

1.0 INTRODUCTION / BACKGROUND

This contract is issued for the performance of *Project Control Services* in support of Central Plateau Cleanup Company (CPCCo/Buyer) work. CPCCo is a prime contractor to the Department of Energy (DOE) and all work on this Statement of Work will be performed in support of the CPCCo contract with DOE.

2.0 DESCRIPTION OF WORK – GENERAL

Buyer requires a Contractor to provide project controls/technical support services to assist Buyer in the administration of on-going work with the DOE. Contractor's work primarily supports the mission of the Outer Area End States (OAES) objectives for the planning and execution of waste site remediation and facility deactivation & demolition at the 300 Area and 100K Area on the Hanford Site.

The Contractor shall provide accurate and timely information to Buyer's project management team that will enable them to make informed decisions and take necessary actions to correct any possible adverse situations or trends. Contractor's reporting shall reflect the true status of the project and/or task order development.

It is the Buyer's expectation that the work be accomplished by single resources working on a regular-work basis and not by a team of individuals. Such an approach ensures consistency for the performance of scope described herein and further allows for one-on-one collaboration with the Buyer and the Contractor. Contractor personnel shall work at an office provided by the buyer located on the Hanford Site.

The Contractor shall have access to Buyer business sensitive information via Buyer's internal document management system. Buyer will identify or specify site specific documents, drawings, data or other information that is to be included in the Contractor's overall technical support. Hanford Local Area Network (HLAN) access for the purposes of retrieving/accessing Buyer procedures and documents is required and will be provided by Buyer.

3.0 DESCRIPTION OF WORK – SPECIFIC

The Contractor shall utilize broad-based knowledge which includes project management and project control principles to conduct evaluations of project execution, encompassing highly specialized or unique requirements. Individuals assigned to support this work shall possess a combination of the skills and experience described in Section 5.0 in order to support and execute the work described herein.

The work scope for this activity includes the resources, material and/or equipment necessary to support and accomplish the following Buyer activities:

- A. Evaluate and support the development of project schedules for consistency with project management principles, project plans, and milestones. This shall include using Primavera Project Planner to prepare and status resource loaded schedules to support task order planning, implementation of contract modifications, baseline change proposals, as well as field execution.

- B. Support contract change proposal development by coordinating document preparation and finalization with Control Account Managers (CAMs) and Subject Matter Experts.
- C. Provide support to prepare, review, and improve Buyer basis of estimate for OAES work scope.
- D. Evaluate project risks, identify vulnerabilities, and coordinate with project management to minimize/mitigate vulnerabilities.
- E. Identify, review, and analyze actual or potential planning and project management/execution problems. Perform trend analysis and identify and report corrective actions.
- F. Participate in team meetings/working sessions and review/edit schedule/cost information within the Buyer earned value management system. This work may include:
 - Developing, maintaining, and monitoring Field Execution Schedules
 - Assisting CAMs in the development of rules of performance and estimates to complete
 - Assisting CAMs in the preparation of accrual entries and the review of cost and labor reports
 - Assisting CAMs in the preparation of monthly forecasts.
 - Analyzing cost and schedule variances
 - Preparing and/or reviewing baseline change requests.
 - Preparing Work Authorization Document and Work Charge Authorization.
- G. Provide support to OAES Project Control team and manager by performing schedule health checks and other validations to uphold earned value management system compliance

3.1 Work Outputs/Products

- A. Weekly Progress Reports/Meetings - Contractor shall submit via email weekly progress reports. The report shall identify work activities performed for the week/day by name/hours worked and company and, if applicable, any detailed problems or issues in completing assigned work. The weekly progress report shall be reviewed with CPCCo representatives once each week at a day and time to be agreed upon in the kick-off meeting established in 7.1.A. The weekly meetings will be conducted in-person at the Buyer's office location.
- B. Monthly Earned Value Management System (EVMS) Performance and Forecast Evaluations – The Contractor shall contact the Buyer-designated Control Account Manager(s) (CAM) to evaluate work progress against the CAMs assigned portions of the baseline schedule with status using documented earned value techniques. Contractor shall enter status into Buyer's Primavera Project Management (P6) schedule, which is integrated into Deltek Cobra™ then to Hanford Data Integrator (HANDI) for performance reporting. Compilation of the CPCCo Monthly Performance Report representing the prior month's performance begins with a request for information submitted to the project and project functional support organizations no later than the

fifth calendar day of the month. Prior month report information is provided with a specific request to update for the reporting period. Input is requested typically the week of final performance to support preparation, management review and approval, and submittal of the report to U.S. Department of Energy, Richland Operations Office (DOE-RL) due the 15th of the month.

- C. Field Execution Schedule Updates – Contractor shall collect and enter weekly status into Buyer’s schedule system by Monday COB with updates/modifications by Tuesday COB. Prior to the Tuesday deadline, perform a preliminary layouts archive and fix any data issues found. At month end, identify and correct schedule health findings, review and verify required coding, and validate all critical milestones have the appropriate status, logic, and coding.

3.2 Acceptance Criteria

All work products shall be accurate, legible, and reproducible. Before delivery, the Contractor shall review its work products, as applicable, for technical adequacy, completeness, and appropriate content. Deliverables including all submittals shall be accurate, legible, and reproducible. Before delivery, the Contractor shall review its work products, as applicable, for technical adequacy, completeness, and appropriate content. Deliverables shall comply with this statement of work (SOW) and will be reviewed against the Buyer procedures (Note: Procedures may be revised, or new procedures added at the discretion of Buyer) and project technical basis documents before acceptance.

Acceptance shall be based on validation by CPCCo that Contractor has accurately completed all work and resolved and/or incorporated all CPCCo comments. It is anticipated that up to two draft review cycles for 3.1.B and 3.1.C. will be necessary to complete the deliverables.

3.3 Organizational Interfaces

The Contractor shall interface with various Buyer (and other) organizations through the Buyer Contract Specialist (or designee), as required. The interfaces are:

- Buyer’s Technical Representative (BTR) – TBD

3.4 Work Not Included

Contractor will not be managing or directing Buyer personnel, policies, practices or procedures, nor will the work performed under this contract constitute direct or indirect support for decision making for CPCCo. The work does not include any hands-on field work, the performing of engineering evaluations, or proposal evaluations.

3.5 Buyer Furnished Materials and Equipment

Services and support for the work described herein will be performed at an office location provided by the Buyer on the Hanford Site.

Buyer personnel will be made available to provide technical input, answer questions, review completed draft deliverables, provide feedback, and provide shipping directions for deliverable products. Buyer will provide a meeting space for status meetings conducted with the contractor. In the event that remote work becomes necessary (e.g., Covid-19 restrictions) or is deemed allowable by the Buyer, Buyer will provide Contractor personnel with remote access devices such that work may be performed from a remote work location.

3.6 Site Conditions and Known Hazards

The site conditions and/or known hazards are those commonly found in an administrative/office environment.

3.7 Site Coordination Requirements

Contractor site coordination and interface requirements include communicating/coordinating work scheduling and priorities with applicable BTR or designee.

4.0 TECHNICAL REQUIREMENTS

Contractor will perform in accordance with the terms and conditions of this contract, Buyer internal policies and procedures, and quality assurance provisions, including safety programs, laws, orders, permits, rules, confidentiality of information and intellectual property safeguards.

4.1 Work Location / Access Requirements (if applicable)

Technical and administrative support activities shall be conducted at an office location provided by the Buyer. In the event that remote work becomes necessary (e.g., Covid-19 restrictions) or is deemed allowable by the Buyer, Buyer will provide Contractor personnel with remote access devices such that work may be performed from a remote work location.

4.2 Information Protection – Controlled-Use Information

Contractor information generated as part of this work may include information that is classified as Controlled-Use Information that has specific requirements relating to identification, marking, protection, and non-disclosure. When performing work under this contract, the Contractor shall ensure compliance with the General Provision Clause “Confidential and Controlled-Use Information” and the process and requirements established in CPCC-PRO-IRM-184 “Information Protection and Clearance.”

4.3 Document Format

Generally, documents shall be provided with an electronic file submitted in the current site standards. Clean originals of all figures, tables, or other graphics not contained in the text file shall also be provided and separate files submitted. Submittals shall be provided in electronic format unless available only as a hard copy. Electronic formats must be non-password protected in Microsoft® WORD 2016, Microsoft Excel, Primavera P6, Adobe Acrobat or other Buyer-approved format.

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualification

- A. The Contractor is expected to provide appropriately trained and qualified staff to perform the type of work associated with their skill of craft. Individuals who perform work under this contract must have the following skills and experience.
 - Minimum Requirements Education\Experience: BA/BS degree or equivalent combination of education and experience plus 10+ years of related project controls / project management experience.
 - Must have advanced experience in Primavera P6 and be proficient in Deltek Cobra and Microsoft Excel or similar cost baseline programs.

- An advanced skill level (minimum of five years' experience) in long range performance measurement baseline planning and near-term field execution planning with project scheduling utilizing various project controls tools.
 - Individuals must be proficient at schedule development and analysis; knowledge and experience in planning, program/project baseline development, reporting, and change management; and Earned Value Management.
 - Prior experience supporting and/or performing the activities described above at the Hanford Site is preferred.
- B. Contractor employees shall be U.S. citizens, fluent in the English language, able to communicate orally and in writing, and have a basic familiarity with general office procedures.
- C. Buyer shall provide Contractor staff task or facility specific training as required for site and facility access and safe performance of assigned tasks.

5.2 Security and Badging Requirements

For any on site work, general site access badging is required for on-site work subject to the requirements identified in Special Provisions: SP-5. A minimum of two (2) working days' notice is required to obtain a site badge. Work does not require individuals to possess a security clearance.

NOTE – To align with the Hanford Site COVID-19 Workplace Safety Plan, the badging procedure for those individuals requiring Hanford site security badges has been updated. Individuals requiring a badge must indicate their COVID-19 vaccination status and whether they are: (1) fully vaccinated, (2) not yet fully vaccinated, (3) not vaccinated, or (4) decline to respond. If the individual is not fully vaccinated or declines to disclose their vaccination status, an individual requiring site access must also provide proof of a negative COVID-19 test result (at the Contractor's own expense) taken within 72 hours of their planned visit to the Site, at time of badging.

5.3 Site Access and Work Hours

Work will be performed primarily at the Contractor's facilities. With the exception of the scheduled face-to-face meetings, Buyer does not require the contractor to have access to Buyer's facilities.

For information, the Buyer's standard workday consists of ten (10) hours of work between 6:00 AM and 4:30 PM, with one-half hour designated for lunch. No work occurs on the non-working Fridays and the Contractor shall consider this schedule as they coordinate deliverables and work routines with CPCCo. Alternative schedule can be approved by the BTR.

6.0 ENVIRONMENTAL, SAFETY, HEALTH, AND QUALITY REQUIREMENTS

The Contractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Contractor shall comply with, and assist Buyer in complying with Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations and directives.

Materials supplied or purchased for use in performance of this contract, to the maximum extent practical, shall be environmentally preferred as described in 40 CFR 247 and including Biobased products as designated by the USDA. www.biopreferred.gov

The following project-specific ESH&Q requirements are applicable to this scope of work in addition to the requirements identified in the contract [General Provisions](#) and, when work is being conducted on site, the additional ESH&Q requirements in [SP-5 *Special Provisions – On-Site Services*](#).

7.0 MEETINGS AND SUBMITTALS

7.1 Meetings

- A. Contractor shall participate in an initial contract kickoff meeting
- B. Contractor shall participate in meetings/working sessions conducted at the Buyer's location as scheduled by the BTR or designee.

7.2 Submittals

- A. Weekly Reports – Reports in 3.1.A shall be submitted to the BTR via email. The Contractor shall provide Buyer with a concise Weekly Report identifying work activities performed for the week and, if applicable, any detailed problems or issues in completing assigned work. Weekly Activities Reports shall be submitted via email to the BTR by Monday 10:00 AM each week documenting the previous week's activities. Additionally, the Weekly Reports will be submitted as an attachment to each invoice. Submission of Weekly Activities Reports is required until the contract work is completed.

8.0 DELIVERABLES, PROJECT CONTROLS, MILESTONES, AND PERFORMANCE SCHEDULE REQUIREMENTS

Specific deliverables under this contract include the following:

- A. Weekly Report - The Contractor shall provide Buyer with a concise Weekly Report identifying work activities performed for the week and, if applicable, any detailed problems or issues in completing assigned work. Weekly Activities Reports shall be submitted via email to the BTR by Monday 10:00 a.m. each week documenting the previous week's activities. Additionally, the Weekly Reports will be submitted as an attachment to each invoice. Submission of Weekly Activities Reports is required until the contract work is completed.
- B. Completing monthly EVMS performance and forecast evaluations requested by the BTR with support from Buyer project management personnel.
- C. Completing weekly Contractor Performance Plan (field execution schedule) updates or as scheduled by the BTR.
- D. Participating in weekly staff meetings or as scheduled by the BTR.
- E. Schedule - Contractor shall be responsible for the management of its personnel work schedule(s) in accordance with Buyer needs. The contractor shall follow the deliverable schedule as directed below. All days are indicated in calendar days.

All documents shall be in compliance with Section 4.0 and be prepared in a format required by Section 4.3.

Task		Deliverable	Due Not Later Than
3.1.A	23	Weekly Activity Reports	Monday, by 10AM each week
3.1.B	23	EVMS Performance and Forecast Evaluations	By the 10 th day each month
3.1.C	5	Field Execution Schedule Updates	Tuesday by COB each week