

# STATEMENT OF WORK

## DEVELOPMENT OF WBS DICTIONARIES AND BOE SUPPORT

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### 1.0 INTRODUCTION / BACKGROUND

This Statement of Work (SOW) is issued for the performance of **Development of Work Breakdown Structure (WBS) Dictionaries and Basis of Estimate (BOE) Support** for the Central Plateau Cleanup Company (CPCCo) work scope. CPCCo (Buyer) is a prime contractor to the Department of Energy (DOE) and all work on this SOW will be performed in support of the CPCCo's prime contract with DOE.

### 2.0 DESCRIPTION OF WORK – GENERAL

CPCCo is implementing the HLANCostPlan system to manage and track project cost and scope for cleanup activities within the Hanford site. To support this system, comprehensive WBS Dictionaries and BOE documentation must be developed. The Subcontractor shall assist in Developing WBS Dictionaries for all levels of the project WBS in the active CPCCo Task Orders TO6, TO7 and TO8; and creating detailed and substantiated BOEs for each activity in the CPCCo Performance Measurement Baseline for the active prime contract Task Orders.

### 3.0 DESCRIPTION OF WORK – SPECIFIC

#### 3.1 WBS Dictionary Development

- A. Review and analyze the established project WBS hierarchy.
- B. Review and extract existing WBS Dictionary scope where available.
- C. Develop WBS Dictionaries for each WBS element, ensuring:
  1. Clear definition of scope
  2. Deliverables
  3. Responsible parties
  4. Key assumptions
  5. Boundaries and interfaces with other WBS elements
  6. Unique identifiers

#### 3.2 Basis of Estimate (BOE) Documentation

- A. Develop BOE documentation for all scoped activities under each WBS element:
  1. Review and extract existing Basis of Estimate details where available.
  2. Provide detailed basis of estimates by element of cost, including rationale, assumptions, methodologies, and supporting documentation.
  3. Ensure traceability between estimate and relevant project scope, schedule, and resource requirements.

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- 4. Ensure compliance with DOE and CPCCo estimating standards.
- B. Coordinate with project controls, EVMS compliance, and cost estimating to ensure accuracy and completeness.

**3.3 System Integration & Quality Review**

- A. Ensure WBS Dictionaries and BOEs are structured and formatted for seamless integration with HLANCostPlan.
- B. Participate in review cycles with Central Plateau Cleanup Company staff.
- C. Address comments and revise documentation as needed.

**3.1 Acceptance Criteria**

- A. All deliverables meet project and industry standards for clarity, completeness, traceability, and auditability.
- B. Documentation enables effective use within the HLANCostPlan system.
- C. Final outputs are accepted and approved by Central Plateau Cleanup Company's project controls managers.

**3.2 Organizational Interfaces**

The Subcontractor shall interface with the CPCCo Contract Specialist, the Buyer's Technical Representative (BTR), various technical personnel, project personnel, and other Buyer personnel as required.

**3.3 Buyer Furnished Materials and Equipment**

Buyer will provide Subcontractor personnel with general turnaround office space with desk, phone and computer.

**4.0 TECHNICAL REQUIREMENTS**

Subcontractor shall perform in accordance with the Buyer's internal policies and procedures, quality assurance provisions, safety programs, laws, orders, permits, rules, confidentiality of information and intellectual property safeguards, including but not limited to EIA-748 Rev D.

**4.1 Work Location**

Subcontractor's resource(s) shall perform work scope at the CPCCo office located at 2620 Fermi Ave., Richland, WA.

**4.2 Access Requirements**

- A. All visitors should familiarize themselves with the [Hanford Visitor Orientation Booklet](#)
- B. A security badge is required to be worn at all times on the Hanford site and in Hanford buildings. Subcontractor shall know the [acceptable forms of identification](#) to obtain a security badge (reference the [Hanford Visitor Control webpage](#)).
- C. Access to specific Hanford buildings may require training. Subcontractor shall contact their assigned BTR to coordinate.

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**5.0 PERSONNEL REQUIREMENTS**

**5.1 Required Qualification**

Resource(s) must have related experience in performing all of the tasks outlined in Section 3.0. This can be demonstrated by a combination of education and experience.

- Minimum of a High School diploma
- Minimum experience of three (3) years demonstrated experience in DOE project controls, cost estimating or WBS development.
- Any years' experience of three (3) years' experience in baseline management systems, preferably HLANCostPlan or similar.

**5.2 Required Training**

- A. Buyer will provide training for site/building access to perform work scope.
- B. Failure to attend Buyer-scheduled training will result in the Subcontractor being subject to cancellation charges if not cancelled within 72 hours.
- C. Subcontractor shall obtain a charge code from the BTR and call 509-372-0335 or email [HMISTraining@rl.gov](mailto:HMISTraining@rl.gov) to schedule the following courses.
  - a. Hanford general Employee Training (HGET) Initial, Course 000001
  - b. CPCCo General Employee Training (CGET), Course 000006
  - c. General Hazard Analysis (GHA), Course 600644

**5.3 Security and Badging Requirements**

Buyer will provide Contractor task-specific or facility-specific training as required for site and facility access and safe performance of assigned tasks if needed.

- A. Subcontractor shall coordinate with the Contract Specialist to obtain a long-term badge and access to a link for the Credential & Identity Management System (CIMS) to securely enter PII for each badge request. The system will prompt each badge request to create a Hanford ID if first time user. The Subcontractor will be notified by the system when badge is ready to be issued. The badge holder shall review the acceptable/required forms of ID listed on the Visitor Control Site Access webpage, then pick-up badge at the Hanford Central Badging Office located at 1979 Snyder Street, Suite 135, Richland, WA 99354. For questions regarding badging, Subcontractor may call 509-376-3000 or email [badge@rl.gov](mailto:badge@rl.gov).
- B. Subcontractor will be required to submit to vehicle searches when entering the Hanford site at the Wye Barricade. Subcontractor shall review the prohibited articles before entering the Hanford site.
- C. Foreign Nationals shall not be considered for this scope.

**5.4 Site Access and Work Hours**

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Work shall be done on a 4 x 10 schedule. The standard workday consists of 10 hours of work between 6:00 AM and 4:30 PM, with one-half hour designated as an unpaid period for lunch. No work occurs on the non-working Fridays. If schedule alternative is required, Buyer's Technical Representative (BTR) will communicate to Subcontractor's point of contact.

#### **6.0 ENVIRONMENTAL, SAFETY, AND HEALTH REQUIREMENTS**

The quality level (QL) for this SOW is identified as zero (QL-0 General Services).

The Subcontractor 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 Subcontractor shall comply with, and assist Buyer in complying with, Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations, and directives.

#### **7.0 MEETINGS AND SUBMITTALS**

##### **7.1 Meetings**

Subcontractor shall schedule attend meetings for periodic progress necessary to achieve overall success. Meetings may be held at CPCCo offices or via Teams®.

#### **8.0 DELIVERABLES**

- 1) WBS Dictionary files for all WBS levels loaded into the HLANCostPlan system
- 2) BOE documentation for each activity loaded into the HLANCostPlan system
- 3) Cross-reference matrix linking WBS Dictionary entries and BOEs
- 4) Summary report of methodology and key assumptions
- 5) Participation in review and reconciliation sessions