

**ATTACHMENT A**

**Contract Management Plan  
for  
Work Funded by the  
American Recovery and Reinvestment Act of 2009**

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*River Corridor Closure Contract*  
**Contract Number: DE-AC06-05RL14655**

**11/2/2009**



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**1. Recovery Act Work Summary**

**a. Project Summary**

**1.a Project Summary**

The project description relating to the Recovery Act workscope under this contract is described in the ARRA Project Operating Plans (POP) for the Richland Operations Office.

**b. Work Scope**

**1.b Recovery Act Work Scope**

The work scope to be completed under the Recovery Act is defined by separate contract line item number (CLIN) in Section B of the contract.

**c. Facilities**

**1.c. Facilities**

Facilities affected by Recovery Act work are identified by the workscope contained in the new Recovery Act CLIN(s) identified in Section B of the contract, and associated Section J Attachment.

**d. Major Goals**

**1.d Major Goals**

Major goals for the Recovery Act workscope are addressed in the ARRA POP for the Richland Operations Office.

**e. Place of Performance**

**1.e Place of Performance**

All work performed under this contract will be accomplished at the U.S. DOE Hanford Site, located near Richland, Washington.

**f. Dependencies and Interfaces**

**1.f Dependencies and Interfaces**

Dependencies and interfaces for the Recovery Act workscope are addressed in the ARRA POP for the Richland Operations Office.

g. Recovery Act Compliance

1.g. Recovery Act Compliance		
Approving Official	Date	Explanation (If applicable)
Contracting Officer	4/8/09	Details are provided in the Contracting Officer's Scope Determination

h. Required Contractual Actions and Schedule

1.h-1 Contract Modifications and Work Authorizations	
Milestones	Date
Approved Scope Determination	4/8/09
Undefinitized Contract Mod/Work Authorization	4/9/09
Receipt of Proposals	6/4/09
Completed Pre-Negotiation Memo (PNM)	9/14/09
PNM Approval	9/21/09
Negotiated Modification	9/30/09
Definitized Contract Mod/Work Authorization	9/30/09

2. DOE Contract Management Organization

a. Senior Officials

2.a. Senior Officials	
Position	Name of Individual and Title
Senior field office manager for environmental management work	David A. Brockman, Manager, Richland Operations Office
Senior field office manager for contracting activities	Ronnie L. Dawson, Director, Procurement Division, Richland Operations Office

For additional names and titles of DOE officials, reference the [RL Org Chart](#).

b. Contract Management Team

2.b. Contract Management Team Members		
Name of Individuals	Title/Organization	Responsibility
The Contract Management Team Members are addressed in Section 3.0, "Identification"		

*of Key Contract Management Team Members including Authorities and Limitations” of the body of this Contract Management Plan.*

**c. Contract Management Team Responsibilities**

<b>2.c. DOE Contract Management Team Responsibilities</b>		
<b>Activity</b>	<b>Date Completed</b> (Actual or Projected)	<b>Explanation</b> (If Applicable)
The Contract Management Team Responsibilities are addressed in Section 3.0, “ <i>Identification of Key Contract Management Team Members including Authorities and Limitations</i> ” of the body of this Contract Management Plan.		
EM Obligation Fund Checklist	3/24/2009	Checklist includes readiness review activities and documentation required for obligation of ARRA funds. Also refer to section 4b of this attachment.
Creation of charter for Recovery Act Program Manager (RAPM) Team	3/2009	2009 Charter for RAPM.doc
Update of Delegation	3/2009	Email received by Jon Peschong from Greg Jones with confirmation of delegation. Also refer to IPP for Jon Peschong, RAPM
Individual Performance Plan updates Action #0905061112	5/29/2009	Action was completed by Annette Erdman.
Support Services Plan	4/30/2009	Plan created by Doug Aoyama, Deputy, Assistant Manager for Administration. AARA GSSC-PD Support.xlsx and Support Services plan tasks are ongoing.
Team Kickoff	3/31/2009	Jon Peschong, RAPM, facilitated the kickoff meeting to address ARRA startup activities to be discussed and new actions to be tracked for the CMT.
Monitoring of ARRA progress	Ongoing	Monitoring of ARRA progress is performed on POPs and Key Performance (KPPs) by assigned Senior Level resources supporting the FPDs and RAPM, and documented through contractually obligated ARRA weekly and monthly statistical and dashboard reporting by the contractors. Reports are sent to and reviewed by a single ARRA point of contact, RAPM Reporting. RAPM then forwards the reported data to HQ

		and IPABS. A new integration task is in progress to dynamically generate the weekly reports from project data, and create monthly data and dashboard reports including storage of ARRA photos and video showing progress via a web server.
Tracking ARRA requirements	Ongoing	Tracking of new and ongoing ARRA requirements performed by ARRA Administration. Requirements are tracked by the RAPM in an existing database.
Reporting of ARRA dollars and metrics	Weekly/ Monthly	Reporting of ARRA funds allocation and project metrics are performed by RAPM and entered into IPABS. Additionally, reporting to EMRAP is provided on a monthly basis.
Written guidance to contractors and updates of Contracts to address scope and reporting needs of ARRA	Ongoing	Original contract guidance and updates are provided by RL Contracting Officer. Ongoing reporting direction continues from EM and OMB resulting in further contract updates and written guidance to contractors.
Update of Project Controls procedures to incorporate ARRA information management	Ongoing (Completion targeted 9/2009)	Desktop instruction is currently being drafted by RL's Project Integration and Control Division to address ARRA reporting criteria.
Update of communications plan activities to address ARRA guidance	6/2009	RL's Office of Communication (COM) currently manages an ARRA Communications Activity Matrix that tracks and manages tasks relative to ARRA communications.
Assessments of ARRA activity completion.	Ongoing	RAPM will be conducting ARRA project assessments based on CFO-ORM Self Assessment Template. Once the initial assessment is complete, all remaining risk assessments will be conducted through the Risk Registers. Assessments of ARRA requirements completion is completed by RAPM team members and documented in the Requirements Database.
DOE & Contractor ARRA Status Meetings	Weekly	Meet weekly to discuss items above, actions & performance status, new and ongoing issues, etc.

**d. Contract Management Resources**

**2.d. Contract Management Team**

<b>Organization</b>	<b>Shortfalls</b> (Number of DOE and contractor support personnel)	<b>Mitigation Actions</b> (Reassignments, hiring, and support contracting)	<b>Explanation</b> (Consequences if mitigation actions not taken)
Contract Management Team resources for the Recovery Act workscope are addressed in the <u>ARRA POP</u> for the Richland Operations Office.			

### 3. Contract Management Team Coordination

#### a. Coordination Process

<b>3.a. Coordination Process</b>				
<b>Type of Meeting</b>	<b>Meeting Objectives and Agenda</b>	<b>Meeting Owner</b>	<b>Date or Frequency</b>	<b>Required Attendees</b>
The Contract Management Team Coordination process is described in the Contract Management plan section 4.0, " <i>Contract Management Team Coordination</i> ".				
Currently held meetings are as follows:				
Issues/Action/Status	ARRA Startup meeting with contractors. Coordinate, status, discuss and resolve weekly action items related to implemented ARRA	Peschong	Weekly	Contractor and DOE CMT team
Issues/Action/Status	ARRA Startup meeting without contractors. Coordinate, status, discuss and resolve weekly action items related to implemented ARRA internal to DOE	Peschong	Weekly	RAPM (CMT) team
Kickoff	RAPM Team meeting Kickoff. Discuss roles and responsibilities, milestones and ARRA requirements to resolve.	Peschong	4/20/2009	DOE RAPM team
Issue/Action/Status	RAPM Team meeting. Review action items related to meeting	Peschong	Weekly	DOE RAPM team



	ARRA requirements for reporting			
Reporting	EM ARRA Monthly Project Reviews	HQ	Monthly	RAPM Budget team
Action/Status	ARRA Action Tracking Review. Update the action tracking system	Peschong	Weekly	RAPM and Requirements Administrator
Issues/Action	AMA meeting	Jones	Weekly	AMA and Recovery Act Program Manager

**b. Status Reporting**

<b>3.b. Status Reporting</b>			
<b>Title of Documentation</b>	<b>Responsible Individual</b>	<b>Recipient</b> (Indicate whether field or HQ)	<b>Frequency</b>
Monthly project performance report	FPD	EM-HCA	Monthly
Status Reporting for the Recovery Act workscope is addressed in the <u>ARRA POP</u> for the Richland Operations Office.			

**4. Contract and Contractor Team Identification**

**a. Contract Identification**

Contract Identification information is provided in the body of this Contract Management Plan at Section 5.0, “*Contract Identification.*”

**b. Contractor Team Identification**

<b>4.b. Contractor Team Identification</b>		
<b>Name of Contractor Individuals</b>	<b>Responsibility</b>	<b>Name of DOE Counterparts</b>
Stewart Mackay	Recovery Act Program Manager	Jon Peschong

**5. Contract Management Processes**

**a. Recovery Act Planning and Control Documentation**

<b>5.a Planning and Control Documentation</b>
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<b>Documentation</b> <i>(Specify)</i>	<b>Existing, Revised or New</b> <i>(Indicate)</i>	<b>Responsible Individual</b> <i>(Name and Title)</i>	<b>Date of Completion</b> <i>(Actual or projected)</i>	<b>Explanation</b>
Recovery Act Planning and Control Documentation is addressed in the <u>ARRA POP</u> for the Richland Operations Office.				

**b. Special Controls and Monitoring**

<b>5.b Special Controls and Monitoring</b>		
<b>Nature of Risk</b> <i>(Work circumstances)</i>	<b>Likelihood of Risk</b> <i>(High, Medium, Low)</i>	<b>Mitigation Actions</b> <i>(Key controls and degree of monitoring)</i>
Refer to document Task # DOE-AMA-C-2009-0014 Vulnerability Assessment and Risk Mitigation (Section #6 of the EM Obligation Fund Checklist)	See Vulnerability Assessment	In addition to the mitigation actions identified in the Vulnerability Assessment, internal assessment activities will include assessment and follow-up of each vulnerability identified to review the addressing of the mitigation plan for each.
Refer to Risk Registers	See the Risk Register rankings	Once the initial review of vulnerabilities are assessed, further risk tracking will occur through Risk Registers managed by each Federal Project Director.

**c. Contract Communication Protocol**

<b>5.c-1 Formal Communication Protocol</b>	
<b>Contract Clause</b>	<b>Description</b> <i>(Major responsibilities)</i>
952.242-70, "Technical	COR:

<p><i>Direction”</i></p>	<ul style="list-style-type: none"> <li>(1) Providing direction to the contractor that redirects contract effort, shift work emphasis between work areas or tasks, require pursuit of certain lines of inquiry, fill in details, or otherwise serve to accomplish the contractual Statement of Work.</li> <li>(2) Providing written information to the contractor that assists in interpreting drawings, specifications, or technical portions of the work description.</li> <li>(3) Reviewing and, where required by the contract, approving, technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government.</li> </ul>
<p>G.1, “<i>Correspondence Procedures</i>”</p>	<p>To promote timely and effective administration, correspondence submitted under this Contract shall include the Contract number and shall be subject to the following procedures:</p> <ul style="list-style-type: none"> <li>(a) <b>Technical Correspondence:</b> With the exception of correspondence where patent or technical data issues are involved and correspondence which proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms, or conditions of this Contract, technical correspondence shall be addressed to the DOE COR with an information copy addressed to the DOE Contracting Officer.</li> <li>(b) <b>Other Correspondence:</b> All other correspondence shall be addressed to the DOE Contracting Officer with information copies of the correspondence to the COR.</li> </ul>
<p>G.5, “<i>Reports and Deliverables</i>”, “<i>Correspondence, Reports, and Deliverables</i>”</p>	<p>The following requirements apply to submission of all correspondence, reports, and data deliverables:</p> <ul style="list-style-type: none"> <li>(a) The Contractor shall ensure that all correspondence, reports, and data deliverables are as follows: <ul style="list-style-type: none"> <li>(1) Legible and sequentially numbered; and</li> <li>(2) Written in clear, concise English.</li> </ul> </li> <li>(b) The Contractor shall prepare transmittals as follows: <ul style="list-style-type: none"> <li>(1) Title page or cover sheet that identifies the Contract by number, author, deliverable(s) (including deliverable item number or report</li> </ul> </li> </ul>

	<p>requirement), and date; and</p> <p>(2) Text on standard 8 ½" x 11" letter size paper (one-way foldouts or larger sizes may be included with report text).</p> <p>(c) The Contractor shall submit correspondence, reports, and deliverables as follows:</p> <p>(1) All electronic files shall be editable and have all functions normally available in the software in which the data were originally generated. The Contractor shall also provide a list of the electronic files that are being provided, along with a designation of the software used. The submission shall also state which contract deliverable, when appropriate, is being met through submission of the correspondence. In the event the Contractor uses an internal proprietary software package, a copy of the software shall be provided to DOE.</p> <p>(d) The Contractor shall develop and implement configuration control over all electronic correspondence files, including a correspondence numbering system. The Contractor shall maintain configuration control over changes to information provided by DOE or Government contractors, including but not limited to drawings, specifications, electronic files, letter reports, calculations, analysis reports, etc., as appropriate, using the Contractor's established policies and procedures that are in compliance with all National Archives and Records Administration and DOE requirements. The Contractor shall assign its own identifying number to information that it either creates or changes.</p>
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See also Section 6.2, "*Contract Communication Protocol*," in the body of this Contract Management Plan.

<b>5.c-2. Joint Government-Contractor Coordination Process</b>				
<b>Type of Meeting</b>	<b>Meeting Objectives and Agenda</b>	<b>Meeting Owner</b>	<b>Date or Frequency</b>	<b>Required Attendees</b>

Issue/ Action/ Status	ARRA Startup meeting with contractors. Coordinate, status, discuss and resolve weekly action items related to implemented ARRA items related to contractors	Peschong	Weekly	Contractor & Government representative Contractor and DOE CMT teams (see table 4b for list)
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<b>5.c-3 DOE Correspondence Logging and Tracking System</b>
<b>Description:</b>
ARRA correspondence will be handled in the same manner as other contractual correspondence. Correspondence procedures are described in the RIMS <i>Information Management, Records Management</i> , crosscutting processes.

<b>5.c-4 Informal Communications Protocol</b>
<b>Description:</b>
Informal Communications Protocol is described in Section 6.2.2, " <i>Informal Communications with the Contractor</i> ," in the body of this Contract Management Plan.

<b>5.c-5. Communications with External Stakeholders</b>			
<b>Description of Activities</b> (Tasks and expected outcomes)	<b>Stakeholder(s)</b> (Regulatory agencies, state and local governments, community organizations, public)	<b>Types of Activities</b> ( <i>Information provision, consultation, public participation, and active involvement</i> )	<b>Completion</b> (Time Frame)
The Contract Management Team Communications are described as Formal, Informal and Non-RL in the Contract Management plan section 6.2	See CMP	See CMP	1/2009
Presentation of ARRA activities to the Hanford Advisory Board	See <u>membership</u> on Hanford Webpage ( <a href="http://www.hanford.gov/hanford/files/HAB_mem-org.pdf">http://www.hanford.gov/hanford/files/HAB_mem-org.pdf</a> )	<u>Proposed ARRA Scope</u> <u>ARRA Status</u>	4/2/2009 6/4/2009
Internet Website ( <a href="http://www.hanford.gov/?page=756&amp;parent=6">http://www.hanford.gov/?page=756&amp;parent=6</a> )	All public	See Website	Ongoing. Once HQ ARRA

			website is running in October, Hanford ARRA reporting will then be found on this site and the HQ site.
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Communications with External Stakeholders are described in Section 6.2.3, “*Non-RL Communications*,” in the body of this Contract Management Plan.

**d. Government Furnished Services/Items (GFS/I)**

<b>5.d. Government Furnished Services/Items (GFS/I)</b>			
<b>Contract Clause</b>	<b>Description</b>	<b>Responsible Individual</b>	<b>Timetable or Date Completed</b>
Government Furnished Services/Items requirements are described in Section 6.3, “ <i>Government-Furnished Services/Information Review Process</i> ,” in the body of this Contract Management Plan. No new GFS/I identified as a direct result of ARRA.			

**e. Monitoring Performance Objectives**

<b>5.e-1. Performance Objectives</b>		
<b>Performance Objectives</b>	<b>Contract Reference</b>	<b>Responsible Individual</b>
Individual Performance Objectives for the Plateau Remediation Contract are included in Section J, Attachment J.4, “ <i>Performance Evaluation and Measurement Plan</i> ”		See Section 3.0, “ <i>Identification of Key Contract Management Team Members, Including Authorities and Limitations</i> ,” for individual roles and responsibilities

Incentives are identified in Section B, Clause B.7, “*Incentive Fee Payments*.”

Monitoring of Performance Objectives is described in Section 6.4, “*Method for Monitoring Performance-Based Objectives*,” in the body of this Contract Management

Plan.

<b>5.e-2 Methods for Monitoring, Evaluating and Validating Progress</b>
<b>Description:</b>
The methods for monitoring, evaluating, and validating progress are addressed in Section 6.5, “ <i>Inspection and Acceptance Process</i> ” in the body of this Contract Management Plan.

<b>5.e-3 Status of Earned Value Management System</b>		
<b>Certified or Not Certified</b> <i>(Specify)</i>	<b>Organization or Responsible Individual for Certification</b>	<b>Date Certified or Planned Date</b>
Certified	HQ-OECM	11/28/07

<b>5.e-4 EVMS Reporting and Follow-up</b>
<b>Description:</b>
EVMS Reporting and follow-up is addressed in the <u>ARRA POP</u> for the Richland Operations Office.

**f. Data Collection and Reporting to Past Performance Systems**

<b>5.f. Data Collection and Reporting to Past Performance Systems</b>		
<b>Past Performance Reporting System</b>	<b>Responsible Individual</b>	<b>Frequency</b>
Contractor Performance Reporting procedures are described in RIMS, <i>Acquisition Management, Contract Management</i> , crosscutting processes.		

**g. Inspection and Acceptance**

<b>5.g-1 Inspection and Acceptance Contract Clauses</b>
E.1, FAR 52.246-5, Inspection of Services – Cost-Reimbursement
E.2, Field Inspection
E.3, DOE Inspection
E.4, Acceptance

Individuals with authority to inspect and accept deliverables are addressed in Section 3.0, “*Identification of Key Contract Management Team Members including Authorities and Limitations*” of the body of this Contract Management Plan.

<b>5.g-2 Inspection and Acceptance Process</b>
<i>Description:</i>
Inspection and acceptance procedures are described in Section 6.5, “ <i>Inspection and Acceptance Process</i> ” in the body of this Contract Management Plan.

**h. Contractor Accounting System and Payments**

<b>5.h-1 Approval of Changes to Contractor Accounting System</b>		
<b>Government Review and Approval Procedures</b>	<b>Responsible Individual</b>	<b>Completion Date</b> (Projected or actual)
H.17, <i>Financial Management System Requirements</i>	Contracting Officer, with support from Financial Management Division Subject Matter Experts and the Defense Contract Audit Agency	As needed.
FAR 52.230-6 – Administration of Cost Accounting Standards.  DEAR 970.5232-5 - Liability with respect to cost accounting standards.	Contracting Officer, with support from Financial Management Division Subject Matter Experts and the Defense Contract Audit Agency	As needed.

<b>5.h-2 Contractor Payments – Letter of Credit</b>			
<b>Contract Clauses</b>	<b>Procedures for Review of Cost Information for Draw-downs from Letter of Credit</b> <i>(Specify)</i>	<b>Responsible Individual for Review of Cost Information</b>	<b>Timeframe</b>
H.17, Financial Management System Requirements	See Section 6.6, “ <i>Invoice Review</i> ,” in the body of this Contract Management Plan.	See Section 3.0, “ <i>Identification of Key Contract Management Team Members, Including Authorities and Limitations</i> ,” of	Monthly, by the end of the month following draw down.



		this Contract Management Plan.	
FAR 25.216-7 DEAR 952.216-7 Alt. II - Allowable Cost and payment	See Section 6.6, "Invoice Review," in the body of this Contract Management Plan.	See Section 3.0, "Identification of Key Contract Management Team Members, Including Authorities and Limitations," of this Contract	Within 30 days of receiving a proper payment request.

<b>5.h-3 Contractor Payments – Invoices</b>			
<b>Contract Clauses</b>	<b>Procedures for Review of Invoices</b> <i>(Specify)</i>	<b>Responsible Individual for Review of Invoices</b>	<b>Timeframe</b>
N/A	N/A	N/A	N/A

**i. Incentives and Fee Administration**

<b>5.i-1. Incentives and Fee Administration</b>		
<b>Contract Clauses</b>	<b>Responsible Individual(s) for Review of Performance</b> <i>(Name and Title)</i>	<b>Responsible Individual for Determining Fees Paid</b> <i>(Name and Title)</i>
See Section 6.7, "Fee Administration," in the body of this Contract Management Plan.		

<b>5.i-2 Incentives and Fee Process</b>
<i>Description:</i>
The value of Incentive (Award) Fee for Recovery Act work will be negotiated through the definitization of the Recovery Act modification (see definitization schedule in clause H.36, "Modification Definitization." Recovery Act work and its associated fee is identified by separate Contract Line Item Number (CLIN) in Section B of the contract to clearly segregate Recovery Act fee from other fee available under the contract.

**j. Baseline and Contract Change Control Process**

<b>5.j-1 Contract Clauses</b>
See Section 6.8, "Contract Change Control Process," in the body of this Contract Management Plan.

<b>5.j-2 Contract Change Control Process</b>
<i>Description:</i>
See Section 6.8, “ <i>Contract Change Control Process</i> ,” in the body of this Contract Management Plan.
Recovery Act work and its associated fee is identified by separate Contract Line Item Number (CLIN) in Section B of the contract to clearly segregate Recovery Act work from other work under the contract.

<b>5.j-3. Change Control Board</b>		
<b>Individual Name</b>	<b>Title</b>	<b>Responsibility</b>
The Change Control Board membership and responsibility is defined in the RIMS Crosscutting Process entitled, “ <i>Decision Management</i> ,” under the “ <i>Integrated Management and Planning</i> ” management system.		

**k. Equitable Adjustments to the Contract**

<b>5.k-1 Contract Clauses</b>
FAR 52.243-2, Changes – Cost Reimbursement
See Section 6.8, “ <i>Contract Change Control Process</i> ,” in the body of this Contract Management Plan.

<b>5.k-2 Negotiation of Equitable Adjustments for Unilateral Contract Changes</b>	
<b>Milestones</b>	<b>Timeframe</b> (No. of days after identification of the change )
Milestones and timeframes for negotiation of the Recovery Act change order are included in the modification issuing the change, in the Section H Clause entitled, “ <i>Modification Definitization</i> .”	

<b>5.k-3 Negotiation of Equitable Adjustments for Bi-lateral Modifications for Contract Changes</b>	
<b>Milestones</b>	<b>Timeframe</b> (No. of days after identification of the change )
N/A	N/A

<b>5.k-4 Control of Unauthorized Changes</b>
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<i>Description:</i>
<p>RL's established correspondence processes are documented in RIMS procedures and limit individuals who may sign formal correspondence to the contractor to authorized Contracting Officers (COs), Contracting Officer's Representatives (CORs), or other individuals with delegated authority as identified in the RIMS Responsibility Matrix. Delegations of authority and limitations for CORs are provided to the contractor. RIMS Correspondence Procedures contain required language for any letter signed by a COR requiring the contractor to notify the CO immediately if it believes any item of correspondence constitutes a contract change.</p> <p>Section I of the contract contains the clause FAR 52.243-7, "<i>Notification of Changes.</i>" This clause requires the contractor to promptly notify the government (within 10 days) of any government conduct that the contractor considers to constitute a change to the contract. The clause outlines a disciplined process through which the contractor must identify the situation purported to change contract requirements and the government's requirement to respond to confirm, countermand, or deny that the conduct constitutes a change.</p>

**l. Contractor Litigation Management**

<b>5.l. Contractor Litigation Management</b>	
<b>Contract Clauses</b>	<b>Responsible Individual</b>
Contractor Litigation Management processes are described in Section 6.10, " <i>Contractor Litigation Management</i> " in the body of this Contract Management Plan. Section I of the contract includes the clause DEAR 952.231-71, " <i>Insurance – Litigation and Claims.</i> "	

**m. Contractor Employee Claims System**

<b>5.m. Contractor Employee Claims System Contract Provisions</b>	
<b>Contract Clauses</b>	<b>Responsible Individual</b>
Contractor Employee Claims processes are described in Section 6.11 " <i>Contractor Employee Claims System</i> " in the body of this Contract Management Plan. Section H of the contract includes a group of clauses related to Contractor Employee Claims issues including, " <i>Workforce Restructuring,</i> " " <i>No Third Party Beneficiaries,</i> " and " <i>Employee Compensation: Pay and Benefits.</i> " Contractor employee claims are managed by the Contractor Industrial Relations team under the office of the Assistant Manager for Administration.	

**n. Proposed Settlement of Costs for Post Contract Liabilities**

<b>5.n. Proposed Settlement of Costs for Post Contract Liabilities</b>	
<b>Contract Clauses</b>	<b>Responsible Individual</b>

The RCCC is a closure contract for which there is no follow-on contract. The site pension and benefits plans will continue to be administered under another on-going contract at the Hanford Site.	Contractor Industrial Relations team under the office of the Assistant Manager for Administration.
Proposed Settlement of Costs for Post Contract Liabilities are described in Section 11.5, “ <i>Post Contract Liabilities,</i> ” in the body of this Contract Management Plan.	

**o. Contract Records**

<b>5.o. Contract Records</b>	
<b>Contract Clauses</b>	<b>Responsible Individual</b>
Section H, “ <i>Privacy Act Systems of Records</i> ”	Responsible individual is identified within RIMS as the DOE-RL Information Officer.
Records management processes are described in Section 6.13, “ <i>Contract Records</i> ” in the body of this Contract Management Plan.	

**p. Contract Closeout**

<b>5.p. Contract Closeout</b>	
<b>Activity</b>	<b>Completion</b>
Closeout processes are described in Section 6.14, “ <i>Contract Closeout</i> ” in the body of this Contract Management Plan. This contract will not be complete at the time the work funded by the Recovery Act is completed. Section H clause, “ <i>Special Provisions Relating to Work Funded under American Recovery and Reinvestment Act of 2009,</i> ” requires that Recovery Act funds must be reimbursed by September 30, 2015. Procedures for audit of costs are described in Section 6.6, “ <i>Invoice Review</i> ” in the body of this Contract Management Plan.	

**q. Small Business Subcontracting**

<b>5.q. Small Business Subcontracting</b>		
<b>Description of Activities</b> (Tasks and expected outcomes)	<b>Responsible Individual</b>	<b>Completion</b> (Time Frame)
Local Small Business Workshop, Recovery Act opportunities	RL Small Business Program Coordinator	April 29, 2009
Section H clause, “ <i>Special Provisions Relating to Work Funded under American Recovery and Reinvestment Act of 2009,</i> ” requires that the contractor give a preference to small businesses in the award of subcontracts funded by Recovery Act dollars. This contract’s clauses limit the total amount of the contract price that the	Contracting Officer	Monitor semi-annual subcontracting reports

contractor may self-perform, therefore establishing a minimum level for the subcontracting base. Subcontracting goals are established for the entirety of the contract price, and fee penalties are assessed if small business goals are not achieved.		
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**6. Contract Deliverables and Performance Risk Areas**

**a. Contract Deliverables**

<b>6.a. Contract Deliverables</b>		
<b>Deliverable or Milestone</b>	<b>Responsible Individual for Inspection or Acceptance</b> (Name and Title)	<b>Completion</b> (Date)
Contract deliverables and performance risk for the Recovery Act workscope under this contract is described in the <u>ARRA POP</u> for the Richland Operations Office.		

**b. Key Contract Vulnerabilities or Performance Risk Areas**

<b>6.b Key Contract Vulnerabilities or Performance Risk Areas</b>			
<b>Contract Clauses</b>	<b>Required Deliverable</b>	<b>Responsible Individual</b>	<b>Date Due</b>
This subject is described in Section 7.2, “ <i>Key Contract Vulnerabilities or Performance Risk Areas</i> ” in the body of this Contract Management Plan. The summary of contract deliverables for Risk Management activities are contained in Section C.8, “ <i>Summary of Contract Deliverables.</i> ”			
CFO-ORM Self Assessment Template Rev 6-26 2.xlsm	Assessment of each risk area identified	RAPM	Ongoing as part of ARRA oversight
Risk Registers	Once the initial review of vulnerabilities are assessed, further risk tracking will occur through Risk Registers managed by each Federal Project Director.	Contact the FPD for each EM-RL schedule	Risk Registers are an iterative living tracking of current project risks. Risks are reported monthly by the projects to risk SMEs within DOE.

**7. Strategy for Cost Monitoring and Reduction**

<b>7. Strategy for Cost Monitoring and Reduction</b>
<b>Description:</b>
This subject is addressed in Section 8.0, " <i>Strategy for Cost Reduction</i> " in the body of this Contract Management Plan.

**8. Key Performance Metrics**

<b>8. Key Performance Metrics</b>		
<b>Performance Objectives</b> (What is measured)	<b>Measures or Standards</b> (How measured)	<b>Milestones</b> (When measured)
Key Performance Parameters and Performance Metrics for the Recovery Act workscope under this contract are identified in the <u>ARRA POP</u> for the Richland Operations Office.		

**9. Agreements with State and Local Governments, Community Organizations, or other Entities**

<b>9. Agreements with State and Local Governments, Community Organizations, or Other Entities</b>			
<b>Type of Agreement</b>	<b>Name of Entity</b>	<b>Responsible Individual</b>	<b>Date Agreement Required</b>
This subject is addressed in Section 10.0, " <i>Agreements With State, Community, or Other Entities</i> " in the body of this Contract Management Plan. No new agreements are required by the utilization of Recovery Act funds.			

**10. Other Special Emphasis Areas**

**a. Recovery Act Reporting**

<b>10.a Recovery Act Reporting</b>
<b>Responsible Individual</b>
Pam Zimmerman, Recovery Act Project Office

**b. Contractor Workforce Restructuring**

<b>10.b Contractor Workforce Restructuring</b>
<i>Description:</i>


Section H contains the clause, "Workforce Restructuring," which requires the contractor to prepare and submit for DOE approval, all workforce restructuring activities. The Contractor Industrial Relations team under the office of the Assistant Manager for Administration reviews and coordinates any request for restructuring authority with appropriate DOE-HQ personnel.

**11. Attachments and Signatures**

No additional attachments included.

  
Procurement Attorney

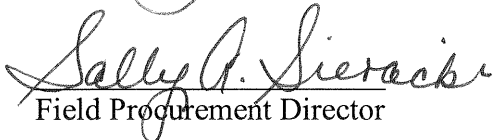
Sarah Waugh  
Attorney

  
Contracting Officer

J. Jeff Short  
Contracting Officer

  
Federal Project Director

Mark French  
FPP, RCCC

  
Field Procurement Director

SALLY A. SIERACKI  
CONTRACTING OFFICER  
ACTING, PROCUREMENT DIRECTOR