

DEVELOPMENT OF WBS DICTIONARIES AND BOE SUPPORT

Buyer:

Central Plateau Cleanup Company
P.O. Box 1464 Mail Stop A7-05
Richland, WA 99352

Subcontractor:

Company
street
City, ST zip

Contract Specialist: Toree P. Conatore
Phone Number: 509-372-8441

Subcontractor Contact:
Phone Number:

Start Date:
Contract Type: Labor Hour (LHC)
Contract Value:

End Date:
Payment Terms: Net 30

Central Plateau Cleanup Company (Buyer)

Subcontractor Authorized Signature

Toree P. Conatore, Contract Specialist

Printed Name, Title

_____, _____

Printed Name, Title

XXXXXXX

Date Signed

Date Signed

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PART I – STATEMENT OF WORK

Attachment 1 – Statement of Work titled, *Development of WBS Dictionaries and BOE Support*, dated 5/20/26

END OF PART I – STATEMENT OF WORK

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PART II – FINANCIAL TERMS

1.0 SUBCONTRACT TYPE

This Contract is a Labor Hour (LHC) contract.

2.0 SUBCONTRACT VALUE

The estimated value of this Subcontract is a not to exceed ceiling of **\$TBD** including fee and applicable taxes.

3.0 PAYMENT SCHEDULE

In accordance with the provision of this Subcontract, Subcontractor shall be reimbursed for authorized and approved work in accordance with the following rates. Unless otherwise specified in the Contract, the labor-hour prices are fully burdened and firm for the duration of the Contract

Job Category **Billing Rate**

4.0 PRICING INSTRUCTIONS FOR CHANGE ORDERS/MODIFICATIONS

Buyer reserves the right to request a complete pricing breakdown, including certified or uncertified cost or pricing data as applicable, for any change orders or modifications that have an impact to the established Contract pricing.

5.0 ESTIMATED BILLING

The Subcontractor shall provide monthly to Buyer an estimate of the total cost incurred (invoiced plus cost incurred for the current fiscal month) from inception of the Contract through the current fiscal month end. This data shall be provided for each contract or task order release until all payments are received and each contract or task order release is complete. This data shall be provided electronically (preferred) each month, typically between the 12th and 16th of the month, through Hanford Vendor Registration, which displays a list of fiscal month end dates. For technical issues, email vendorregsupport@rl.gov.

As an alternative method, Subcontractor may submit monthly accruals via email to CPCCA@rl.gov by the 15th of each month. Use either the Microsoft® Excel® or Word version of the Monthly Contract-to-Date Cost Estimate Form found at <https://cpcco.hanford.gov/page.cfm/SubmittalsFormsDocs>.

6.0 INVOICING INSTRUCTIONS

6.1 Subcontractor Invoices

Invoices submitted to Buyer shall be submitted as follows. Failure to submit a proper and accurate invoice may result in reduction in payment, rejection or delay of the invoice

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until the required documentation is provided. Address invoicing requirement questions to the Contract Specialist.

6.2 General Requirements

1. The invoice shall be provided in accordance with Federal Acquisition Regulation (FAR) Part 32.905.
2. Each Contract, Task Order Release and Purchase Order shall be invoiced separately and in a timely manner with respect to the invoiced products or services.
3. Remittance will only be made to the remittance address on file for the Subcontractor. Invoices from third parties or with different remittance instructions or addresses will not be processed.
4. An Authorization for Electronic Funds Transfer (EFT) of Invoice Payments shall be on file with Buyer before EFT payments can be made.
5. Invoices will be paid according to the terms and conditions of the Contract unless substantiated evidence is obtained claiming Subcontractor is delinquent in payment to its Subcontractors. All future payments may be reduced or suspended by the Contract Specialist until validation is received from the Subcontractor verifying its Subcontractor payments are current.
6. Training Costs:
 - a. On fixed priced contracts, training cost(s) must be invoiced for the lump sum amount and do not require further supporting documentation.
 - b. On flexibly priced contracts, training cost(s) on invoice must include name, Hanford ID, date of training, and certificate of completion if available.
 - c. On fixed priced contracts that are invoiced intermittently or a percentage of the milestone (lump sum amount), training cost(s) on invoice must include name, Hanford ID, date of training, and certificate of completion if available.

6.3 Contracts for Services

1. For Labor-Hour or Time and Material contracts, refer to the Special Provisions 19 Labor Hour/time and Materials Contract Types, Section 5.0 Subcontractor Timekeeping Record Signature Requirement. Each invoice shall have timecard records signed by the employee and supervisor to correlate with the billed hours for that period. Each timecard shall identify the Labor Classification associated with the respective individual's name on each timecard.
2. The Job Category must be listed with the respective billing rate.
3. Service contracts shall not be invoiced more than once per calendar month unless otherwise agreed to by the Contract Specialist and documented herein.

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4. The total amount due for the billing period shall be clearly identified on all invoices; this amount shall be set apart from any cumulative amounts or subtotals.
5. The billing period (beginning date and end date) shall be clearly identified on all invoices.
6. Invoiced amounts, rates, other direct charges or travel shall be billed in accordance with the payment schedule based on the Contract type to be allowable for reimbursement.

6.4 Submittal

1. Invoices shall be submitted electronically via e-mail to Accounts Payable at CPCCAP@rl.gov and courtesy copy the Contract Specialist. The contract number and invoice number shall be in the subject line of the e-mail.
2. Invoices and supporting documentation (e.g., receipts, timesheets) shall be submitted electronically in Adobe® PDF format into one (1) single file. All supporting documentation shall be within the same file as the respective invoice. Submit only one file per invoice.
3. The contract number and invoice number shall be in the file name of the invoice PDF.

7.0 FINAL RELEASE AND CLOSEOUT

Subcontractor, after completion of work and receipt of final payment under this Contract, shall promptly execute and deliver a final release discharging the Buyer, the Government and their officers, agents, and employees of and from all liabilities, obligations and claims arising out of this Contract.

8.0 SPECIAL INSTRUCTIONS

8.1 Back Charges

Buyer reserves the right to back charge the Subcontractor for costs incurred by Buyer that are caused by the Subcontractor or Subcontractor's lower-tier Subcontractors in accordance with the contract *General Provisions*. In addition to the circumstances described in the *General Provisions*, the back charge may also result from the following:

1. Services performed by Buyer at the Subcontractor's request that are within Subcontractor's scope of work under the Contract.
2. Costs sustained by Buyer as a result of Subcontractor's non-compliance with the provisions of this Contract or Subcontractor's act of omission or negligence.
3. Costs incurred by Buyer to fix all defects, deficiencies or errors that appear in the Work during the warranty period.
4. Costs associated with Buyer support costs when work is interrupted by a Subcontractor-caused delay or equipment failure.

At Buyer's sole discretion and if circumstances allow, Subcontractor may be offered the opportunity to propose a fix or take mitigating actions to reduce the impact and total back

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charge. In the event that Subcontractor fails to take satisfactory action, Subcontractor's option to mitigate shall be withdrawn and Buyer will take appropriate action to cure the problem and back charge Subcontractor.

8.2 Work Hours

Subcontractor personnel providing professional and staff augmentation support under this Contract are expected to work the hours necessary to accomplish the task. This shall be taken into consideration when identifying job position and salary levels.

8.3 On-Site Reporting and Record Keeping

The Subcontractor shall submit each month a report of labor hours worked on site using the electronic Labor Hour Submittal Form, to document all hours worked on site by Subcontractor personnel (including Subcontractor personnel, if applicable) during the previous month in support of Buyer-supervised work activities. This monthly report of labor hours worked on site is due by the date indicated within the Labor Hour Submittal Form for each contract or task order release.

END OF PART II – FINANCIAL TERMS

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PART III – GENERAL TERMS, CONTRACT PROVISIONS & ATTACHMENTS

1.0 ATTACHMENTS INCORPORATED

The terms, provisions, forms, specifications, documents and attachments listed herein are hereby incorporated into and made a part of this Contract. Subcontractor is responsible for downloading or obtaining a copy from the Contract Specialist and complying with the applicable documents. Where available, hyperlinks are provided for downloading the referenced document.

- Attachment 1 – Statement of Work

2.0 ACCEPTANCE OF PROVISIONS, TERMS AND CONDITIONS

Subcontractor, by signing this Contract, delivering the supplies, or performing the requirements indicated herein, agrees to comply with all the Contract provisions, terms, forms, attachments, specifications and other documents that this Contract incorporates by reference or attachment. Buyer hereby objects to any provisions inserted into this Contract that are different from or in addition to those set forth by Buyer in the Contract.

3.0 CONTRACT PROVISIONS

Unless specifically replaced or revised in the body of this Contract, the clauses and referenced laws, rules and regulations in the General and Special Provisions applicable for this type of contract shall have the same force and effect as if written into the body of the Contract.

Subcontractor is responsible for downloading, reading and complying with the applicable provision revision identified below. Provisions are posted for downloading at <https://cpcco.hanford.gov/page.cfm/ContractProvisions>. A copy is also available from Buyer on request.

- 1) General Provisions, Revision 3 dated 1/28/25
- 2) Special Provisions 5, On Site Services, Revision 5 dated 1/23/25
- 3) Special Provisions 16, Representations and Certifications, Revision 5 dated 1/23/24
- 4) Special Provisions 19, Labor Hours (LH)/Time and Materials (T&M) Contracts, Revision 2 dated 1/16/24

END OF PART III – GENERAL TERMS, CONTRACT PROVISIONS & ATTACHMENTS

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PART IV – SPECIAL TERMS

1.0 ADMINISTRATION

1.1 Term of Contract

The term of this Contract shall commence on **10/1/25** and shall end on **9/30/26** unless extended by the parties or unless terminated by other provisions of this Contract.

1.2 Contract Correspondence

Buyer’s Mailing Address:

Attn: Toree P. Conatore
Central Plateau Cleanup Company
PO Box 1464 Mail Stop A7-05
Richland, WA 99352

Buyer’s Street Address:

Attn: Toree P. Conatore
Central Plateau Cleanup Company
2620 Fermi Avenue
Richland, WA 99354

1.3 Abnormal or Unusual Situations

In the event that there is an abnormal or unusual situation associated with this Contract work scope, the Subcontractor is to immediately contact the designated Contract Specialist or designated Buyer’s Technical Representative (BTR). If the Subcontractor is unable to contact either the Contract Specialist or the BTR, the Subcontractor is to contact the Buyer Emergency Operations Center at (509) 376-2900, which is available 24 hours a day, seven days a week, and provide them with: Contract Number, Contract Specialist’s name, BTR’s name and a short summary of the abnormal or unusual situation. If after making contact with Buyer, the Subcontractor is advised to suspend activities, the Subcontractor is not to proceed until such direction to proceed has been expressly issued by the Contract Specialist. If there is an emergency situation, the Contractor is to make the appropriate immediate emergency call to 911 or (509) 373-0911 for cell phones and then make the notifications to Buyer as set forth herein.

1.4 Authorized Personnel

Only the following named Contract individuals are authorized to make changes to this document:

- Contract Specialist, Toree P. Conatore
- Manager, Rayna R. Moe

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1.5 Subcontractor and Buyer Interface

Buyer and the Subcontractor will interface only through Buyer's Contract Specialist for clarifications and questions.

1.6 Other Interfaces

Additional Buyer contacts will be identified at the kickoff meeting.

1.7 Designation of Technical Representative

The designated Buyer's Technical Representative (BTR) for this contract is:

- TBD

The BTR is responsible for monitoring and providing technical guidance for this Contract and shall be contacted regarding questions or problems of a technical nature. The BTR is also responsible for appropriate oversight of Subcontractor's personnel while on site and the interface between Subcontractor and other Buyer organizations supporting Contract performance. Authority of the BTR and supporting organizations is limited to providing technical direction within the scope and provisions of this Contract.

The BTR may not direct work or authorize any change outside of the written Contract and Contract provisions. The BTR does not possess any explicit, apparent or implied authority to modify the Contract. When in the opinion of the Subcontractor, the BTR requests or directs efforts outside the existing scope of the Contract, Subcontractor shall promptly notify the Contract Specialist in writing. No action outside the scope of the Contract shall be taken until the Contract Specialist makes a determination and/or modifies the Contract. In no event, will an understanding or agreement, modification, change order, or any deviation from the terms of this Contract be effective or binding upon Buyer unless formalized by proper Contract documents executed by the Contract Specialist.

1.8 Proprietary Data Submittals

If Subcontractor submits any data as part of their Contract that is considered by the Subcontractor to be "Proprietary Data" for either the document transmitting the data or the document containing the data, the items shall be boldly marked indicating that the data included in considered to be proprietary.

1.9 Contract Change Request

The Subcontractor shall submit formal requests for changes to the scope, schedule or cost of this contract using the *Contract Change Identification Form* (change form). The appropriate portions of the change form shall be completed by the Subcontractor. A red-lined mark-up of the Statement of Work or Specification showing where the proposed changes fit within the scope shall be attached, if applicable. The change form numbering shall be left blank and assigned by Buyer upon receipt. Buyer will complete an evaluation, provide a disposition and determine additional actions required/appropriate. The purpose of the change form is to facilitate formal communications when necessary.

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1.10 Work Schedules and Holiday

Daily work schedules and facility operations are not consistent on the Hanford Site. Buyer and some other organizations are working a 4x10 schedule and others observe alternate Friday closures. Accordingly, Subcontractor is responsible to understand and plan to support the work schedule required for this specific Contract and/or work location. Before scheduling work on site and/or deliveries, the Subcontractor shall make specific schedule arrangements with Buyer, BTR, Facility Manager, Delivery Warehouse Manager, Building Manager, etc. Buyer will not be liable for the cost of any delays, demurrage, layover, extra travel days, etc. which result from Subcontractor's failure to plan for and obtain specific schedule concurrence in advance.

1.11 Foreign National Notification and Approval

The Subcontractor, regardless of work location, shall obtain Buyer's approval prior to providing any Foreign National (non-U.S. citizen) access to any Department of Energy (DOE)/Buyer sites, programs, information and technologies under this Contract. Prior approval is also required for Subcontractor-hosted meetings where Foreign National(s) will be present (in person or virtually). Foreign National requests will be processed in accordance with DOE Order 142.3B Chg 1 (LtdChg), *Unclassified Foreign Visits and Assignments Program*. Subcontractor travel outside the United States for the purpose of performing work under this Contract shall be approved in advance by Buyer. Foreign travel will be reviewed and processed in accordance with DOE Order 551.1D Chg 2 (Minor Revision), Official Foreign Travel.

1.12 Former Buyer Team Employees

The Subcontractor is required to identify to Buyer as part of the proposal or in advance of performance when any former employee of the Buyer Team, who left the Team within 12 months of the new award, is proposed to work on a staff-augmentation basis under the Contract or Task Order Release. Buyer reserves the right to not subcontract with the individual(s).

2.0 DEFINITIONS

There are no special definitions applicable to this Contract.

3.0 ASSUMPTIONS

There are no special assumptions applicable to this Contract.

END OF PART IV – SPECIAL TERMS

END OF CONTRACT