

**PART I – THE SCHEDULE**

**SECTION C  
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 PERFORMANCE WORK STATEMENT (NOV 2004) ..... 3**  
    **1.0 SCOPE..... 3**  
    **2.0 PERFORMANCE WORK STATEMENT OBJECTIVES ..... 4**  
    **3.0 RELATED SERVICES (NOV 2004) ..... 10**  
    **4.0 EQUIPMENT AND FACILITIES (NOV 2004) ..... 10**  
**C.2 REPORTING REQUIREMENTS (NOV 2004)..... 10**

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## PART I – THE SCHEDULE

### SECTION C DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

#### C.1 PERFORMANCE WORK STATEMENT (NOV 2004)

##### 1.0 SCOPE

The Contractor shall manage and direct programs of the Oak Ridge Institute for Science and Education (ORISE), an organization responsible for promoting a broad spectrum of programmatic activities that are supportive of the DOE mission. The Contractor provides technical and program management services to DOE, and also conducts reimbursable work for other Federal and non-Federal entities in accordance with applicable Federal statute, such as Section 33 of the Atomic Energy Act and the Economy Act, in the areas of science and education and maintains certain research, training, educational, and support facilities provided by the Government and/or Contractor. The primary activities include:

1. Illness and injury surveillance
2. Independent environmental assessment and verification
3. Radiation accident management
4. National security and emergency management
5. Professional and technical training
6. Science education programs
7. Scientific and technical resource integration

This Performance Work Statement reflects the Contractor's responsibility to develop and implement innovative approaches and adopt practices to foster continuous improvement in accomplishing ORISE's mission. ORISE programs are carried out in conjunction with academia, other DOE facilities, and other Government agencies and are performed in Government and /or Contractor facilities principally located in Oak Ridge, Tennessee. The Contractor provides integrated line management of multiple programs with the appropriate resources and support to assure delivery in the most cost effective manner.

Specific tasks to be performed by the Contractor in supporting the Performance Work Statement objectives will be assigned in accordance with the requirements of the clause in Section H entitled "Work Authorization Control System."

Performance expectations encompassing the Performance Work Statement are categorized in the clause in Section H entitled "Performance Expectations," and will be utilized by the DOE as a means for evaluating and improving Contractor performance.

NOTE:  
See M020.

## 2.0 PERFORMANCE WORK STATEMENT OBJECTIVES

The purpose of this performance-based contract is to provide management and direction of programs through ORISE that maintain and advance science and education capabilities supporting DOE's strategic goals in the areas of defense, energy, science, and the environment. The contract objectives and activities include, but are not limited to, the following:

- 2.1 Illness and injury surveillance** – Provide DOE and the scientific community with important information on the long-term health outcomes of current and former workers.

Surveillance of the health of current DOE workers and former DOE beryllium vendor employees through the systematic collection, analysis, and interpretation of data; maintenance of medical data and exposure information in the DOE Data Center; investigation of health effects by tracking the medical history of workers and analyzing the possible effects of exposure; and providing technical support to the DOE Human Subject Protection Program, DOE Beryllium Registry, and Institutional Review Boards.

Specific tasks in support of these activities require ORISE to:

- 2.1.1** Provide technical assistance for illness and injury surveillance and in evaluation of worker health issues through:
- 1) Data receipt, management, and quality assurance
  - 2) Report production
  - 3) Technical assistance to sites
  - 4) Assistance on special requests and reviews (quick response)
- 2.1.2** Provide technical assistance for DOE Human Subject Policy implementation through:
- 1) Administrative assistance
  - 2) Distribution of information and guidance
  - 3) Identification and attainment of technical assistance
- 2.1.3** Maintaining the Human Subject Research Database, including:
- 1) Tracking data submission, requesting feedback, and conducting Internet postings
  - 2) Writing articles and giving presentations
  - 3) Coordinating research of ethical issues and new requirements
- 2.1.4** Facilitate electronic reporting of data for the DOE Beryllium Registry by:
- 1) Collecting, checking, and reporting data condition
  - 2) Accepting, processing and loading data

- 2.1.5** Operation of Institutional Review Boards by:
- 1) Arranging meetings and maintaining records and minutes
  - 2) Providing education to members
  - 3) Coordinating selection of new members as needed
- 2.1.6** Operation of a beryllium testing laboratory for performance of Lymphocyte Proliferation Tests to screen individuals for beryllium sensitivity through:
- 1) Sample receipt, management, analysis, and disposal
  - 2) Data management and process quality assurance
  - 3) Communication of results
- 2.1.7** Operation of the Radiation Exposure Monitoring System through:
- 1) Data receipt, management, and quality assurance
  - 2) Report production
  - 3) Storage and maintenance of approximately 400,000 worker medical and exposure records in a facility meeting DOE's requirements for fire safety, security and confidentiality

- 2.2** Independent environmental assessment and verification – Support decontamination and decommissioning of radioactively contaminated sites.

Conduct environmental characterization and independent verification of cleanup of radioactively contaminated sites, develop and disseminate analyses and remediation techniques throughout the DOE complex, and provide professional health physics, regulatory compliance, and technical program support.

Specific tasks in support of these activities require ORISE to:

- 2.2.1** Perform environmental radioactive characterization activities including:
- 1) Field investigation
  - 2) Sampling and analysis
  - 3) Report preparation
- 2.2.2** Perform independent verification activities related to contamination elements described in the end point specifications for each project by:
- 1) Providing all labor, equipment, subcontracting, and materials for verification activities
  - 2) Obtaining direct and indirect measurements for contamination including laboratory analysis

- 3) Interpreting self-derived data and data submitted by the entity responsible for the cleanup of radioactively contaminated sites versus defined relative endpoints
- 4) Developing a work plan, sample analysis plans, and reports (both interim and final)
- 5) Submitting verification reports and identifying deficiencies in the activities performed by the entity responsible for cleanup of radioactively contaminated sites

- 2.2.3** Provide professional health physics, regulatory compliance, and technical program support by:
- 1) Evaluating detection instrumentation for functionality
  - 2) Assessing technical support documents, including “As Low As Reasonably Achievable” (ALARA) analysis and dose assessment information

- 2.3** Radiation accident management – Provide expertise in the medical management of radiation accidents or incidents.

Operate the Radiation Emergency Assistance Center/Training Site (REAC/TS), a dedicated DOE facility located in Oak Ridge, Tennessee.

Specific tasks in support of this activity require ORISE to:

- 2.3.1** Provide a 24-hour response to calls for assistance for medical care of radiation accident victims by:
- 1) Conducting medical and radiation triage, decontamination chelation therapy, assessment of injuries, and dose assessments
  - 2) Maintaining equipment to provide medical education, advice, and assistance
  - 3) Providing technical continuing education courses in-house and off site to medical and health physics personnel
  - 4) Participating in the planning and conduct of emergency preparedness exercises and drills
  - 5) Evaluating new developments in chelation therapy
- 2.3.2** Provide programmatic clinical expertise and resources to:
- 1) Develop and implement techniques for clinical evaluation and treatment
  - 2) Maintain and improve REAC/TS Radiation Accident Registries
  - 3) Maintain reporting to FDA for Investigational New Drug Applications
  - 4) Participate in occupational medicine meetings and symposia
- 2.4** National security and emergency management – Support preparation and execution of DOE’s emergency response assets.

Manage and conduct programs, studies, research, exercises, and/or training in areas such as radiological/nuclear incident management, emergency preparedness and response, and provide technical and programmatic assistance in addressing human behavior that impacts personnel security.

Specific tasks in support of these activities require ORISE to:

- 2.4.1** Support national security by providing technical and analytical support to radiological/nuclear incident management through:
- 1) Development, conduct, and after action tracking of emergency response exercises
  - 2) Conduct of activities necessary to ensure that qualified technical and professional personnel, specialized equipment, and the readiness of Nuclear Incident Response Team (NIRT) capabilities are maintained (these activities are to be conducted primarily in Washington, DC)
- 2.4.2** Provide technical and analytical support for emergency management and response activities through:
- 1) Review of emergency management directives, guidance, standards, and rulemaking
  - 2) Support of training and specialized emergency management studies
  - 3) Technical and analytical support for development and implementation of evaluation criteria for emergency management programs
  - 4) Support for the development of Emergency Response Planning Guidelines and review of Acute Exposure Guidelines levels
  - 5) Support of development of biological guidelines
  - 6) Support of development of hazard assessments and consequence assessment toolboxes
  - 7) Support to the Oak Ridge Joint Information Center
- 2.4.3** Provide technical and programmatic support for the Center for Human Reliability Studies, a DOE Center for Excellence, through:
- 1) Research and development of position papers on issues affecting DOE's Human Reliability Program (HRP) and/or personnel security process
  - 2) Evaluation of HRP reporting criteria
  - 3) Revision of HRP refresher and briefing materials
  - 4) Serving as technical liaison with other similar agencies having human reliability programs
  - 5) Conduct of peer reviews of proposed research involving other governmental agencies

- 6) Assistance in early identification, assessment, intervention, referral, and follow-up of violence in the workplace
- 7) Performance of psychological evaluations, assessments, and requirements
- 8) Development of employee assistance and substance abuse programs and assessments
- 9) Evaluation of methodologies and intervention tools

**2.5 Professional and technical training** – Support DOE’s operational commitment for protection of workers, the public, and the environment.

Manage, conduct, and develop hands-on laboratory-based training in the areas of health physics, medical health physics, environmental monitoring and radiological surveys in support of decommissioning. Manage and conduct studies and analyses to identify and assess the effectiveness of methods used to communicate information on health hazards. Develop training, public outreach, or educational materials that help DOE to inform stakeholders about the level of risk associated with specific hazards.

Specific tasks in support of these activities require ORISE to:

- 2.5.1** Conduct focus groups, surveys, interviews, and other activities that support formative research
- 2.5.2** Develop, implement, and evaluate health education and communication materials for specifically targeted audiences utilizing outreach documents, electronic media, and other communication tools
- 2.5.3** Assess training needs and resulting development, delivery, and evaluation of training programs and materials
- 2.5.4** Assist in activities for communicating health or crisis information, including development of communication plans, training, and moderation, organization, and development of proceedings for public meetings and stakeholder involvement activities.
- 2.5.5** Provide assistance to perform evaluations of projects and communication effectiveness

**2.6 Science education programs** – Conduct workforce development programs to ensure availability of future scientists and engineers.

Manage scholarship, fellowship, internship, and research participation programs at the student, graduate, and faculty levels for research and



training opportunities at DOE facilities in areas related to the mission of DOE.

- 2.6.1** ORISE will conduct and/or support these programs by:
- 1) Developing and implementing procedures for recruiting applicants, with emphasis on recruitment of participants who are under represented in science and technical fields
  - 2) Preparing and distributing position and/or program announcements and conduct on-campus visits
  - 3) Handling administrative activities related to selections, appointments, stipends, and travel reimbursements
  - 4) Conducting associated activities complementary of research and training, such as the annual DOE Graduate Student Awards for the Lindau Meeting of Nobel Laureates and Students
- 2.6.2** In support of development of programs for the current and future workforce by academia and the Federal government, ORISE will also conduct labor trends research and provide follow-up studies to current science education. ORISE will collect, compile, and disseminate data.

- 2.7** Scientific and technical resource integration – Facilitate collaboration between academia and DOE to advance scientific research and education, focus research efforts, and promote quality of DOE-funded research.

Manage, coordinate, and conduct cooperative research jointly funded by DOE and universities or industry allowing university faculty, students, and industrial researchers to conduct research at and with the unique scientific facilities of DOE or others. Coordinate peer and merit reviews of DOE research proposals, ensuring an independent and objective process for recommending particular research activities for DOE.

- 2.7.1** In supporting these activities, research will be conducted at Oak Ridge National Laboratory through the University Radioactive Ion Beam Consortium, which is organized within ORISE's administrative and fiscal structure. ORISE will also coordinate placement of scientists, faculty, and students in research programs at DOE national laboratories and facilities.
- 2.7.2** Technical assistance through peer and merit reviews will include the following:
- 1) Coordination and conduct of peer and merit reviews and other technical activities for research applications and proposals
  - 2) Identification of experts within academic, private, and national laboratory communities and maintenance of database of such

- 3) Collection and documentation of comments and recommendations and development of reports
- 4) Coordination of mission-related workshops, committee activities, program reviews, meeting summaries, and reports
- 5) Implementation of process improvements and other review related assistance as required

The Proposal Evaluation and Electronic Review (PeerNet) software, copyrighted by ORISE, provides a standardized model to support these activities.

### **3.0 RELATED SERVICES**

In addition to the services specifically described in the Performance Work Statement, the Contractor shall perform services as directed by DOE under this contract which are related to the missions of DOE and are within the special scientific and technical capabilities of the Contractor, using existing facilities and capabilities, for DOE, other DOE contractors, and other Federal agencies and non-Federal entities in accordance with policies and procedures established by DOE.

### **4.0 GOVERNMENT-FURNISHED PROPERTY AND FACILITIES**

The Contractor will be responsible and accountable for all Government property provided under the contract. A list of all Government-furnished and acquired property is included in Section J, Attachment B.

The Contractor will be responsible for the operation and maintenance of government-furnished facilities. A list of Government-furnished facilities provided under this contract (including the square footage and a general description of the work that is performed in these facilities) is included in Section J, Attachment C. Government-furnished facilities shall be used to conduct the same activities that are currently conducted at those facilities. The Contractor shall optimize the effective use of Government-furnished facilities.

### **C.2 REPORTING REQUIREMENTS (NOV 2004)**

Reports shall be submitted in accordance with Section J, Attachment A, Reporting Requirements. Other reports may be required and shall be prepared and submitted in accordance with DOE guidance.