

## STATEMENT OF WORK EARNED VALUE MANAGEMENT SYSTEM CERTIFICATION SUPPORT

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Revision 0

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### 1.0 INTRODUCTION / BACKGROUND

This contract is issued for the performance of *Earned Value Management System Certification Support* in support of Central Plateau Cleanup Company (CPCCo) work scope. 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 be responsible for independently planning, organizing and performing a wide variety of non-hazardous specialized administrative/technical duties in support of the successful completion of goals and deliverables and in accordance with all provisions of the contract.

### 3.0 DESCRIPTION OF WORK – SPECIFIC

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

1. Contractor will participate in White and Black Hat reviews, and creating story boards for the EVMS in-brief presentation.
2. Contractor will assist with addressing comments from the DOE Earned Value Management System review.

#### 3.1 Task Description

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

1. Participate in White and Black Hat reviews, will include 10 White Hat and 10 Black Hat
2. Create story boards for the EVMS in-brief, will include 10 story boards
3. Contractor will assist with addressing comments from the DOE Earned Value Management System review.

#### 3.2 Special Requirements

There are no special requirements for this scope of work.

#### 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.

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#### **3.4 Organizational Interfaces**

The Contractor shall interface with various CPCCo (and other) organizations through the assigned Buyer's Technical Representative (BTR) or CPCCo Contract Specialist (or designee), as required, proposed, coordinated, and/or authorized.

#### **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:

- Access to computers, office supplies, plotters, and printers in turn around offices at CPCCo facilities, as required.

#### **3.7 Site Conditions and Known Hazards**

The site conditions and/or known hazards are minimal; all work will be administrative in nature, primarily offsite at Contractor facilities.

#### **3.8 Site Coordination Requirements**

Contractor site coordination and interface requirements will be facilitated through the BTR and/or the CPCCO Contract Specialist. When the Contractor requires a facility visit, the Contractor shall make the request in advance to allow time for access to be arranged. Reporting requirements will be established by the BTR/Project Manager upon award.

### **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 location is expected to be primarily at CPCC facilities and using CPCC office facilities. Occasional offsite work may be performed to meet schedule requirements. No travel or travel-related expenses are expected.

### **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 expertise and assignments at the Hanford site.
- B) CPCCo shall provide Contractor staff task or facility specific training as required for site and facility access and safe performance of assigned tasks.
  - **Senior EVM Specialist** –

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- 1) Minimum of 20 years of leadership
- 2) Documented hands-on earned value management systems (EVMS) experience in project controls, program management, training and business management in government and/or commercial environments. Expert level knowledge/experience with the following:
  - ✓ DOE O 413.3B, Program and Project Management for the Acquisition of Capital Assets
  - ✓ EIA-748D, Earned Value Management Systems
  - ✓ National Defense Industrial Association (NDIA), Earned Value Management Systems EIA-748-D Intent Guide
  - ✓ PM-30 Desktop Instruction: Earned Value Management System (EVMS) Compliance Protocols.
  - ✓ DOE-PM-SOP-04-2018, Earned Value Management Systems Compliance Review Standard Operating Procedure (ECRSOP) (or latest version)
  - ✓ Demonstrated experience evaluating schedule health and schedule compliance against EVM requirements.
  - ✓ P6, Deltek Acumen, COBRA experience required, Sage desired.

#### 5.2 Security and Badging Requirements

For any on site work, general site access badging is required.

#### 5.3 Site Access and Work Hours

The standard CPCCo workday consists of ten (10) hours of work between 6:00 AM and 4:30 PM. The Contractor is expected to meet schedule requirements set forth by the BTR for work performance; integration with CPCCo schedule for collaboration, meetings, and required communication is expected.

#### 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](http://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

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Contractor shall participate in the following meetings:

- 1) Inbriefs as required, 10 per week
- 2) Outbriefs as required, 10 per week
- 3) Contractor will assist with addressing comments from the DOE Earned Value Management System review.

**7.2 Submittals**

None.

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

<b>Deliverables:</b>
1. 10 White Hat Reviews
2. 10 Black Hat Reviews
3. Create 10 story boards for the EVMS in-brief.
4. Contractor will assist with addressing comments from the DOE Earned Value Management System review.