



**STATEMENT OF WORK
ISMS Phase 2 Readiness Review Support**

Revision 0
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Prepared by: Lynn Nye

STATEMENT OF WORK

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1.0 INTRODUCTION / BACKGROUND

This contract is issued to obtain services in support of **Integrated Safety Management System (ISMS) Phase 2 Readiness Review** in support of Central Plateau Cleanup Company (CPCC) ISMS Phase 2 declaration of readiness to the Department of Energy (DOE) for the period February 14, 2022 through April 24, 2022. 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

Contractor employee(s) shall provide technical services to support CPCCo in development of the ISMS Phase 2 review plan, leadership in performance of the review, and development of a final report. Contractor resources shall be responsible for assisting in planning, organizing, and performing a wide variety of specialized administrative/technical duties and in-field observations in support of the successful completion of deliverables and in accordance with all provisions of the contract.

It is expected that the services shall consist of up to 3 individuals, and an estimated 200 hours per person. Individual(s) will perform work both via teleworking and on-site visits, as needed, for interface with the primary ISMS program lead, ISMS team participants, and associated field work. CPCCo will provide additional team members to support this activity.

3.0 DESCRIPTION OF WORK – SPECIFIC

The work scope for this activity includes the resources, oversight, material and/or equipment necessary to perform the required services in accordance with the requirements herein. The contractor shall assign qualified personnel such that the technical and administrative requirements of the Statement of Work are met.

Contractor resource(s) shall lead a CPCCo supported ISMS Phase 2 readiness review of the implementation of CPCCo's ISMS Program. The scope of this review includes work performed across the CPCCo to include activity level work planning and control, and will incorporate a review of project management, and the following Safety Management Program areas/ functions as described in HNF-11724, CH2M HILL Plateau Remediation Company Safety Management Program (currently under revision to reflect change to CPCCo): Radiation Protection, Fire Protection, Maintenance, Procedures, Training, Conduct of Operations, Quality Assurance, and Emergency Preparedness.

3.1 Task Description

The work products and services to be provided, including any specific CPCCo standards and requirements, required for the successful completion of this work activity includes:

- **Task 1 (First Submittal):**

Develop a Phase 2 Review Plan using appropriate criteria review and approach documents (CRADs) provided in DOE G 450.1C, Integrated Safety Management System Guide, in the development of lines of inquiry. Included in this activity is support to CPCCo leadership in the development of the scope of the review, taking into consideration feedback from DOE. Comments will be incorporated into a final Phase 2 Review Plan (deliverable discussed in Section 8.0). The scope statement/description will be incorporated into the Phase 2 Review Plan. Submittal includes a draft Phase 2 review plan for review and concurrence by CPCCo management.

- **Task 2 (Second Submittal):**

Provide team lead and senior advisor support in the conduct of the review. This activity includes interviews with line management, operations, and operations support personnel, observation of work performed, and interface with DOE Points of Contract, participation in field observations, and regular (daily) team meetings to discuss results and address issues identified during the day. Also included in this submittal, working with the ISMS program owner, provide guidance, leadership, and any needed training to team members / support staff assigned to support the review. Submittal includes a documented path forward.

- **Task 3 (Third Submittal):**

Develop final report of the ISMS phase 2 review. Submittal includes a copy of a draft report for management review and comment. Comments will be addressed in the final Phase 2 Review Report (deliverable discussed in Section 8.0).

3.2 Special Requirements

None.

3.3 Acceptance Criteria

Work products and services provided shall meet all applicable CPCCo procedures for control and review of work products and pertinent regulatory requirements, as required by this contract and incorporated provisions.

3.4 Organizational Interfaces

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

- Buyer's Technical Representative (BTR): Lynn Nye
(509) 528-3519
Lynn_S_Nye@rl.gov
- CPCCo Technical or Other Interface: Megan Proctor
(509) 373-2874
Megan_L_Proctor@rl.gov

3.5 Work Not Included

N/A

3.6 Buyer Furnished Materials and Equipment

The CPCCo will furnish the following materials, equipment and facilities at no cost to the Contractor for use in performing this work scope: CPCCo will provide Contractor personnel with general turn-around office space with desk, phone, and computer when performing services on-site.

3.7 Site Conditions and Known Hazards

Contractor site coordination and interface requirements include communicating/coordinating all field work with the applicable CAM/PM/BTR or designee, ensuring adequate training and work document release is obtained prior to starting work.

The site conditions and/or known hazards are listed below. If any additional hazards exist for a specific task, they will be identified within that task.

- Falls
- Overhead lines
- Biohazards and vermin
- Uneven walking surfaces
- Ergonomic hazards
- Lifting
- Falling objects
- Noise sources
- Elevated work surfaces
- Sharp objects
- Heavy equipment
- Radiological

3.8 Site Coordination Requirements

See section 3.7

4.0 TECHNICAL REQUIREMENTS

Contractor will perform in accordance with the terms and conditions of this contract, CPCCo 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)

Work will be performed at the Contractor's facilities and at the Hanford site. Site visits will be required for performing field reviews and coordination activities. The Contractor must be prepared to make periodic visits to Hanford Site locations (e.g. Federal Building, 200 East/West Area, 300/400 Area, etc.)

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualification

- A. Minimum education level of a Bachelor's degree
- B. Direct experience in development of approach and performance of ISMS Phase 1 and Phase 2 certification activities.
- C. Must have prior experience at DOE sites.

The Contractor is expected to provide appropriately trained and qualified staff to perform the type of work associated with their skill of craft at the Hanford site. CPCCo shall provide Contractor staff task or facility specific training as required for site and facility access and safe performance of assigned tasks. Testing requirements for personnel who will be working in substance Testing Designated Positions.

5.2 Security and Badging Requirements

For any on site work, general site access badging is required. Special clearance requirements will be provided, if applicable.

5.3 Site Access and Work Hours

Work will be done on a 4 x 10 schedule. The standard workday shall consist of ten (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 BTR will communicate to 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 CPCCo 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 \(On-Site Services\)](#) should be followed.

7.0 MEETINGS AND SUBMITTALS

7.1 Meetings

Contractor shall schedule and/or attend meetings, including initial kickoff meeting and periodic progress meetings, necessary to achieve overall success. Meetings may be held remotely at the Contractor's local office, or CPCCo offices, including work site locations.

7.2 Submittals

Contractor shall submit the following documents on a weekly basis after award. 1. Weekly Report - The Contractor shall provide Buyer with a Weekly Activities Report identifying detailed work activities performed for the week: by name/hours worked and company and, if applicable, any detailed problems or issues in completing assigned work. Weekly Activities Reports shall be submitted to the BTR by Monday at 10:00 a.m. each week documenting the previous week's activities. Additionally, the Weekly Activities Reports will be submitted as an attachment to each invoice. Submission of Weekly Activities Reports is required until the contract work is completed. A Weekly Activity Report will be submitted on weeks where no work has been done.

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

Deliverables include:

- a. ISMS Phase 2 declaration readiness review plan, to include applicable CRADs/LOIs.
- b. A final Plan for providing the review team any needed briefing/training to support participation on the ISMS Phase 2 readiness review.
- c. Final report, documenting results, including issues and areas for improvement, of the Phase 2 readiness review.

Other reports as may be deemed necessary for issue resolution and/or progress monitoring by the BTR.