



STATEMENT OF WORK MID-LEVEL ESTIMATOR SUPPORT SERVICES

Revision 0
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Prepared by: Scott Ottley

1.0 INTRODUCTION / BACKGROUND

This contract is issued for the performance of *Mid-Level Estimator Support Services* in support of Central Plateau Cleanup Company (CPCCo/Buyer) work. CPCCo is a prime contractor to the U.S. Department of Energy's Richland Operations Office (DOE-RL) and all work on this Statement of Work (SOW) will be performed in support of the CPCCo contract with DOE on a staff augmentation basis.

2.0 DESCRIPTION OF WORK – GENERAL

Contractor's resource(s) shall provide project management and technical support services for Task Order Proposal (TOP) development to and on-going work with DOE-RL. This scope primarily supports the mission of the estimating group objectives for TOPs during peak times of resource need. The intent is to utilize the same Contractor resource(s), to the extent possible, at these times of heavy resource demand.

The Contractor shall provide estimating resource(s) to produce accurate and timely information to Buyer's management team that will enable them to develop Federal Acquisition Regulations (FAR) compliant proposals. Contractor's work supports the mission of the Project Integration team of our Business Services organization supporting Project Services, Outer Area End States (OAES), Inner Area End States (IAES), Waste Projects & Operations (WP&O), Soil & Groundwater Operations (S&GO) and Regulatory Strategy & Integration (RS&I) objectives. Contractor's deliverables shall reflect the true cost of the project scope.

This approach for resource(s) ensures consistency in the performance of scope described herein and further allows for one-on-one collaboration with the Buyer and the Contractor.

- **Contracted Labor Position Title:** Mid-Level Estimator
- **Quantity:** Eight (8)
- **COCS:** P070
- **Estimated Duration of Assignment:** One (1) year from start date
- **Estimated Hours:** Part-time for an estimated 890 hours
- **Work Location:** Onsite at the Buyer's facility in a turnaround office location

3.0 DESCRIPTION OF WORK – SPECIFIC

The Contractor's resource(s) shall utilize broad-based knowledge, which includes (but is not limited to) estimating, project management, and project control principles, in the development of high-quality FAR-compliant estimates.

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

- A. Support the development of project estimates for consistency with project management principles, project plans, and milestones. This shall include using Sage® estimating software to prepare estimates in support of TOP planning, TOP planning errata, and baseline change proposals.
- B. Support TOP and prime 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 (BOE) for work scope.
- D. Evaluate project risks, identify vulnerabilities, and coordinate with CAMs and risk group to include applicable costs in the estimate.
- E. Perform Peer Reviews and identify and document potential issues.
- F. Participate in team meetings/working sessions and review/edit estimate/cost information within the TOP. This work may include:
 - Assisting CAMs in the development of estimates
 - Assisting CAMs in the preparation of BOE documents
 - Assisting CAMs in the creation of FAR-compliant certified cost and pricing data backup

3.1 Work Outputs/Products

- A. Detailed Certifiable Cost Estimates – The Contractor shall contact the Buyer-designated contact to understand the project scope designated for the TOP. Contractor shall develop the estimate in the Buyer’s Sage® estimating software, which will be integrated into Primavera Project Management (P6) and Deltek Cobra™ for time phasing and pricing.
- B. Basis of Estimate (BOE) Updates – Contractor shall review all sections of the BOE to verify the estimate, Work Breakdown Structure (WBS) Dictionary, and BOE are in alignment. The technical approach, assumptions, and exclusions sections, as well as the WBS Dictionary, are typically written by the project team but Contractor shall provide input during the estimate development process. The basis section is to be completed by the Contractor for all items in the detailed estimate. The combined estimate criteria section shall be filled out by the Contractor with input from project team to ensure correct estimate classification.
- C. Certified Cost and Pricing Data (CCPD) Backup – Contractor shall create backup files for all items in the detailed estimate. Guidance will be provided to Contractor on acceptable references, content format, and process.

- D. Peer Reviews – Contractor shall perform a peer review of others’ work using the Estimating Peer Review Checklist. Training on the process and use of the checklist will be provided.

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 SOW and will be reviewed against the Buyer procedures.

Buyer reserves the right to revise procedures or add new procedures and project technical basis documents before acceptance.

Acceptance will 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 will be necessary to complete the deliverables.

3.3 Organizational Interfaces

The Contractor shall interface with the Buyer’s Contract Specialist (or designee), the Buyer’s Technical Representative (BTR), or other technical staff as designated.

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 will provide a turnaround office with a desk, computer, phone, and other equipment necessary to perform the work.

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 and Access Requirements

- A. The work location is onsite at the Buyer’s facility in a turnaround office.
- B. The Contractor’s resource(s) 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.
- C. Buyer will provide Hanford Local Area Network (HLAN) access for the purposes of retrieving/accessing Buyer procedures and documents.

4.1.1 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*.

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualification

- A. The Contractor shall provide appropriately trained and qualified resource(s) to perform the type of work associated with their skill of craft. Individuals who perform work under this scope shall have the following skills and experience.
 - Bachelor’s degree in engineering, construction management, project management or related discipline from an accredited university. Buyer accepts two (2) years equivalency.
 - Minimum of eight (8) years’ related estimating experience.
- B. Prior experience supporting and/or performing the activities described above at the Hanford Site is preferred.
- C. 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.
- D. Buyer will 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

- A. General site access badging is required. All Contractor staff that require routine access to the Hanford Site supporting this scope shall complete the requisite Hanford-site training and obtain a site badge in accordance with the contract.
- B. Foreign Nationals will not be considered for this work.
- C. Work does not require individuals to possess a security clearance.

5.3 Site Access and Work Hours

The work described herein shall be performed at the Buyer's facilities located on the Hanford Site. For information, the Buyer's standard workday consists of 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. If a schedule alternative is required, BTR will communicate to the Contractor's contact

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. ESH&Q requirements applicable to this scope of work are 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](#), are applicable.

7.0 MEETINGS AND SUBMITTALS

7.1 Meetings

- A. Contractor's resource(s) shall participate in an initial contract kickoff meeting onsite at the Buyer's location.
- B. Contractor's resource(s) shall participate in weekly staff meetings, ad-hoc meetings, and working sessions conducted at the Buyer's location as scheduled by the BTR or designee.

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

Specific deliverables under this contract include the following:

- 1) Weekly Activities Reports:
 - a. The Contractor shall provide Buyer with a Weekly Activities Report identifying detailed work activities performed for the week/day by hours worked and any detailed problems or issues in completing assigned work.

- b. Weekly Activities Reports shall be submitted to the BTR each week documenting the previous week’s activities.
 - c. Submission of Weekly Activities Reports is required until the contract work is completed.
 - d. A Weekly Activity Report will be submitted on weeks where no work has been done.
 - e. Weekly Activity Reports must be included with each monthly invoice to support that month’s activities.
- 2) Completing detailed estimates and associated BOE and backup as assigned with support from Buyer project management personnel.
 - 3) Completing Estimating Peer Review Checklists to document the process of all assigned peer reviews.
 - 4) Schedule - Contractor shall be responsible for the management of its resource(s) work schedule(s) in accordance with Buyer needs. The Contractor’s resource shall follow the deliverable schedule as directed below. All days are indicated in calendar days.

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.

Deliverable	Due Not Later Than
Weekly Activity Reports	Monday, by 10AM each week
Detailed Certifiable Cost Estimates	As outlined in TOP development schedule
Basis of Estimate (BOE) Updates	As outlined in TOP development schedule
Certified Cost and Pricing Data (CCPD) Backup	As outlined in TOP development schedule
Peer Reviews	As outlined in TOP development schedule