contractor shall ensure personnel are provided at all sites based on site needs and workload. The Contractor shall ensure the availability of Helpdesk services for the PPPO user base centralized in Lexington, KY. Email and voicemail shall be available to the user base to request assistance and/or report a problem. The Contractor shall ensure that workstation and network problems encountered by federal and contractor personnel at PPPO are resolved as promptly and completely as possible. A Helpdesk service level agreement (SLA) shall be created, maintained, and submitted for approval, to meet helpdesk goals in which high priority tickets shall be responded to within one (1) hour, moderate priority tickets within three (3) hours, and low priority tickets within five (5) hours.

Work activities under this task include, but are not limited to, the following subtasks:

- a. Desktop and local printing setup;
- b. Office-specific help desk and site support;
- c. Application support;
- d. Entrust Support;
- e. Microsoft Teams / Video Teleconference (VTC) support for all sites;
- f. Remote Access troubleshooting (not to include support of personal equipment);
- g. Site-specific troubleshooting for hardware and software; and
- h. Additional hardware requirements for new equipment;
- i. Provide desk-side assistance to resolve hardware and software problems;
- j. install new hardware and software at user's desktop;
- k. maintain Government hardware in good working order;
- l. document inventory changes, and
- m. maintain the upkeep of storage areas.

The Contractor shall maintain spare hardware to support on-site end user needs in case of failures at all (3) PPPO sites.

C.7.1.5 Network Operations and Systems Support

The Contractor shall establish, implement and operate the PPPO networks, including:

- a) Acquisition, installation, configuration and testing of all necessary hardware and software;
- b) Maintaining file servers, Exchange/Outlook/O365 electronic mail post offices and any message transport agent, remote access capabilities, security on servers, network and server resource monitoring, proactive maintenance and data backups;
- c) Establishing and maintaining email configuration and connectivity, and troubleshooting email-related problems;
- d) Supporting Records Management by ensuring compliance with Electronic Information System (EIS) requirements in 36 CFR 1236.
- e) Deploying and maintaining a wireless network infrastructure at all three (3) PPPO sites including internal, employee personal and guest network connectivity;
- f) Deploying and maintaining Point to Point (PtP) wireless connectivity between the Lexington facilities;
- g) Supporting VoIP phone system infrastructure for Lexington and future expansion to the sites;
- h) Supporting the National Security System (NSS) across all three (3) PPPO sites;
- i) Supporting the Communications Security (COMSEC) program;
- j) Optimizing the performance, reliability and availability of the PPPO network infrastructure and shared resources, including:
 - i. Server tuning;
 - ii. Maintaining backup equipment, schedules, validation and offsite storage;
 - iii. Patch Management to include software, OS and firmware;
 - iv. Risk analysis and disaster recovery planning; and
 - v. Evaluation and implementation or coordination of cable and network equipment upgrades.
- k) Maintaining user accounts on the network including:
 - i. Creation of new user login ID's and file directories;
 - ii. Disabling user accounts as users leave or are reassigned;
 - iii. Deleting user accounts as requested or as users leave or are reassigned;
 - iv. Mapping users to appropriate shared directories and files and ensuring rights are administered at the correct level;
 - v. Ensuring appropriate user access to network-based applications, network printers, and print queues;
 - vi. Administration of shared resources, i.e., Microsoft Exchange, VMware, Lync, shared directories, virus protection, security implementation, website support, etc.;
 - vii. Network security planning and implementation (remote users, access audits, firewalls, physical access controls); and
 - viii. Providing prompt and timely notification of network or server outages of any type.

C.7.1.6 Shared Services Environment

The Contractor shall implement, maintain and support a shared services environment that will support the external facing web applications and PPPO Public Key Infrastructure (PKI). The shared services environment will be utilized by PPPO staff and other PPPO contractor organizations as a centralized location for document sharing, collaboration and general use services.

Work activities under this task include, but are not limited to the following subtasks:

- a) Shared services domain and infrastructure;
- b) Database systems;
- c) SharePoint;
- d) Sharepoint collaboration sites;
- e) Mail relay;
- f) Web presence;
- g) CRL hosts;
- h) Risk Tracking System;
- i) External applications;
- j) Backups and disaster recovery planning; and
- k) Other support systems.

C.7.1.7 Software/Application Development and Support

The Contractor shall test, implement and support any Commercial off the Shelf (COTS), Government or contractor developed software/application on the PPPO network. Additionally, the Contractor shall develop new applications as requested by program areas within the PPPO to enhance efficiency and effectiveness of these areas. Along with developing new applications and systems the Contractor shall also provide the day-to-day operational support for existing custom applications and new systems as developed. The Contractor shall manage all new application development in house unless the task requires additional effort beyond basic report or web interface development and shall manage all subcontract efforts for this level of effort as required by the PPPO mission. The Contractor shall also support all applications and supporting systems within in the environment, including, but not limited to:

- a) Acquisition, installation, configuration and testing of all necessary Database platforms; Optimizing the performance, reliability and availability of the PPPO Infrastructure Databases, including:
 - b) server tuning;
 - c) maintaining code and backups in Azure DEVOPS;
 - d) updates;
 - e) training;
 - f) user support;
 - g) Administration of software and applications, including user setup, account creation, account maintenance and license tracking;
 - h) Administration and deployment of Microsoft SharePoint and supporting modules, including user setup, account creation, account maintenance; and
 - i) Administration and maintenance of the PPPO Applications Environment for all three (3) PPPO sites.

C.7.1.8 Database Administration

The Contractor shall plan, test, implement and support any Database on the PPPO Federal IT network, including:

- a) Acquisition, installation, configuration and testing of all necessary Database platforms; and
- b) Optimizing the performance, reliability and availability of the PPPO Infrastructure Databases, including:
 - i. server tuning;
 - ii. maintaining backups;

- iii. updates;
- iv. training; and
- v. user support.

C.7.1.9 Hardware and Software Compatibility Testing

The Contractor shall ensure compatibility testing of all software (including Commercially Off the Shelf (COTS) or government or contractor-developed), computers, and peripherals planned for deployment on the PPPO IT infrastructure. There shall be two (2) types of testing: platform and application. This testing shall be conducted in a test environment apart from, and configured to mimic, the live or production environment. The test environment shall be deployed and maintained alongside the production PPPO IT systems. The testing shall include startup, login, network connectivity, printing, and close down. No software shall be deployed until testing is completed. The Contractor shall provide all network compatibility testing information to the PPPO, including the Network Compatibility Testing Checklist and the Notification of Test Results forms. If the software fails the testing, the Contractor shall identify the source of the application (e.g., internal group, external group, or commercial vendor) and devise a mitigation strategy.

C.7.1.10 Asset Management

The Contractor shall manage government personal property assigned in accordance with FAR 52.245-1, *Government Property*. The Contractor shall be responsible for personal property management functions for assigned personal property (see Section J, Attachment J-9, *Government Furnished Services and Information*). The Contractor shall track the location and movement of all hardware and software owned by PPPO using the internal PPPO Inventory Management System. All Government property in the contractor's possession shall be managed in accordance with Section I clause FAR 52.245-1 *Government Property*, 41 CFR Chapter 102, *Federal Management Regulation*, and 41 CFR Chapter 109, *Department of Energy Property Management Regulations*.

All Government Furnished Property (GFP) under this Contract is furnished on an “as is/ where is” basis. The Government makes no warranty with respect to the serviceability and/or suitability of the property for Contract performance. Any repairs, replacement, and/or refurbishment shall be the Contractor’s responsibility. Property shall be managed using a graded approach based on risk and cost. All property that has an acquisition value of \$10,000 or more shall be managed as accountable property. In addition, all property that is capitalized or categorized as sensitive and/or high risk in accordance with 41 CFR Chapter 109 shall be managed as accountable personal property. Other property may also warrant management as accountable based on cost and risk of loss. Property not managed as accountable shall be controlled administratively. These controls shall be described in the approved Personal Property Management System (PPMS). The Contractor shall disposition personal property in accordance with the Contractor’s approved PPMS, regulations referenced in the first paragraph of this section and applicable export control regulations. The Contractor’s PPMS shall include a separation of duties to ensure that records management is performed by different personnel than those who acquire, receive, inventory, and/or perform end of life disposition of property. All accountable property record retirements shall be reported to the CO or designated Organization Property Management Officer (OPMO) on a frequency approved by the CO or OPMO. Lost, Damaged or Destroyed Reports (LDDR) shall be submitted to the OPMO (or CO in absence of OPMO) for any lost, damaged or destroyed item.

Work activities under this task include, but are not limited to the following subtasks:

- a) Logging hardware and software into inventory as it is delivered;
- b) Ensuring that the hardware is stored properly;

- c) Distributing hardware as directed and approved by the Property Administrator;
- d) Tracking the hardware as it is moved from one (1) location to another;
- e) Ensuring that obsolete hardware is removed from the inventory as directed;
- f) Regularly verifying that inventory records are complete and accurate;
- g) Accessing inventory at the direction of the Subtask Monitor or Federal designate;
- h) Conducting an annual physical inventory of equipment and provide the Annual Inventory Report to the Property Administrator for approval;
- i) Assisting the Property Administrator in analyzing and researching asset discrepancies, reviewing or researching items on the Gains & Loss report, and preparing reports as needed; and
- j) Preparing inventory exit packages within two (2) days from receipt of direction from the Property Administrator.

C.7.2 Cyber Security

C.7.2.1 Federal Office Cyber Security Operations

The Contractor shall provide cyber security program design, implementation, and management at the PPPO Federal office. This includes executing programmatic and technical aspects of the cyber security program in close coordination with both Federal and Contractor Information Technology, Safeguards and Security, Legal, Human Resources, and Management personnel.

Work activities under this task include, but are not limited to the following subtasks:

- a) Ensuring the PPPO federal office and information systems under its direct operational control are compliant with applicable regulatory requirements including but not limited to the current approved version of the Portsmouth/Paducah Project Office (PPPO) Cyber Security Program Plan (CSPP). The most current version of this document can be obtained by requesting it through the Contracting Officer. Compliance with the PPPO-CSPP also requires adherence to the Department of Energy (DOE) Enterprise (E)-CSPP, DOE Office of Environmental Management (EM)-CSPP, Federal laws, regulations, directives, policies, standards and guides pertaining to cyber security, as well as interrelated DOE issuances, directives, policies, and procedures identified in DOE Order (O) 205.1, Department of Energy Cyber Security Program.
- b) Ensuring information systems supporting the federal office maintain an effective security posture and that cyber security-related risk incurred by the organization is below the organizational risk tolerance, as determined by the Authorizing Official;
- c) Conducting weekly meetings detailing topical areas such as outstanding cyber security-related projects and tasks, newly identified risks, future personnel and technology needs and operational status and health of capabilities mitigating high-impact risks such as vulnerability management and alternate processing site preparedness;
- d) Providing monthly Federal Office Roll-Up Status Reports for operations (including trending) to PPPO management on cyber security-related compliance, effectiveness of capabilities, and other operational activities to the Authorizing Official Designated Representative (AODR) for information;
- e) Providing annual review and update to the System Security Plan(s) for all organizational information systems to the AODR for approval in the PPPO Governance, Risk, and Compliance (GRC) tool;
- f) Supporting the design, implementation, and management of unclassified information systems and national security systems in close coordination with information technology personnel and ensuring appropriate security controls are employed at all phases of the system development lifecycle;
- g) Assuming the primary programmatic and technical cyber lead for federal office operations;

- h) Ensuring information systems obtain and maintain an effective Authority to Operate;
- i) Developing and maintaining cyber security policies, plans, procedures, and work instructions on an annual basis;
- j) Conducting cyber security-related information system monitoring activities;
- k) Conducting annual internal security assessment activities and documenting their results;
- l) Performing contingency planning and incident response activities;
- m) Supporting cyber security-related law enforcement investigations;
- n) Supporting the continued roll out of the National Security System (NSS) across all three (3) PPPO sites;
- o) Maintaining and supporting the Communications Security (COMSEC) program;
- p) Supporting the Information Security (INFOSEC) program;
- q) Supporting continuity of operations activities; and
- r) Conducting other cyber security operations activities as needed.

C.7.2.2 Cyber Security Role Designations

Personnel performing work in a designated cyber security role shall be appointed in writing at Contract effective date via a letter to the Authorizing Official (AO) and AODR for all unclassified information systems (e.g., general support systems, national security systems, industrial control systems).

Personnel assigned to the roles for all national security systems shall be appointed in writing at contract effective date via a letter to the AO and AODR. This letter should be marked Controlled Unclassified Information (CUI) and handled appropriately.

Changes to personnel role designations shall be submitted via a letter to the AO and AODR within 10 days. These are roles for the unclassified and national security systems and will be assigned to the proper personnel by the IT Manager.

C.7.2.3 Role-Based Cyber Security Training

Personnel performing cyber security activities shall have role-based cyber security-specific training on an annual basis reimbursed by PPPO based on the requirements in National Institute of Standards and Technology (NIST) 800-53 and the Environmental Management Cyber Security Program Plan.

C.7.3 Technology Software and Hardware Procurements

The Contractor shall procure IT related equipment, software, tools and miscellaneous items only as directed by the PPPO. The Contractor shall submit an Annual IT Spend Plan and Annual Cyber Security Spend Plan for CO approval. Purchases may be authorized by the CO, as necessary. The Contractor shall maintain a log of all Technology Software and Hardware Procurements and shall provide timely coordination, communication, and identification of such procurements throughout the entire procurement process. As identified in Section J Attachment J-4 *License Renewals and Service Agreements*, the Contractor shall manage all existing software licenses and hardware maintenance agreements (including renewals) to ensure continuity (Table 1). The Contractor shall also ensure no interruption in services for annual and monthly service agreements by directly procuring the services identified in Section J Attachment J-4 *License Renewals and Service Agreements* (Table 2). All purchases shall follow applicable contract requirements and federal regulations.

C.8 Information Technology and Cyber Security Oversight

The Contractor shall provide support to the PPPO for independent IT oversight activities. The Contractor shall design, implement, and manage an IT oversight capability for the PPPO, assisting PPPO with assessing contractor and subcontractor IT programs and their adequacy, efficiency, and cost-effectiveness in meeting mission and mission-support needs for PPPO projects and at PPPO sites, to include the IT/Cyber infrastructure systems for the Portsmouth site, Paducah site, DUF6/OSMS Project, and the Lexington site.

Work activities under this task include, but are not limited to the following subtasks:

- a) Lead and execute PPPO-wide technology projects through the full project lifecycle;
- b) Develop and maintain a PPPO-wide information technology PPPO IT/Cyber Strategic Plan;
- c) Develop and maintain PPPO-wide information technology policy;
- d) Perform liaison activities with headquarters counterparts;
- e) Perform assessments of contractor performance in relation to contractual requirements;
- f) Perform assessments covering how well current technology systems support mission needs;
- g) Provide recommendations for improvements or other changes based on those assessments;
- h) Perform and manage licensing consolidation across PPPO sites;
- i) Coordinate PPPO-wide training for common technology used across the PPPO;
- j) Track and communicate major planned outages at PPPO sites;
- k) Monitor unplanned outages and elevate to appropriate PPPO management;
- l) Manage the information technology and cyber security oversight organization annual spend plan;
- m) Produce whitepapers and provide recommendations to PPPO management on pertinent technical and non-technical information technology-related topics, such as emerging technology and training methodologies;
- n) Provide an annual written report aggregating recommendations from assessments and other oversight activities (including lessons learned) for AODR information (Roll-Up Recommendations Report);
- o) Provide monthly oversight reports to PPPO management on activities such as current project status, assessment status, and outage statuses and trends;
- p) Conduct weekly meetings detailing topical areas such as current assessment status, upcoming assessment planning, status and health of PPPO-wide information technology infrastructure, and future personnel and technology needs; and
- q) Conduct other information technology oversight support as needed.

The Contractor shall provide support to the PPPO for independent cyber security oversight activities. The Contractor shall design, implement, and manage a cyber security oversight capability for the PPPO, assisting PPPO with assessing contractor and subcontractor cyber security programs and government-owned/contractor-operated information systems (e.g., general support systems, national security systems, industrial control systems, major applications) across its sites, to include the IT/Cyber infrastructure systems in place for the Portsmouth site, Paducah site, DUF6/OSMS Project, and the Lexington site.

Work activities under this task include, but are not limited to the following subtasks:

- a) Performing validation of organizational, programmatic, and technical security controls;
- b) Conducting vulnerability assessments, penetration testing, and red teaming activities;
- c) Conducting hunt team operations across a wide array of interconnected information systems;
- d) Conducting cyber security-related documentation reviews and documenting results;
- e) Conducting risk assessment activities and documenting results;

- f) Managing Plans of Action and Milestones for the PPPO in HQ-provided system(s);
- g) Performing enterprise vulnerability management activities in coordination with site contractors;
- h) Integrate software quality assurance and cyber security capabilities;
- i) Supporting Safeguards and Security-lead vulnerability and risk assessments;
- j) Designing and leading the execution of incident response and contingency planning exercises;
- k) Delivering technical and non-technical cyber security-related training to site personnel;
- l) Producing annual Security Assessment Plans and Rules of Engagement documentation for AODR approval;
- m) Producing Security Assessment Report(s) Prepared for Factual Accuracy Check within 21 calendar days after the end of the assessment for AODR approval, and presenting results to site management;
- n) Supporting cyber security-related law enforcement investigations;
- o) Executing, processing, and consolidating data calls;
- p) Developing security control overlays for organizational information systems;
- q) Providing guidance to site personnel on improving security posture and reducing cyber security-related risk incurred by the PPPO from the operation of general support systems, national security systems, industrial controls systems, and major applications;
- r) Designing, implementing, and managing the infrastructure required to support technical testing activities, such as external infrastructure used for phishing exercises, infrastructure required to support collaboration among team members during testing activities, and mobile information system components (e.g., laptops, tablets) used for direct testing;
- s) Producing whitepapers and providing recommendations to the PPPO management on pertinent technical and non-technical cyber security-related topics, such as the release of new National Institute of Standards and Technology (NIST) Special Publications, new regulations and their impact, and the cyber security implications of emerging technology;
- t) Providing an annual written report aggregating recommendations from programmatic and technical assessment activities and other oversight activities (including lessons learned) for AODR information (Roll-Up Recommendations Report);
- u) Providing monthly oversight reports (including trending) to PPPO management on cyber security-related compliance, effectiveness of capabilities, and other security assessment activities;
- v) Conducting weekly meetings detailing topical areas such as current assessment status, upcoming assessment planning, status and health of infrastructure used for technical assessments, new threats to organizational information systems, future personnel and technology needs;
- w) Providing quarterly Technical Threat Assessments for AODR information; and
- x) Conducting other cyber security oversight support as needed.

The Contractor shall provide the capability to integrate team members into existing and emergent mission (D&D, D&R, OSMS, etc.) and mission-support (S&S, transportation, infrastructure, etc.) projects at PPPO and PPPO-adjacent facilities. This capability shall ensure technology is woven into the fabric of projects and operations being performed by the contractor in the field. The Contractor shall:

- a) Provide project-specific input on proposed technology solutions;
- b) Provide suggestions regarding how technology could be leveraged within the project; and
- c) Report findings and suggestions back to DOE.

C.9 Safeguards and Security (S&S) Oversight

C.9.1 Service Delivery Overview and Objectives

Security support services must be both effective and efficient. An effective system is robust, resilient, adaptive, and consistent with the changing mission needs. An effective system also must support multiple

S&S programs with security management responsibilities for the protection of multiple facilities and sites with operations supporting protection of classified matter and Category III & IV (and any combination of possible roll up scenarios due to site activities) Special Nuclear Material (SNM). An efficient system operates at reasonable cost and imposes minimal burdens on the organizations carrying out primary missions at the facilities. Therefore, the objectives of this contract are to improve performance, oversight, assessment, increase effectiveness and efficiency in the execution of S&S technical security support services at PPPO.

The Contractor shall support PPPO in oversight, technical and project security efforts to assure successful and compliant security programs at the PPPO which includes Lexington and Paducah, KY and the Portsmouth, Ohio facilities. Security support staff members shall hold a “Q” access authorization and be available at each of the PPPO facilities to support DOE PPPO Federal security and management personnel. The Contractor Safeguard and Security Manager/Facility Security Officer (S&S/FSO) shall be a direct report to the Project Director and coordinate all S&S activities through the Federal Security Team lead.

The Contractor shall provide an array of site-wide technical security support functions that support security management/ Officially Designated Federal Security Authority (ODFSA) responsibilities in a secure environment protecting critical national security assets, classified material, chemicals, personnel (to include the public) and government property requiring personnel who are trained and experienced with DOE to implement and maintain security programs at the Lexington Facilities. The Contractor shall also provide oversight assistance to the site Federal staff for the other site contractors with security scope at Lexington, Paducah and Portsmouth. A S&S Manager/FSO shall ensure the PPPO Security Survey program and related tasks are completed in a timely manner and consistent with PPPO procedures and expectations. The Contractor shall provide NMC&A support for Paducah and Portsmouth, to include termination of safeguards/material requests, survey support, assessment and oversight support of PPPO prime contractors having NMC&A scope or material. Additionally, the Contractor shall provide subject matter experts for special projects and survey support may be required on an as-needed basis.

C.9.2 Project Management and Security Coordination

The Contractor shall carry out all projects and tasks related to security consistent with PPPO’s mission and with this contract scope. This includes providing both management and the administration of requirements/guidance for the S&S Programs within the PPPO Lexington Facilities and assisting with the PPPO oversight in the implementation of security measures and programs for the prime site contractors at both Portsmouth and Paducah.

The Contractor shall provide technical support directly to PPPO Federal staff. The Contractor provides overarching security subject matter expert (SME) input, cognizant support and guidance to the PPPO Federal staff, and is responsible for assisting PPPO as the Point of contract (POC) for security activities.

The Contractor shall provide highly trained and knowledgeable personnel to support PPPO security programs and oversight support. Support requires training and knowledge in NMC&A, Uranium Inventory Management, DUF6 Conversion Facilities project, Uranium Fuel Cycle Operations, gaseous diffusion operations, Safeguards and Security Program Management, Performance Assurance, Survey Programs, Safeguards and Security awareness, Control of classified visits, S&S training program, Incidents of Security Concerns and Security Management in Contracting, the Insider Threat Program, , Technical Surveillance Counter Measures (TSCM), Communication Security (COMSEC), Physical Security, Personnel Security, Information Security, Classification, CUI, CMPC, OPSEC, Protective Force Operations, Homeland Security Presidential Directive-12 (HSPD-12), Real ID Act, conducting/

maintaining & performing DOE Security Survey and Assessment programs, and the Safeguards and Security Information Management System (SSIMS).

The Contractor shall fully integrate and perform the requirements contained in this PWS at multiple sites in a manner that ensures maintenance of a seamless operational structure. This requires full integration of functions, roles, and responsibilities where more than one (1) contractor is involved in fulfilling the requirements of the overall security program. The Contractor is responsible for coordination, collaboration, and teamwork with the other site contractors, tenant organizations, other government agencies, HQ, PPPO and site users.

C.9.3 Requirements

The Contractor shall provide fully trained and qualified personnel to perform technical security support services at PPPO facilities. The Contractor shall ensure systems and processes are designed and implemented to streamline how business is performed and increase productivity to maximize mission accomplishment.

The staffing under the PWS will be dependent upon operational requirements. The Government therefore reserves the right to modify the technical work requirements as needed due to changing security requirements or methods of accomplishing security functions.

C.9.4 Lexington Security Support

The Contractor shall ensure a Senior Security Specialist has a duty station at Lexington for the PPPO Lexington facilities security programs. The Contractor shall assist the PPPO FSO and the ODFSA as the Contractor point of contact for all related Security activities.

C.9.4.1 Program Management

- a) In support of the PPPO Lexington S&S program, the Contractor shall annually review, update and maintain a Security Management in Contracting Plan in accordance with applicable DOE requirements.
- b) Prepare Security Activity Close-Out Certification for the FSO to review and the respective CO to approve for the termination of classified contracts for PPPO prime contractors.

C.9.4.2 Program Support

The below listed security support services are performed by either EM 3.114 or the Office of Science to function as the Cognizant Security Office (CSO):

1. Program Wide Support
 - a. Facility Approval and Registration of Activities,
 - b. FOCL, and
 - c. Security Management in Contracting
2. Personnel Security-Office of the Science (ORO)
 - a. Access Authorizations,
 - b. Classified Visits, and
 - c. Foreign Visits and Assignments

Counter Intelligence (CI) security support services are provided by the Office of CI out of the Oak Ridge Field Office at the Oak Ridge National Laboratory.

In support of the PPPO Lexington S&S program, the Contractor shall prepare and maintain the following support requirements in accordance with applicable DOE requirements.

- a) Provide support to all S&S data call requests from DOE and other outside agencies/personnel.
- b) Provide overarching security guidance to the PPPO Lexington Federal staff (e.g. Manager, Deputy Manager and OSMS Federal Project Director (FPD))
- c) Support to the PPPO Human Resource officer to facilitate federal access authorizations and badging with the PPPO delegated Cognizant Personnel Security Office;
- d) Support to the PPPO legal staff on security matters;
- e) Support to the Public Affairs/Community Relations staff by the timely review of PPPO approved information to be publicly released or posted, to ensure no sensitive information is inadvertently released.
- f) Coordinate and implement security programs, in conjunction with the PPPO IT, Cyber and Security leads on overlapping programs (e.g., classified cyber, controlled articles, lock and key program, Incidents of Security concern, HSPD-12 implementation and management).
- g) Coordinate the evaluation of draft and newly issued DOE directives/orders on S&S for site specific impacts to the PPPO missions. The quarterly review and its results shall be provided in writing to the PPPO Security Team Lead and CO for recommendation of inclusion into the relevant PPPO contracts.
- h) Plan and participate in the PPPO site Security Integrated Project Teams (IPTs) and other project IPT's.
- i) Provide classification and CUI support to PPPO.
- j) Develop a consolidated security strategy in support of the D&D or Deactivation/Remediation mission for PPPO.
- k) Manage the Lexington facilities automated Access Control System (AACS), consistent with the Paducah Infrastructure Support Services scope which must be HSPD-12 compliant.
- l) Procure and manage the alarm system/upgrades required for the building Alarms & AACS, as needed. The Contractor shall also provide timely facility responses during alarm notifications (e.g., UL rated alarm provider or similar, Security Areas, network alarms or power outages).

C.9.4.3 Site Security Plan (SSP)

In support of the PPPO Program Management Plan, the Contractor shall maintain the Lexington site SSP in accordance with applicable DOE requirements. The SSP will provide an overview of the site assets, each of the programmatic topical areas of the S&S Program, and the associated security posture. The SSP also shall directly reference all of the current security plans in place to provide the reader with a single source document for finding all pertinent S&S program information. The Contractor's Lexington Senior Security Specialist shall coordinate directly with each of the entities impacted by the security plans/procedures in place during development and/or updates. The duties and responsibilities include the following activities.

- a) Annually review and update the SSP and associated procedures/plans as required for ODFSA approval.
- b) The SSP shall be supported by a Security Risk Assessment (SRA) or similar analysis of considerations specific to this site detailing how the assets, personnel and other interests are to be protected. The SRA, or equivalent assessment for the Lexington Facilities is required to be conducted and submitted for ODFSA approval and reviewed annually or as needed.
- c) Periodically update the SSP during the year to incorporate major changes associated with the DOE Design Basis Threat (DBT) policy and/or changes to the site's facility, procedures, requirements or S&S operations.

- d) Coordinate the programmatic review, comment resolution, and editing of the SSP, and provide updates as necessary to ensure site operations relevancy.
- e) The SSP shall be of excellent technical writing free of grammatical errors and contain a logical reference-based analysis to ensure credibility.

C.9.4.4 Performance Assurance Program (PAP)

In support of the PPPO Program Management Plan, the Contractor shall prepare, submit for ODFSA approval, and maintain the site PAP plan in accordance with applicable DOE requirements. The duties and responsibilities include the following subtasks.

- a) Shall prepare, maintain and annually review the Site PAP plan which must identify and describe the elements of the Sites protection program ensuring they are workable and function as designed and is in accordance with the overall protection goals established by the DOE ODFSA.
- b) Ensure the PAP encompasses all S&S topical areas relevant to the facilities and are captured to include the identification of any potential essential elements relevant to assets.
- c) Ensure both testing and a testing schedule is developed and maintained in accordance with DOE Orders.
- d) Coordinate between PPPO and the site Security Contractor support elements to ensure best practices, lessons learned and systemic issues are identified and incorporated into the Site PAP.
- e) Coordinate the programmatic review and editing of the PAP plan by ensuring personnel from PPPO and other support contractors review their relevant sections, if any, in the document and provide updates as necessary to ensure site operations relevancy.
- f) The PAP plan shall be of excellent technical writing, free of grammatical errors and shall contain a logical reference-based analysis to ensure credibility.

C.9.4.5 Safeguards and Security Training Program

In support of the PPPO Program Management Plan, the Contractor shall assist in the development and maintenance of the PPPO and Contractor Safeguards and Security Training Plan in accordance with applicable DOE requirements. The duties and responsibilities include:

- a) Develop and maintain a contractor S&S training program ensuring S&S employees are trained to a level of proficiency to perform assigned security tasks;
- b) Derive the appropriate training plans based on a valid needs analysis; and
- c) Develop and maintain the Federal PPPO Safeguards and Security Training Plan; this plan must be submitted for ODFSA approval and reviewed and updated annually.

C.9.4.6 Survey, Review and Self-Assessment Programs

The Contractor shall support the PPPO ODFSA in the conduct of Security surveys, field assessments, and facility and project walk-downs at all PPPO facilities and sites (Lexington and Paducah, KY and Portsmouth, OH). Through the surveys, reviews and self-assessments, the Contractor shall ensure that S&S systems and processes are operating in compliance with Departmental and national-level policies, requirements, and standards for the protection of security assets and interests. These programs provide the means for timely identification and correction of deficiencies and noncompliant conditions to prevent adverse events and validate the effectiveness of corrective actions implemented to address identified deficiencies.

Develop an annual PPPO Assessment Schedule, to be approved by the ODFSA, and conduct, at intervals consistent with risk management principles, an internal integrated evaluation of all applicable S&S topical areas to determine the overall status of the S&S program at PPPO sites and verify that S&S objectives are met. The PPPO ODFSA may direct a specific assessment, special survey or review interval and may direct reports be provided to PPPO. Assessments, surveys and other reviews must have sufficient scope, depth, and frequency to ensure that at any point the facility is in compliance with all security requirements appropriate to the activities, information, and conditions at each site.

The Contractor shall provide highly trained, qualified and appropriately cleared personnel, both managers, Senior Security Specialists and all other security positions to ensure that the survey program meets all survey and self-assessment activities as outlined in the DOE requirements and best enterprise-wide business practices. The Contractor shall be expected to work professionally with other contractors. Travel may be required for site inspections, surveillances, assessments, surveys and other activities. Work activities under this task include, but are not limited to, the following subtasks.

- a) The Contractor shall deliver timely, high quality, cost-effective services in support of the PPPO survey program in both execution and remedy. Conduct surveys, reviews, assessments and surveillances to ensure annual PPPO Assessment Schedule is completed as scheduled; develop and maintain updated relevant security lines of inquiry; develop, submit for ODFSA approval, and maintain a Survey Program Plan and associated Survey, Assessment & Surveillance forms in support of oversight activities for PPPO.
- b) Coordinate and collaborate all survey activities conducted by the PPPO ODFSA or assist any other federal authorities performing security reviews.
- c) All surveillance reports shall be free of grammatical errors and contain a logical reference-based analysis to ensure credibility. Each report must be reviewed by the appropriate site PPPO Federal security representative prior to submittal to the ODFSA. All open S&S findings from previous assessments shall be reviewed during surveys and self-assessments to validate the status of the corrective action and to evaluate the impact on the current operation of the facilities S&S program. Final Survey Reports are to be completed within 45 days of the survey out brief.
- d) Trending analysis of deficiencies must be conducted to determine if systemic causal factors underlie multiple survey and self-assessment findings and if so, the associated Corrective Action Plan (CAP) must address these causal factors.
- e) Provide recommendations for revisions of local implementing procedures and lessons learned across the PPPO security program.
- f) Conduct possessing facility surveys for all PPPO prime contractors which include initial, periodic, special and termination. If sufficient personnel are not available on staff, provide the schedule and cost estimates annually (within the Annual work plan) to the CO to obtain the expertise on an as-needed basis for the conduct of the possessing facility surveys. The due date for each facility survey report is 90 days following the completion of out-brief for the facility survey.
- g) Develop quarterly status reports on all PPPO facilities and sites findings as a result of any periodic survey, providing tracking and trending, which will be due 90 days following the completion of the out-brief for the facility survey.

C.9.4.7 Safeguards and Security Information Management System Support (SSIMS)

The Contractor shall provide Q cleared administrative and technical support in the operation, data input and maintenance of the classified database SSIMS in accordance with applicable DOE requirements. Work activities under this task include but are not limited to the following subtasks.

- a) Perform data entry of facility data and approval record and contract security classification specifications forms for PPPO prime contracts.
- b) Perform data entry of security survey/inspection and self-assessment reports.
- c) Track S&S findings, corrective actions and validations.
- d) Enter monthly reporting of “A” incidents of security concerns, incident inquiry reports, and incident infractions.
- e) Provide general support for surveys, assessments, surveillance or data, as required.
- f) Generate ad hoc reports as requested by the PPPO Survey Lead or ODFSA. Site contractor support for SSIMS entries as requested by the ODFSA.

C.9.4.8 Incident Reporting and Management

In support of the PPPO S&S program at Lexington, Portsmouth and Paducah, the Contractor shall prepare and maintain plans and procedures for the PPPO Incident of Security Concern (IOSC) Program Plan in accordance with DOE requirements. Work activities under this task include but are not limited to the following subtasks.

- a) TSS Contractor Senior Security Specialists shall be National Training Center (NTC) DOE trained and shall also be approved Inquiry Official(s).
- b) Provide quarterly security tracking and trending analysis on IOSCs for all PPPO sites to the Security Team Lead and ODFSA.
- c) Prepare and maintain an IOSC Program plan/procedure.
- d) Conduct and/or assist Inquiries for IOSCs as assigned.
- e) Brief Federal management on IOSCs for all PPPO sites.

C.9.4.9 Protection Program Operations

C.9.4.9.1 Physical Security

In support of the PPPO Lexington S&S program, the Contractor shall prepare, maintain and oversee procedures for the Lexington facilities security areas and its associated transmittal equipment in accordance with DOE requirements. Work activities under this task include but are not limited to the following subtasks.

- a) Develop and maintain a Physical Security Plan including the AACS detailing employee requirements for each of the designated security areas at the Lexington facilities.
- b) Develop and maintain a Lock and Key program and protection requirements for Levels I-III, if required. Portsmouth and Paducah ODSAs provide Security lock and key support consistent with their contract. This shall be requested by the Lexington FSO or designee.
- c) Develop and maintain procedure(s) for operating and monitoring the Limited Area.
- d) Develop and maintain plans and/or procedures listed in paragraphs a through c above shall be of excellent technical writing free of grammatical errors and contain a logical reference-based analysis to ensure credibility.

C.9.4.9.2 Security Badges and Credentials

In support of the PPPO S&S program, the Contractor shall prepare and maintain procedures for the issuance of DOE Badges and Security Police Officer (SPO) Weapon Arming Cards (WAC) Credentials Plan in accordance with DOE requirements and PPPO procedures. Work activities under this task include but are not limited to the following subtasks.

- a) Development, maintenance and/or issuance, at the Lexington Facilities, of DOE badges which may include the HSPD-12, Local Site Specific Only (LSSO), visitor, temporary, Foreign Nationals.
- b) Plans/Procedures will include Access Control Procedure; Issuing and Accountability of the Local Site Specific Only Temporary Badges for the Lexington, Kentucky, Offices; Homeland Security Presidential Directive-12/LSSO Badging Procedure.
- c) Develop procedures for use, recovery, destruction and accountability.
- d) Development, maintenance and issuance of Portsmouth and Paducah's SPO WAC Credentials Plan.
- e) Develop and maintain a PPPO SPO WAC procedure for the WAC request, review, approval, preparation and distribution to the appropriate site.

C.9.4.9.3 Active Shooter Assailant Plan

In support of the PPPO Lexington Facilities, the Contractor shall prepare and maintain a program and the Active Assailant Plan for an event in accordance with DOE requirements and implement industry/complex wide business practices. Work activities under this task include but are not limited to the following subtasks.

- a) Develop and maintain a plan/procedures outlining response requirements for an active assailant threat.
- b) Ensure or conduct continuous training efforts with federal and contractor employees regarding employee actions in an active shooter scenario. Manage the Lexington Memorandum of Understanding (MOU) for Local Law Enforcement (LLE) support.
- c) Develop and maintain liaison activities with local, supporting law enforcement and emergency response agencies.
- d) This plan must be submitted for ODFSA approval and updated as needed and/or annually at a minimum.

C.9.4.10 Information Security

C.9.4.10.1 Classified Matter Protection & Control (CMPC)

The Contractor shall maintain the INFOSEC Plan to include CMPC requirements in accordance with applicable Federal requirements. Work activities under this task include, but are not limited to the following subtasks:

- a. Address and recommend resolutions for CMPC issues and questions from federal and contractor employees.
- b. Develop, revise and present CMPC training/briefings for all federal and contractor employees.
- c. Provide support in the coordination of CMPC activities and events.
- d. Develop and implement local (Lexington facility) CMPC resources and planning documents.
- e. Provide recommended courses of action to resolve issues or deficiencies.
- f. Maintain the classified mailing address for the PPPO Lexington Facilities. The sites' (Portsmouth and Paducah) ODSA maintains the sites' classified mailing addresses. This scope includes the development and maintenance of procedures and processes for classified mail delivery, pickup, preparation, notifications, storage and hand carrying to sites, if operationally necessary.

The Contractor shall develop and deliver the Annual Security Refresher Briefing (ASRB) for all PPPO sites, which is required by August 30th of each year. Each briefing is to be presented to all federal and

contractor employees (internally) both cleared and uncleared. This ASRB will also be made available to the PPPO sites ODSA for their roll out to the Portsmouth and Paducah site contractors (externally) both cleared and uncleared. The ASRB shall be developed and provided via a Computer Based Training (CBT)/Interactive delivery. The ASRB shall have the ability to track all employee completion by December 1st of each year and the list of employees provided to the cognizant personnel security office by January 15th of each year. The training should be able to break out a listing by cleared/uncleared, company, contractor or name.

The Contractor shall develop and provide additional briefings, as identified below. These briefings are only intended to support the PPPO federal employees and the Contractor personnel located at the Lexington facilities.

- a. Initial Security briefing;
- b. Comprehensive Security briefing;
- c. Termination Security briefing;
- d. CMPC briefing (custodians only);
- e. Workplace Violence/Active Assailant; and
- f. Controlled Unclassified Information Briefings

In support of the PPPO Information Security Plan (INFOSEC), the Contractor shall prepare and maintain the Classified Matter Protection & Control (CMPC) Program Plan including administration in accordance with applicable DOE requirements. Work activities under this task include but are not limited to the following subtasks.

- a) Address and recommend resolutions for CMPC issues and questions from federal and contractor employees.
- b) Develop, revise and present CMPC training/briefings for all federal and contractor employees.
- c) Provide support in the coordination of CMPC activities and events.
- d) Develop local (Lexington facility) CMPC plans and procedures.
- e) Provide recommended courses of action to resolve issues or deficiencies.
- f) Provide derivative classification S&S support and provide classification support related to gaseous diffusion and centrifuge technologies.
- g) Maintain the classified mailing address for the PPPO Lexington Facilities. The sites' (Portsmouth and Paducah) ODSA maintains the sites' classified mailing addresses. This scope includes the development and maintenance of procedures and processes for classified mail delivery, pickup, preparation, notifications, storage and hand carrying to sites, if operationally necessary.

The Contractor shall also develop and provide additional briefings, as identified below. These briefings are only intended to support the PPPO federal employees and the Contractor:

- a) Initial Security briefing;
- b) Comprehensive Security briefing;
- c) Termination Security briefing;
- d) CMPC briefing (custodians only); and
- e) Unclassified Controlled Information briefing.

C.9.4.10.2 Classification Program

In support of the PPPO Classification Program, the Contractor shall assist the PPPO Federal Classification Officer with maintaining the Classification Program in accordance with DOE requirements. Work activities under this task include, but are not limited to the follow subtasks:

- a. Develops/maintains PPPO Classification Program Management Plan for approval.
- b. Assist the PPPO Classification Officer with administering the classification education program.
- c. Provide derivative classification S&S support and provide classification support related to gaseous diffusion.
- d. Assist with reviews and maintains files of CO reviews for public affairs release.
- e. Assist with maintaining the Classification Program for all PPPO sites to ensure identification of classified information through the accurate and accountable application of classification standards. This includes assisting with PPPO site assessments and surveys of other PPPO contractors providing relevant site classification scope.
- f. Assist the PPPO CO with evaluating impacts of any new or revised classification guidance issued by the Office of Classification upon existing classification guidance developed by the Field Office to include establishing local classification guidance for PPPO projects.
- g. Assist with all evaluations, self-assessments, and classification decision reviews to include associated report writing.
- h. Track classification review statistics for PPPO.
- i. Assist the PPPO CO with implementation and oversight of the PPPO classification program.

C.9.4.10.3 CUI Program

In support of the PPPO Controlled Unclassified Information Program, the Contractor shall assist the PPPO Departmental Element Controlled Unclassified Information Official Liaison with maintaining the CUI Program in accordance with DOE requirements. Work activities under this task include, but are not limited to the follow subtasks:

- a. The TSS Contractor has a Contractor Designated CUI Official Liaison.
- b. The Contractor Designated CUI Official Liaison serves as the Liaison between the TSS Contractor site contractors and the PPPO Departmental Element Designated CUI Official Liaison.
- c. The Contractor Designated CUI Official Liaison provides administrative and technical CUI assistance and guidance to all TSSC contractors.
- d. Develops/maintains PPPO CUI Program Plan and Marking Reference Guide.
- e. Assist the PPPO Departmental Element CUI Official (DECO) Liaison with administering the CUI education program.
- f. Maintain the DOE Approved Categories List and ensure that it is provided to the site CUI Liaisons.
- g. Assist the DECO Liaison with managing the PPPO process to accept and manage challenges and reports of misuse, to include referral to appropriate authorities under LRGWP.
- h. Develop and conduct CUI Briefings.

C.9.4.11 Operations Security (OPSEC)

In support of the PPPO Lexington Facilities, the Contractor shall develop and maintain an OPSEC program in accordance with DOE requirements. Work activities under this task include, but are not limited to the following subtasks:

- a. Identify, document and protect its Critical Information (CI).
- b. Mark Critical Information in accordance with classification and CUI marking requirements.
- c. Review and update Critical Information documentation as necessary to reflect current assets, threats, operational, and other relevant factors.
- d. Ensure that all Critical Information it possesses or that is under its control is protected from inadvertent and unauthorized disclosure.
- e. Provide information required for sound risk-management decisions concerning the protection of sensitive information to the decision makers who are responsible for mission accomplishment to help deter, detect, and mitigate adverse actions of local, DOE or national competitors and adversaries.
- f. Ensure that all individuals covered by its OPSEC programs receive instruction with respect to their specific OPSEC duties so that they are knowledgeable about and capable of meeting their responsibilities and applicable requirements.
- g. Integrate OPSEC with counterintelligence and other security programs, such as those used to address insider threats, CUI, data loss prevention, cybersecurity, Foreign Access Management, physical security, industrial security, and information security.
- h. Develop an annual OPSEC assessment schedule and perform OPSEC assessments in accordance with the approved schedule.
- i. Conduct OPSEC reviews and other assigned OPSEC functions under the purview of PPPO. This may include other PPPO facilities if requested by the Security Team Lead or ODFSA.
- j. Prepare and distribute reports based on activities described in (i) above.
- k. Develop, and update when necessary, site-specific threat statements.
- l. Participate with the PPPO sites OPSEC programs and provide review, input and flow down the PPPO Critical Information Lists as applicable.

C.9.4.12 Personnel Security

In support of the PPPO Personnel Security (PERSEC) Plan, the Contractor shall coordinate with the appropriate site contractor ODSAs, consistent with their contract scope, and the delegated cognizant personnel security office officials in accordance with DOE orders and regulations. The sites ODSAs, consistent with their scope, provide Government Furnished Services and Information (GFSI) Personnel Security Services to all PPPO prime contractors and their subcontractors.

Work activities under this task are intended to support Federal Employees through PPPO Human Resources and include but are not limited to the following subtasks.

- a) Provide accurate, timely and compliant notification of DOE clearance requests, withdrawals, waivers, terminations, suspensions, denials, upgrades, downgrades, recertification's, reinvestigations and investigations.
- b) Develop and maintain a procedure on how coordination of all facets of access authorizations occur between the TSS Contractor and the appropriate personnel security representatives.
- c) Provide timely notifications, consistent with DOE orders, of employee actions that result in a change of employee status and/or access authorization need.
- d) Support requests from the PPPO Human Resource personnel for any personnel security activity.
- e) Obtain and maintain access to the Central Personnel Clearance Index (CPCI) database.
- f) PPPO Federal Clearance Processing to the Federal CPSO.

The Contractor will assist or be delegated the authority to process the Federal staff appropriate access authorizations based on the suitability determinations, background checks, or security clearance adjudication procedures, as applicable. Coordinate clearance activities with the Federal CPSO, HR Shared Service Center for processing, initiating the background investigation/adjudication actions, and subsequent processing for HSPD-12 badging.

Lexington Contractor employees are processed for access authorizations in the same manner as Federal employees with the exception of a pre-employment background check and drug certification to determine position suitability prior to employment.

The Contractor Senior Security Specialist will facilitate the access authorization program and badging for the Lexington Contractors and PPPO Federal staff.

C.9.4.12.1 Security Education Briefings and Awareness

The Contractor shall develop and maintain a security awareness program in accordance with DOE requirements including development of a Safeguards & Security Awareness Program Plan. Work activities under this task include, but are not limited to the following subtasks:

- a. Develop and provide security awareness briefings to federal employees at the request of PPPO HR, including initial, annual, comprehensive, termination and special briefings. This does not include scope performed by the sites ODSAs. This should also be consistent with training requirements in section C.9.4.10, Information Security.
- b. Maintain records of briefing attendance to verify an individual's receipt of the briefings. Security briefing acknowledgements for the required briefings are maintained in the Lexington learning management system.
- c. Develop and prepare monthly security awareness bulletins for dissemination to federal and TSSC employees at all PPPO sites.
- d. Develop and distribute supplemental awareness activities such as site-wide educational aides, bulletins, and emails.

C.9.4.12.2 Control of Classified Visits and Assignments

In support of the PPPO Lexington Facilities, the Contractor shall coordinate with the delegated cognizant security office for classified visits and assignments. Work activities under this task include, but are not limited to the following subtasks:

- a) Develop procedures that establish the requirements of the delegated cognizant security office for this program which also includes the Oak Ridge Field Office (ORFO) Counterintelligence office;
- b) Ensure all Foreign Visits and Assignments are covered by the approved SSP and applicable security plans; and
- c) Implement and manage the Foreign Access Central Tracking System//FVA-Foreign Visitor Access (FACTS) FVA data base for PPPO.

C.9.4.12.3 Insider Threat Working Group

In support of the PPPO Lexington Facilities, the Contractor shall coordinate and participate with the delegated cognizant security office for the Insider Threat Working Group. Work activities under this task include, but are not limited to the following subtasks:

- a) The Contractor shall adopt or develop procedures and/or plans that establish the requirements of the delegated cognizant security office for this program which currently is the Counterintelligence (CI) Oak Ridge Field Office (ORFO); and
- b) Participate and host at the Lexington Facilities the Insider Threat working group quarterly meetings with the CI ORFO.

C.9.5 Portsmouth and Paducah Security Support

The Contractor shall provide an S&S Manager/FSO for the Contract. The Contractor shall provide at each site (PAD and PORTS), this is in addition to the LEX support, a Senior Security Specialist in support of the PPPO S&S programs. These positions shall assist the Federal PPPO Security Personnel as the Contractor point of contact for all Security activities at the PAD and PORTS site. The Contractor shall assist PPPO in providing programmatic and technical oversight of onsite contractors' work activities and deliverables, in accordance with PPPO procedures and processes, including D&D, Decommissioning and Remediation (D&R), OSMS and the infrastructure contractors. The Contractor shall perform these activities at Portsmouth and Paducah.

Work activities under this task include but are not limited to the following subtasks.

- a) Review, comment and consolidate comments to include drafting responses as required within 15 days of receipt to PPPO on prime contractors' contract deliverables, site security plans, project security plans, training plans, letters, corrective action plans, NMC&A management plans/activities and Protective Force Operations.
- b) Assist site and Lexington operations with weapon authorization card qualifications as required.
- c) Interface with the PPPO delegated cognizant security offices for functions not self-performed by the PPPO ODFSA, DOE HQ, other government agencies and the PPPO ODFSA regarding evaluation and resolution of Portsmouth and Paducah S&S issues.
- d) Facilitate/participate in Safeguards and Security, to include Protective Force surveys, activities and program reviews.
- e) Perform limited scope reviews of the site S&S programs, to include limited surveys with federal personnel.
- f) Develop Safeguards and Security briefing materials in support of PPPO and EM HQ managers.
- g) Provide security guidance to the PPPO Site Manager and Deputy Manager, Site Leads, OSMS Program Manager and other PPPO Federal Staff.
- h) Assist Lexington operations personnel in the evaluation of draft and newly issued DOE directives on Safeguards and Security for site specific impacts on the PPPO mission and recommend contract incorporation into relevant PPPO contracts.
- i) Develop and prepare site specific security guidance documents, as needed.
- j) Assist in the development of formal responses to EM HQ, Health Safety and Security (HSS), Office of Inspector General (OIG) and Cognizant Personnel Security Office (CPSO) queries regarding PPPO Paducah S&S issues.
- k) Coordinate and implement in conjunction with the Federal AODR and CIO, to include prime Portsmouth and Paducah site contractors on overlapping programs like classified cyber, controlled articles, incidents of security concern, and HSPD-12 implementation maintenance.
- l) Support the security trending analysis on IOSCs;
- m) Plan, facilitate and participate in PPPO Security IPTs, and other PPPO project IPTs, as required.
- n) Provide procurement support, as authorized by the CO.

C.9.5.1 NMC&A Scope at Portsmouth and Paducah

- a) The Contractor shall provide a Senior NMC&A Security Specialist with expert and working knowledge of NMC&A programs in support of the PPPO S&S programs at Portsmouth and Paducah, to include support of data calls and plans for the PPPO. Support requires knowledge in DOE directives regarding nuclear NMC&A and uranium management including, but not limited to, inventory accounting and control on a graded safeguards basis.

- b) The Contractor shall provide NMC&A cognizance guidance to the PPPO Federal security staff including the PPPO Manager, Deputy Manager, ODFSA, and Security Team Lead. Guidance shall include observations and recommendations regarding the status of contractor NMC&A programs and compliance with applicable DOE directives and DOE-approved NMC&A and S&S Plans.
- c) The Contractor shall provide oversight of the contractor management of nuclear materials at both Paducah and Portsmouth and provide formal reports and/or briefings for the PPPO S&S specialists and managers including briefings for the PPPO ODFSA.
- d) The Contractor shall interface with the Paducah and Portsmouth Site ODSAs on physical security and access controls for nuclear materials on site.
- e) The Contractor shall provide review and evaluation including formal written comments of contractor NMC&A Plans, Site Security Plans, project security plans, training plans and self-assessments and shall provide recommendation to the PPPO ODFSA regarding acceptability for PPPO approval of the documents.
- f) The Contractor shall conduct assessments and surveys including written reports of the NMC&A programs at Paducah and Portsmouth. The Contractor shall review and evaluate other site contractor's corrective action plans and compensatory measures for findings and deficiencies and assess the status of the closure of findings.
- g) The Contractor shall assist in the development of formal responses to EM HQ, DOE Office of Enterprise Assessments, Office of Inspector General, and Congress.
- h) The Contractor shall provide communications with the Nuclear Materials Management & Safeguards System (NMMSS) regarding PPPO inventories, reporting identification symbols, and PPPO project numbers.
- i) The Contractor shall maintain cognizance of the nuclear material inventories at Portsmouth and Paducah and provide recommendations to PPPO regarding NM operations, storage and disposition.
- j) The Contractor shall develop responses to the Office of Nuclear Material Integration (ONMI) regarding reporting requirements of DOE Orders.
- k) The Contractor shall review and evaluate contractor requests for equivalencies, exemptions and termination of safeguards and provide guidance to PPPO regarding the requests.
- l) The NMC&A Specialist shall participate in the PPPO S&S IPTs.
- m) The Contractor shall evaluate and provide formal responses to draft and newly issued DOE directives applicable to NMC&A and nuclear material management.
- n) The Contractor shall develop briefing materials for PPPO and EM HQ managers.
- o) The Contractor shall develop responses to Additional Protocol (AP) data calls providing updates to the U.S. Declaration to the International Atomic Energy Agency (IAEA).
- p) The Contractor shall provide guidance to the PPPO OPSEC Working Groups regarding control and accountability of nuclear materials on site.
- q) The Contractor shall conduct an assessment of the contractor response to the annual Nuclear Material Inventory Assessment (NMIA) in preparation for the PPPO submission to the Office of Nuclear Material Integration in accordance with DOE Orders.
- r) The Contractor shall prepare responses to the annual data calls from ONMI for the Nuclear Material Forecast and Allotment Request and the annual Nuclear Material Management Plan in preparation for the PPPO submission to ONMI in accordance with DOE Orders.
- s) The Contractor may require travel and attendance of the NMC&A Specialist to annual Nuclear Materials Management and Safeguards System (NMMSS) Meetings to support the PPPO mission.

C.10 General Support

C.10.1 General Administrative Support

The Contractor shall provide comprehensive administrative support including clerical and program analyst responsibilities to all projects at all PPPO sites. The Contractor shall cover duties when the DOE administrative staff is unavailable.

The Contractor shall provide comprehensive document production support, graphics development, reproduction and printing services, website creation and maintenance, and technical writing and editing as required to support PPPO. These work activities include, but are not limited to: the production and distribution of technical papers, pamphlets, brochures, reports, presentation materials, and other written and graphic documents; meeting and logistics management for various types of meetings including preparation of agendas and minutes; prepare, review, and distribute correspondence; create and track actions in the approved database; conduct searches of applicable systems for actions and documents as requested; facilitate visitor access and site tours/visits; manage/coordinate Freedom of Information Act (FOIA), Privacy Act, and National Institute for Occupational Safety & Health (NIOSH) requests; maintain assigned files and record systems in accordance with DOE approved guidelines; assist PPPO purchase card holders with the ordering and maintenance of adequate office supplies; prepare and track PPPO travel orders; assist in coordination and tracking of federal and contractor staff training; perform all aspects of the Energy Employees Occupational Illness Compensation Program Act (EEOICPA) administration; provide IPT support; answer and direct calls from the main phone lines for the three federal PPPO offices; facility management of the Lexington office; maintain the conference approval process through the DOE Conference Tool; and provide support for the various PPPO tracking systems.

All records generated or received by the Contractor in the performance of this contract, are the property of the Government and must be managed in accordance with Federal laws, DOE regulations, and PPPO policies, plans, and procedures.

C.10.2 Fleet Administration

The Contractor shall provide tracking, arranging schedules, routine maintenance/preventative maintenance and upkeep (no more than monthly) of the GSA-Leased vehicles utilized by PPPO and the Contractor in Lexington, Paducah, and Portsmouth. In addition, the Contractor shall be responsible for the administrative activities for these Government-owned vehicles such as odometer readings, tracking of the following: vehicle usage and inspections, fueling, cleaning, maintenance and other vehicle management work activities. All charges for repairs, maintenance, cleaning and fuel are to be charged to the fleet card assigned to each vehicle.

C.10.3 Paralegal Assistance

The Contractor shall provide a Paralegal Specialist to assist PPPO Counsel with a variety of tasks to support ongoing legal concerns. This task includes but is not limited to researching, compiling documents, drafting documents, performing analysis, assisting discovery and trial preparation, developing policies and procedures for processing FOIA, Privacy Act, and EEOICPA requests, tracking and sending updates/reminders about litigation holds, and tracking legal assignments.

C.10.4 Records Management Operations and Oversight

The Contractor shall support PPPO with development and implementation of a Records Management Program for PPPO and participate in assessments and surveillances of the site contractor Records Management programs.

Perform Records Management activities including, but not limited to: tasks associated with creation/receipt, maintenance, storage/preservation, protecting, scheduling, indexing and dispositioning active and inactive records (including e-mails); managing classified records (as applicable); providing all employees and subcontractors with records management and essential/vital records training; supporting records management data calls from the National Archives and Records Administration (NARA); and supporting ongoing 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 Lead and Records Management Field Officer (RMFO) to develop and implement records management controls to ensure that the identification, maintenance, and disposition of all records (regardless of media), including electronic and email, are managed utilizing an Electronic Records Management System (ERMS) in accordance with Federal and DOE requirements and guidelines for all records, including historical records.

The Contractor shall support the DOE with developing and implementing a process to ensure all records (except short-term) are scanned or converted to meet NARA requirements. All records (regardless of media) 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 DOE records disposition schedules.

The Contractor shall support the PPPO with continued development of the PPPO Essential/Vital Records Program Plan, including a vital records inventory.

The Contractor shall work with PPPO IT to ensure records contained in Electronic Information System (EIS) are addressed by incorporating recordkeeping controls into the system or exporting the records.

The Contractor shall develop and maintain a Records Inventory and File Plan that includes up-to-date inventories, current file plan and systems that provide for the identification, location, arrangement, assignment of disposition authority, and retrieval of all categories (record series) of records created and received.

The Contractor shall ensure records identified as Quality records under the American National Standards Institute (ANSI)/ASME Nuclear Quality Assurance (NQA)-1 are categorized (lifetime/non-permanent) on the file plan; managed in accordance with NQA-1 and 36 CFR Chapter, XII, Subchapter B; and are maintained for traceability to the applicable items, activity or facility.

The Contractor shall work with applicable staff to capture records from the PPPO shared and personal drives and work with IT to develop an appropriate system to allow staff to share documents without bogging the system down with non-record materials.

The Contractor shall ensure records that are CUI are properly marked and protected within the records system.

C.11 Project Management & Integration

C.11.1 Project Management and Planning

The Contractor shall support PPPO in project management and planning to include baseline development, integration and oversight, fiscal planning, budget, and technical and cost analysis of projects. To support project planning, the types of systems that will be managed include Action Tracking System, Integrated Planning, Accountability, and Budgeting System (IPABS), Project Assessment and Reporting System (PARS II), Cobra, etc.

The Contractor shall coordinate with the various PPPO project technical staff, (PPPO and contractors), as necessary, to consolidate planning data for all project activities and contracts in accordance with DOE requirements and evaluate and reconcile the data to ensure quality and accuracy of deliverables. At the direction of PPPO, the Contractor shall participate in meetings, conference calls, conferences, and other similar forums relating to project planning responsibilities and shall be available to respond to formal and informal PPPO requests for information, i.e., data calls related to project management and planning. The Contractor shall provide consolidated data to PPPO in the form of reports, spreadsheets, briefing materials, planning and budgeting submittals, data calls from different sources, and ad hoc requests.

The Contractor shall support PPPO in performing project management and planning such as maintaining project oversight control systems, performing risk analysis, preparing and/or reviewing technical documents, plans, and project reports (e.g., Earned Value Management System (EVMS), Performance Measurement Baseline (PMB), performance measure reports, PPPO Baseline Change Proposals (BCPs), cost performance measure change requests in accordance with DOE Orders, Directives, Policies and Office of Management and Budget (OMB) Circulars). The Contractor shall assist PPPO with the consolidation, integration, and analysis of data and information from the various projects and contracts.

The Contractor shall perform impact analyses of current projects/programs regarding the issuance of new and revised Federal, State, Local or DOE publications (e.g., orders, directives, policies, guides, notices, and manuals, etc.). The Contractor shall assist in the preparation and review of responses to internal and external audits and/or assessments, and review documents/performance related to regulatory compliance with DOE Orders, any other guides, and/or manuals, and/or decrees, regulations and/or statutes.

The Contractor shall perform other duties as assigned with a high level of expertise and independent judgment in this area to facilitate appropriate and efficient project management. The Contractor shall also support steering committees, task forces, or special teams as required.

C.11.2 Project Integration

The Contractor shall provide support to integrate, process, track, analyze, and report data for all PPPO projects in the following areas: project management, project control, life cycle planning, performance measurement, budget planning and execution, and financial management.

The Contractor shall develop and maintain established site-wide database systems in support of the PPPO oversight activities. The Contractor shall support all systems having the capability (e.g.,

systems and tools) to fully integrate and consolidate information using electronic data transfer of all site contractor financial accounting systems to attain overall cost reporting for the site in accordance with DOE requirements. The system shall also have the capabilities to present and analyze performance measurement data as related to the integrated lifecycle baseline.

The Contractor shall perform continuous monitoring of all PPPO contractor project control systems to ensure compatibility and function and provide a monthly system status report. To support project integration, the types of systems that will be managed include Action Tracking System, IPABS, Project Assessment and Reporting System (PARS II), Cobra, Deltek, Primavera, Acumen Fuse, etc.

The Contractor shall participate in meetings, conference calls, conferences, and other similar forums relating to project integration responsibilities and shall be available to respond to formal and informal PPPO requests for information, i.e., data calls related to integrated project management. The Contractor shall provide consolidated data to PPPO in the form of reports, spreadsheets, briefing materials, planning and budgeting submittals, data calls from different sources, and ad hoc requests.

C.11.3 Project Controls and Baseline Support

The Contractor shall support PPPO with the development, oversight, and maintenance of a PPPO Integrated Site-Wide Life Cycle Baseline (ISWLCB) composed of the Portsmouth, Paducah and OSMS site-wide contractor integrated lifecycle baselines and PPPO Direct Cost contract baselines. This work consists of overseeing the management, configuration control, reporting, and advanced planning required to maintain the PPPO ISWLCB, as amended by new submittals. The Contractor shall obtain baseline information from the onsite contractors to evaluate the integrated lifecycle baseline consistent with DOE Order 413.3 or latest version, entitled Program and Project Management for the Acquisition of Capital Assets, and Standing Operating Policies and Procedures (SOPP) #74, EM HQ Lifecycle Change Control Process. The Contractor shall support this Federal ISWLCB including, but not limited to, analysis of scope, cost estimating, schedule, risk management, support baseline change control process, and preparation and/or review of PPPO supporting procedures and documents. In addition, the Contractor shall align the functional responsibilities specified within this PWS and develop the PPPO (Corporate) Integrated Work Breakdown Structure (WBS) by resource.

In support of PPPO management of the ISWLCB and contractor lifecycle baselines, the Contractor shall utilize analytical tools and techniques to perform simulations and optimization to support lifecycle oversight and assist PPPO with lifecycle evaluation to respond to changes.

To support project controls and baselines, the types of systems that will be managed include Action Tracking System, IPABS, Project Assessment and Reporting System (PARS II), Cobra, Deltek, Primavera, Acumen Fuse, and other project controls software implementations, etc.

The task of management and oversight of the ISWLCB and contractor lifecycle baselines includes, but is not limited to, the following subtasks:

- a) The Contractor shall support PPPO's effort to adequately define program requirements and develop scopes of work or to align such work scope given various budget impacts/drills. PPPO may request support for the development of Independent Government Cost Estimates (IGCEs), technical evaluations and all other actions required for new, revised or deleted contract requirements including contract management support;
- b) Support the oversight of an integrated lifecycle baseline review and analysis that includes logic-linked network schedules compatible for use by PPPO in conducting PPPO project risk management assessments and analyses for integrated lifecycle project baselines;

- c) Perform cost and schedule risk analysis on PPPO Baseline segments utilizing Pertmaster/Crystal Ball risk software, including maintaining PPPO Risk Management Plans and Risk Registers, monitoring and reviewing contractor Risk Management Plans and Risk Registers, validating contractor risk analysis and developing Capital Item DOE contingency;
- d) Perform reviews and develop recommendations related to Interim Project Measurement Baseline (ISWLC and/or contractor baseline) submittal;
- e) Provide support to the PPPO Independent Cost Estimating (ICE) process;
- f) Maintain the ISWLCBs on DOE Primavera and COBRA software system;
- g) Load and provide ongoing alignment of the ISWLCBs with DOE EM HQ IPABS;
- h) Provide user training for Deltek, COBRA and Primavera, and other systems, as deemed necessary. Provide technical support for COBRA, P6, Acumen Fuse and other project controls software implementations; and
- i) Develop monthly performance reporting.

The Contractor shall provide project controls to support the technical project teams with performing the integration and ongoing maintenance of contractors' baselines as part of the ISWLCB and contractor baselines. The support for baseline management includes, but is not limited to, performance measurement, variances, and earned value.

The task of management and oversight of the contractor baselines includes, but is not limited to, the following subtasks:

- a) Assist with the review of PPPO contractors' documents, (including, but not limited to, baseline submittals, BCPs, schedules, cost performance, earned value, risk documents, programmatic documents/deliverables, WBS Dictionary sheets, time-phased resource-loaded schedule, etc.), plans, reports, invoices and correspondence for technical/regulatory accuracy, and make recommendations to PPPO on the above;
- b) Provide change control of BCPs in accordance with the requirements of the PPPO Baseline Change Control Board. The project control oversight will integrate all BCPs into a consolidated PPPO BCP package to ensure the alignment of the ISWLCB and contractor baselines with IPABS at the control level of the WBS or the Project Baseline Summary level. Serve as Secretariat of the Baseline Change Control Board;
- c) Create potential advanced what-if scenarios in response to emergent situations or other management requests in conjunction with the PPPO project teams;
- d) Provide assistance in Developing Project Controls System User's Manual and Procedures; provide planning and scheduling support to PPPO FPDs and CORs; provide monthly Project Status Report, Project Controls Activity Status Report, weekly Independent Project Performance Report, monitoring critical path and progress validation of contractor schedules; provide review, analysis and assessment of Contractor Annual Work Plans (AWP) and milestone submissions; support technical evaluation of contractor proposals, requests for Equitable Adjustment (REA) and contractor claims; and provide Computer-Aided Design (CAD) and large format plotting services;
- e) Support identification and development of capital assets, documentation (critical decision process) in accordance with DOE Order 413.3B or latest version, as required;
- f) Assist in Operations/Capital Program/Policy ensuring compliance with EM Operational and Capital programs and orders, review contractor project management documentation and procedures, IPT Support and coordination of External Project Reviews (Independent Project Review/External Independent Review/Program Review, etc.);
- g) Assist with the drafting of Performance Evaluation Management Plans (PEMPs) for the onsite contracts and assist with the tracking and documentation of contractor Performance Based Incentives (PBIs);

- h) Determine assessment and information requirements; review scope, budget, and schedule; and perform audits and evaluations;
- i) Support PPPO evaluation of risks and risk management for the various projects; and
- j) Support PPPO internal evaluations on Earned Value Management System (EVMS) Certification readiness and provide recommendations.

The Contractor shall monitor the systems to integrate, track, analyze and report data concerning the ISWLCB, contractor baselines, project management, project control, life cycle planning, budget formulation, budget execution and financial management.

The task of oversight and reporting of the ISWLCB and contractor baselines includes, but is not limited to, the following subtasks:

- a) Provide assistance in support of PPPO's oversight of budgeting, scheduling, and tracking project status related to the EM Program elements;
- b) Consolidate project management information from all contractors to support PPPO on a monthly basis in reviewing project progression status, budget, cost and schedule;
- c) Support PPPO in performance evaluation and reporting oversight of the ISWCLB and all onsite contractors;
- d) Provide consolidated data to PPPO in the form of schedules, reports, briefing materials, life cycle planning submittals, data calls, and other requests as assigned. The Contractor shall coordinate with onsite contractors and consolidate data to ensure the integrated lifecycle baseline incorporates "cross-cutting" risks and risk management on a continuous basis;
- e) Monitor and track EVMS; and
- f) Support PPPO in meeting the data requirements of IPABS and PARS II.

C.11.4 Budget Support and Oversight

The Contractor shall perform a wide variety of administrative and technical functions to assist the PPPO with the formulation and execution of appropriated multi-year budgets. The functions require extensive knowledge of the Federal budget process and specialized expertise in budgeting of Federal construction and non-construction projects and Federal contracts. The Contractor shall assist PPPO with the Federal budget process and provide technical advice and financial analysis for all phases of assigned large/complex engineering projects and programs, ensuring the successful conclusion of all phases within an appropriate time and at an appropriate cost.

The Contractor shall prepare budget execution charts, graphs, and presentation materials for the Budget Director's use in briefings to the Field CFO, Site Manager, and DOE HQ.

For budget formulation, this task includes but is not limited to the following subtasks:

- a) Review, investigate and develop appropriate recommendations regarding assigned project budget proposals;
- b) Contribute to site strategic planning and budgeting efforts for designated engineering areas;
- c) Participate in formulating budgetary priorities; and
- d) Develop and evaluate capital funding requests.

For budget execution, this task includes but is not limited to the following subtasks:

- a) Create and track budget data to include obligations, cost variances analysis, and supporting narratives in the annual spend plans for projects as assigned;
- b) Create and track budget data of annual spend plans and monthly funds control sheets by populating Excel spreadsheets in a workbook summary of spend plans and monthly funds control sheets;
- c) Compile, track, analyze, and report spend plan forecasts and actual costs monthly status cost variances and un-liquidated obligations, running cost and obligation reports, making cost projections, tracking estimated at completion and uncosted carryover, and making recommendations to the PPPO;
- d) Obtain historical reports and other specialized financial reports from Information Data Warehouse (IDW) and initiate the budget execution of PPPO projects as assigned with its accompanying annual spend plans and monthly funds control sheets and perform the appropriated level of analyses and recommendations for the PPPO;
- e) Support Internal Controls and monitoring the Funds Control Process;
- f) Support the compilation and analysis of data and writing cost variance analysis narratives with the Quarterly Budget Execution Reviews and the Quarterly Performance Report briefings to HQ;
- g) Track and provide the monthly status of the Undelivered Orders as assigned;
- h) Communicate via telephone (or VTC) the status of budget execution to stakeholders;
- i) Use PPPO reports from Oracle Business Intelligence (BI) to better analyze data from multiple sources, perform what-if and predictive analysis, deliver personalized content to financial users, generate and distribute highly formatted reports, and analyze the site's performance;
- j) Employ computer data bases to sort, filter, and compile financial data to generate financial reporting;
- k) Manage oversight of projects and provide support on large/complex site planning/construction, expansion or modifications, and execution of financial management systems; and
- l) Provide guidance and support the site management team on applicable processes, practices, and existing/proposed local, state and federal regulations.

C.11.5 Fiscal Planning, Analysis, Accounting, Auditing and Reporting

In support of the DOE Federal budgetary process, the Contractor shall assist PPPO with budget and funding assessments in all areas of planning, formulating information, analyzing, reviewing trends for impacts, providing projections and by performing funding and budgeting reconciliation. Subtasks include reviewing and analyzing existing and updated DOE guidance and policies and providing reviews and recommendations for compliance. Additional subtasks include researching and coordinating requests for information and reports from various organizations with senior PPPO management. HQ reporting includes, but is not limited to, Monthly, Quarterly, and Annual Performance Reviews: EVMS performance, performance metric status, milestone reporting and development of various supplemental packages including site wide safety, headcount/staffing, contract status, milestones and lessons learned.

In support of PPPO oversight of onsite contractors' financial management systems, the Contractor shall provide assistance in the evaluation of financial management data and documents.

Financial management support work activities include, but are not limited to the following:

- a) Annual DOE HQ Budget Requests and Briefings;
- b) Fiscal Reports to Support Budget Formation;

- c) Large volume of ad hoc requests from EM HQ and PPPO management;
- d) Trend and Strategic Analysis (i.e., identify actual costs and potential funding deficiencies);
- e) Funding Scenario and Cash Flow Projection Reports;
- f) Perform Environmental Liability Audits and Reporting;
- g) Pension and Post-Retirement Benefit Cost Analysis;
- h) Analyze proposals and Requests for Equitable Adjustments;
- i) Submit supporting monthly accrual information by the third first business day of every month;
- j) Monitor, validate and reconcile site contractors' (in support of PPPO) monthly accrual submissions;
- k) Monitor PPPO direct costs, including electric power and gas to include providing recommendations for site allocation;
- l) Provide tracking of integrated contractor/labor categories;
- m) Perform detailed financial and labor audits of contractor invoices to identify deficiencies;
- n) Consolidate invoice review comments/questions and coordinate contractor responses; and
- o) Develop and coordinate invoice review forms and review packages for PPPO approval;

C.11.6 Accountant/Auditor Oversight

The Contractor shall assist with accounting and audits to assist Budget and Contracting with a variety of tasks to include support of both budget and contractual management matters. These tasks include, but are not limited to, the following subtasks:

- a) Provide financial information to management by researching and analyzing accounting data;
- b) Prepare metrics and financial analyses for reports and decision-making;
- c) Assist with establishing and maintaining systems and internal controls, which ensure the integrity of all systems, processes and data;
- d) Recommend financial actions by analyzing accounting options;
- e) Summarize current financial status by collecting information;
- f) Substantiates financial transactions by auditing documents;
- g) Reconcile financial discrepancies by collecting and analyzing account information;
- h) Review invoices for payments by verifying documentation, and requesting data as necessary;
- i) Answer accounting procedure questions by researching and interpreting Federal procurement and accounting policy and regulations;
- j) Analyze federal, state, and local financial legal requirements and understand existing and new legislation;
- k) Prepare special financial reports by collecting, analyzing, and summarizing account information and trends;
- l) Prepare reports, letters, spreadsheets, etc.; and
- m) Inform the PPPO of issues/concerns, as it relates to finance and accounting matters.

C.12 Contract Management Support and Oversight

The Contractor shall provide contract management and oversight support to assist with integrating contract and project management functions in support of PPPO onsite operations.

The Contractor shall provide contract administration support for cost reimbursement, Firm Fixed Price and/or hybrid contracts. The Contractor must have an advanced understanding of the Federal acquisition process, data collection, reporting of acquisition-related input (i.e., Federal Procurement Data System (FPDS), Strategic Integrated Procurement Enterprise System (STRIPES), and other systems required).

The Contractor shall provide contract and procurement support as requested by the CO such as: generation of reports (e.g., Action Item Tracking Report, or Technical Evaluation Reports (TERs) required to monitor contract compliance, develop and evaluate Award Fee Plans (PEMPs) and assist with the development and evaluation of PBIs), provide support for onsite contractor invoice and deliverable reviews, provide support for data calls from DOE HQ and other agencies, assist with drafting of contract documents including letters and other correspondence, assist with the review of technical and cost proposals of existing and future contracts, including the management review, analysis and coordination of proposed contract modifications, development, editing, and management of contract deliverables, review and analysis of Lists A and B and other contract attachments, assist with the preparation, organization and maintenance of contract records and files (manual and electronic, i.e., input of contract records into STRIPES or invoice reviews), assist with documenting onsite contractor performance (both cost and schedule) and business systems as well as technical compliance with contract terms and conditions, provide technical oversight including performing and preparing TERs and review of onsite contractor plans and submissions such as subcontract consent packages (including tracking), Request for Proposals (RFPs), change orders, request for equitable adjustments, or closeout proposals, conduct contract assessments and audits and provide recommendations for overall contract administration and project management of performance measurement baselines.

The Contractor shall provide contract and project management assistance to PPPO with internal schedules. These schedules include but are not limited to: onsite contractor milestones, Integrated Milestone Schedule, Comprehensive Nickel Project Schedule, Easements and Property Transfer Schedule, contractor Fiscal Year Award Fee Plan Schedule, PPPO Budget and Integrated Priority Listing (IPL), contractor definitization and PMB Review, NERC, Weekly Status Updates, PPPO Assessment Plans, Regulatory Milestone Schedule, Site Specific Advisory Board and Citizen Advisory Board (CAB) and other specific procurement schedules as required.

The Contractor shall provide oversight at both sites for the implementation and management of Financial Assistance (FA) instruments (grants and cooperative agreements). This includes: technical evaluations; invoice reviews; development and review of technical reporting; participation in project meetings; and other analysis as directed. This oversight includes attendance at weekly and/or monthly meetings with onsite stakeholders, FA principals, the Public and PPPO. The Contractor shall provide ad hoc reporting as requested such as taking meeting minutes, or action item resolution within defined time frames.

The Contractor shall provide the personnel and resources as appropriate to deliver efficient and cost-effective support services for the requirements described below.

- a. Assists with the preparation of contract modifications, new contracts and/or Financial Assistance Instruments and/or Inter-Agency Agreements.
- b. Assists in developing contracts, grants, cooperative agreements, Inter-Agency Agreements, or any other type of contractual arrangement to include description/scope of work, budget, cost provisions, general terms and conditions, special provisions, reporting requirements, etc.
- c. Assists in processing all requests for contract and instrument modifications or amendments. Prepares all records of negotiation and supplemental agreements associated with the modifications for the Contract Specialist (CS)/Contracting Officer (CO).
- d. Prepares termination notices; supports negotiations of termination settlements; and collects and organizes termination information.
- e. Contract management

- f. Perform reviews, audits, and assessments for technical and cost analysis of proposals, claims, or REAs.
- g. Contract close out.
- h. Development and implementation of the site IPT charter, program specific IPT charters (e.g., D&D & Waste), Cost Account Manager training, EVMS system certification, partnering, participation in stakeholder meetings or community service activities, etc.

C.13 Property Transfer Oversight

C.13.1 Asset Recovery/Personal Property

The Contractor shall support DOE in developing and/or maintaining the Asset Recovery (AR) /Personal Property Transfer Program. Work activities under this task include, but are not limited to the following subtasks:

- Establish an excess material reuse and recycle program.
- Ensure alternatives to traditional land waste disposal are utilized.
- Utilize the local community reuse organization as a reutilization method.
- Prepare briefing materials, presentations, graphical displays as well as facilitating the disposition of materials through the reuse program.
- Draft recommendations, developing cost-benefit analysis of alternatives and participating in meetings to develop strategies, plans and methods of potential AR opportunities, including the monitoring AR requirements and implementation.
- Provide impact analyses of current programs/projects including the issuance of new and/or revised Federal, State, Local or DOE publications.
- Verify and validate onsite contractors' material databases (e.g., Asset Recovery Activity Oversight, Assessment and Tracking Report).
- Develop and recommend forecasts and AR targets, monitor regulations and funding requirements, and perform field oversight verification of the process.

C.13.2 Real Property Transfer

The Contractor shall assist PPPO in compliance with the requirements applicable to transfer, including, but not limited to, DOE Orders, National Historic Preservation Act (NHPA), NEPA, CERCLA 120(h), and other federal requirements as required. This includes general oversight, project management and technical support to ensure the transfer of real property from DOE to other appropriate entities under the appropriate authority, and/or the assignment of easements.

Work activities under this task include, but are not limited to the following subtasks:

- a) Participate in the revision, as necessary, of the Protocol for the Environmental Regulatory Processes for the Transfer of Real Property at the U.S. Department of Energy Portsmouth and Paducah Sites. Volume 1: Uncontaminated Property;
- b) Participate in the development, as necessary, of the Protocol for the Environmental Regulatory Processes for the Transfer of Real Property at the U.S. Department of Energy Portsmouth and Paducah Sites. Volume 2: Effectiveness Determination and Volume 3: Covenant Deferral;
- c) Participate in the revision, as necessary, of the PPPO Procedure, Planning for Due Diligence for Real Property Transfer;

- d) Provide screening of proposed real property actions against existing NEPA documents, including categorical exclusions and the Environmental Assessment (EA) for reuse (in development);
- e) Prepare CERCLA 120(h) or equivalent environmental baseline information to support real property transfer, including environmental due diligence research, such as title and deed research, spill and release records review, and risk analysis efforts using data provided by PPPO or its contractors to demonstrate suitability to transfer. This also includes coordination with the EMCBC on transfer documentation content and suitability for submittal to the appropriate organization;
- f) Participate in the PPPO and DOE HQ Property Transfer Working Groups to provide information on the status of Portsmouth and Paducah activities and to seek guidance on transfer topics of interest, such as Lessons Learned, applicable to PPPO sites;
- g) Provide information to PPPO on additional reviews that may be needed, including their scope, content and/or if the existing documentation is not sufficient to support a proposed property transfer;
- h) Coordinate with the EMCBC on real property aspects of transfer, including work on metes and bounds surveys, property appraisals and real property law interpretation as it pertains to real property transfers and easement assignments;
- i) Provide support and assistance in the areas of transfer package development, including assistance in responses to PPPO comments on future plans, economic projections, and other details that may be needed to further a transfer package;
- j) Complete, upon request by the CO, any NEPA EA or Findings of No Significant Impact (FONSI) associated with property transfers and ensure appropriate stakeholder engagement to support effective decision making; and
- k) Provide oversight, project management support and provide recommendations to improve the successful transfer of real property to requesting organizations. Since future reuse of the two (2) sites is being considered, the Contractor shall monitor the site-wide environmental assessment, participate in public meetings and must be prepared to submit appropriate documentation to support these efforts.

C.14 Public Affairs/Community Relations/Stakeholder Involvement Oversight

The Contractor shall be responsible for coordinating the overall public affairs function for PPPO, including supporting PPPO in interfacing with DOE Headquarters, other EM offices, community, other stakeholders, and shall coordinate with other PPPO contractors. The Contractor shall perform any required classification or public release review prior to any release of information and no information is to be released without PPPO Management approval.

The Contractor shall update the public participation plans as necessary, draft relevant articles for inclusion in newsletters or postings and maintenance of information on the PPPO website, coordinating the capture of images of PPPO program activities, preparing fact sheets and press releases, etc. The contractor shall support PPPO in preparing for public/stakeholder meetings.

The Contractor shall assist PPPO with a variety of tasks to support daily management of the communications function. The Contractor shall provide a communication expert to plan, analyze, organize and implement the public affairs function in a variety of message platforms including press releases, fact sheets, newsletters, employee communications and internet content.

The Contractor shall support PPPO interactions with Congressional staffers, DOE HQ, Federal, State and Local Site Regulators, onsite contractors and FA recipients, e.g., Commonwealth of Kentucky, Ohio Environmental Protection Agency, Kentucky Research Consortium for Energy and the Environment (KRCEE), Ohio University, and other DOE stakeholders as required. Stakeholder

involvement required with this task is critical to the EM mission and crosses all functional requirements of this contract.

This includes communications with DOE/EM and both sites SSAB and CAB, support the development of the annual SSAB/CAB Work Plan, community reuse and property transfer, researching and supporting responses to FOIA requests and Congressional inquiries, performing and maintaining PPPO web site (including development), and other stakeholder support as required.

Stakeholder oversight may include the development, review, and coordination of work plans, presentations, agendas, action items, meeting minutes, logistical support, responding to site-wide information requests, FOIA requests, reports (i.e., Stakeholder Involvement Report), both sites websites, and recommendations.

The Contractor shall facilitate, coordinate, and attend meetings and resolve action items. Various community relations programs shall be developed, as necessary, to include presentations to area schools, civic groups and local officials. Tours shall be coordinated and conducted. Internal and external requests for information and required responses will be developed, coordinated, and submitted in a timely manner.

C.15 General Management & Administrative Functions

The Contractor shall establish management, support and general administrative activities necessary to safely execute the PWS requirements.

C.15.1 Contractor Employee Training

The Contractor shall provide fully trained personnel appropriately trained to support the PWS requirements. The Contractor is responsible for ensuring that personnel remain cognizant and knowledgeable (e.g., professional licensing, continuing education, certifications, ongoing technical training, new product versions) within their area of expertise including emerging and proven technologies applicable to the work being performed under this contract. The Contractor shall ensure that all employees complete the necessary site-specific training necessary to access the site, facilities, or project work areas (e.g., General Employee Training, Consolidated Annual Training, Rad Worker Training, Respirator Training, Annual Security Refresher Briefing and HAZWOPER Training) as listed below. The required training is stipulated by the site-contractor responsible for execution of the field work/operation.

The Contractor shall establish a Training Program Plan in accordance with DOE O 426.2 Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities and all applicable laws and regulations. The Training Program Plan shall be submitted to the PPPO for approval within 90 days after NTP and shall include a Training Implementation Matrix or training program description or plan, which shall be updated annually and submitted to the PPPO for approval. The Contractor shall include any specific training or conferences the Contractor deems program specific and required by the PPPO outside of the mandatory training listed below in the Training Program Plan.

The Contractor shall ensure all employees attend PPPO mandatory training within the time frames requested as shown in the table below. This includes security and safety training, as directed by the COR (usually within 30 days of the first date of performance under this contract and at least once annually thereafter). The Contractor shall ensure that all personnel and subcontractors are adequately instructed about safety onsite and competently perform their work safely and efficiently at all times.

| Site-Specific Training | | |
|------------------------------------|------------------|--------------------|
| Training | Frequency | Requirement |
| Active Shooter | Annually | DOE Policy 444.1 |
| Continuity of Operations (COOP) | Annually | DOE O 150.1 |
| Annual Security Refresher Briefing | Annually | DOE O 470.4 |
| Cyber Security Awareness | Annually | DOE O 205.1 |
| Cyber Security Rules of Behavior | Annually | DOE O 205.1 |
| Records Management 101 | Annually | DOE O 243.1 |
| Privacy Awareness Training | Annually | DOE O 206.1 |

The Contractor shall ensure that its personnel performing Safety, Health and Regulatory oversight are qualified and shall maintain their qualifications according to a documented process that is approved and periodically assessed by PPPO that is equivalent to PPPO-M-226.1-2. Oversight Program Plan (latest revision). Contractor personnel performing Safety, Health and Regulatory oversight shall complete the training within one year of completing Contract Transition. The Contractor shall ensure appropriate training is provided for staff performing Safety, Health and Regulatory oversight to acquire or maintain their qualifications.

For any specific training or conferences the Contractor deems program specific and required by the PPPO outside of the mandatory training in the table above, the Contractor shall submit an Annual Training Plan. This training plan must be approved by the CO and shall not include the training required to maintain a qualified workforce as required by position descriptions.

C.15.2 Closeout Work Activities

The Contractor shall submit a Contract Closeout Plan to document the necessary steps the Contractor shall take to adequately closeout the contract. The Contract Closeout Plan shall include a schedule of major activities, and shall address at a minimum:

1. Identification of all contract deliverables submitted and accepted. The Contractor shall include date submitted, PPPO acceptance date (if applicable) and status of any remaining open deliverables;
2. Status of all requirements (complete and incomplete) under this contract;
3. Identification of all subcontracts along with status of each subcontract’s settlement and final payment. The Contractor shall identify for each subcontract under this contract whether final invoices have been paid, date of final payment, current status of settlement, and any other outstanding issues related to final settlement and payment of subcontracts;
4. Status of activities performed in accordance with the Contractor’s Records Management Close-Out;
5. Status of the final invoice and any incurred cost audit; and
6. Status of the final Contractor Performance Assessment Reporting System (CPARS) report.

The Contract Closeout Plan shall be submitted in accordance with this PWS at least 60 days prior to the end of the contract period. Final payment may be withheld by PPPO until all of the necessary activities are completed by the Contractor.

Upon completion of the contract, a final modification will be executed to officially close out the contract. A final release statement will be included in the closeout modification where the Contractor discharges the Government, its officers, agents and employees from all liabilities, obligations and claims under the contract.

C.16 Indefinite Delivery/Indefinite Quantity (IDIQ)

Under the IDIQ CLIN, the Contractor shall provide additional services on an ad hoc basis for special projects for any of the work activities in the PWS. PPPO may also require the purchase of various supplies, equipment or services for minor modifications to existing space as directed by the CO. These products or services can range from a small appliance such as a fan or light, electrical outlet, switch, specialty cabling, moving services for larger items, or other commercial items or services to support evolving requirements.