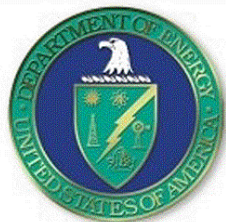


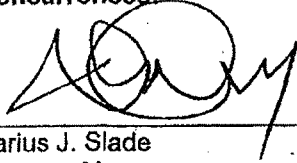
CONTRACT MANAGEMENT PLAN
OCCUPATIONAL MEDICAL SERVICES AT HANFORD
CONTRACT NO. DE-EM0002043



U.S. Department of Energy
Richland Operations Office

August 6, 2012

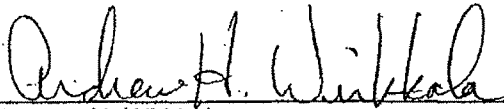
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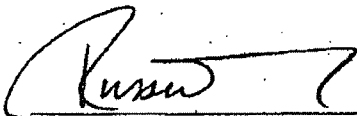
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Date

APM comments were addressed per EM Memo 2012-1225 to RL, dated June 28, 2012 and APM Memo to the HCA dated June 26, 2012. HCA approval is contained in EM Memo 2012-1699, dated September 25, 2012.

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9/24/2012

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LIST OF ACRONYMS AND ABBREVIATIONS

AMMS	Assistant Manager for Mission Support
AWP	Annual Work Plan
APM	Office of Acquisition and Project Management
BSC	Balanced Scorecard
CA	Contracting Activity
CAO	Contract Administration Office
CBDPP	Chronic Beryllium Disease Prevention Program
CMP	Contract Management Plan
CMT	Contract Management Team
CO	Contracting Officer
COR	Contracting Officer's Representative
CPAR	Contractor Past Performance Reporting System
CR	Cost Reimbursement
D4	Deactivation, Decontamination, Decommissioning, and Demolition
DEAR	Department of Energy Acquisition Regulation
DNFSB	Defense Nuclear Facility Safety Board
DOE	Department of Energy
EEOICPA	Energy Employees Occupational Illness Compensation Program Act
EM	Environmental Management / DOE HQ Office of Environmental Management
FAR	Federal Acquisition Regulation
FDO	Fee Determining Official
FFP	Firm Fixed Price
FOH	Federal Occupational Health
GFP	Government Furnished Property
HAB	Hanford Advisory Board
HAMTC	The Hanford Atomic Metal Trades Council
HCA	Head of Contracting Activity
HPMP	Hanford (Integrated) Programmatic (Risk) Management Plan
IDIQ	Indefinite Delivery Indefinite Quantity
OMB	Office of Management and Budget
OPMO	Organizational Property Management Officer
ORP	Office of River Protection
PA	Property Administrator
PEMP	Performance Evaluation and Measurement Plan
PNNL	Pacific Northwest National Laboratory
PNSO	Pacific Northwest Site Office
PWS	Performance Work Statement
QA	Quality Assurance
RCW	Revised Code of Washington
RIMS	RL Integrated Management System
RL	Richland Operations Office
SME	Subject Matter Expert

CONTRACT MANAGEMENT PLAN**PURPOSE OF PLAN**

This Contract Management Plan (CMP) has been developed to serve as a detailed reference of how contract management will be conducted with respect to Contract Number DE-EM0002043.

The purpose of this (CMP) is to provide guidance to Richland Operations Office (RL) employees involved with the management and administration of the Hanford Site Occupational Medical Services contract. Such guidance should be a useful tool to help the Department of Energy (DOE) ensure that the contractor and RL comply with all terms and conditions that govern the contract. This CMP was developed with the guiding principles that it shall:

- (1) Be a useful tool for administering the contract;
- (2) Be an executive summary of the roles and responsibilities of the contracting parties;
- (3) Identify who is responsible for various contract administration activities;
and
- (4) Be flexible and adapt to changing circumstances.

This CMP does not include every action that RL must take to make the contract successful. Instead, it summarizes the higher-level requirements, deliverables, and tasks necessary, and describes the overall process with which the tasks are performed. It describes the various contract management processes and how they fit together, but does not contain all of the step-by-step details of those processes. Many of these details are contained in the RL Integrated Management System (RIMS) processes and procedures, and specific desk instructions and documents. Familiarization with this CMP and its related references is vital to all RL employees involved in contract management, and each staff member involved in overseeing the contract is required to read the current contract.

1.0 Contract Summary and Background of the Scope of Work

Contractor Name	HPM Corporation
Contract Number	DE-EM0002043
Current Period of Performance	October 1, 2012 – September 30, 2018
Current Contract Value	\$98,589,549.00
Contract Type	- Firm Fixed Price with Award Fee - \$72,725,549.00 - Cost Reimbursement - \$25,864,000 - Indefinite Delivery/Indefinite Quantity
Contractor Key Personnel	See Clause H.11 of the Contract

Approximately 14,000 personnel currently work on or near the Hanford Site. PNNL and Bechtel National Inc. (BNI) have their own contracts for occupational medical services; therefore this contract will service approximately 8,000 Hanford Site employees. The Contractor will operate a primary clinic in Richland and an on-site clinic in the 200 West Area. The Hanford Site personnel are employed by a diverse group of site prime contractors, numerous site major

subcontractors and DOE. Examples of cleanup workscope ongoing on-site include the following:

- facility deactivation, decontamination, decommissioning and demolition (D4);
- stabilization and storage of nuclear materials in a variety of forms;
- processing and storage of radioactive, chemical and/or mixed wastes; and
- soil and groundwater remediation involving a variety of radiological and chemical waste streams.

The facility D4 workscope exposes workers to the risk of chemical and radiological hazards as well as construction-related hazards. The stabilization and management of special nuclear materials exposes workers to radiological hazards. Site restoration and waste management operations also expose workers to the risk of chemical and radiological hazards.

The objectives of the Hanford Site occupational medical services contract are:

- Provide timely, appropriate and cost-effective tests and examinations, as required in support of the Hanford Site missions (including outsourced/subcontracted ancillary testing and laboratory work);
- Provide timely diagnosis and limited initial and urgent treatment of injuries or occupationally-related diseases;
- Provide a medical monitoring program for prior exposures and current potential exposures from chemical substances and/or physical agents, with a commensurate action/response program that will be protective of human health and the future well-being of Hanford Site workers;
- Enhance worker health and wellness;
- Provide occupational medical service processes and systems that are consistent with an efficient and effective operation;
- Provide appropriate medical support for emergency preparedness planning, drills, and response to actual emergencies;
- Conduct data gathering and analyses in support of a long-range role of the Contractor in assuring the protection of employee health and a reduction of agency liability;
- Conduct efforts to reduce the incidence of work-related illnesses and injuries; and
- Develop and implement innovative approaches and adopt practices that foster continuous improvement in rendering of occupational medical services at the Hanford Site.

The contract type is a hybrid Firm Fixed Price (FFP) with Award Fee, Cost Reimbursement (CR) with no fee, and Indefinite Delivery/Indefinite Delivery (IDIQ) performance-based services contract. This is a significant departure from the previous Cost Plus Award Fee (CPAF) contract, and will require training to the contractor and federal staff to ensure the key differences are identified and adhered to accordingly.

The FFP scope consists of a majority of the contract's price and includes a significant portion of the overall clinic operation. The FFP occupational medical program will provide workers both preventive services and promotion of health and well-being. The occupational medical program is an integral component of the site safety management system and is critical for maintaining the health and safety of Hanford Site employees. Fitness-for-duty evaluations, first aid services, drug screening, medical qualifications, medical monitoring, emergency medical preparedness planning and job task analyses are just a few examples of the occupational medical services

necessary for safe execution of the Hanford Site cleanup mission. In addition, there is an obligation to support epidemiological studies of current and former Hanford employees and implementation of programs such as the Chronic Beryllium Disease Prevention Program (CBDPP) and the Energy Employees Occupational Illness Compensation Program Act (EEOICPA). Furthermore, the Government has a legal obligation to maintain and protect the medical records of current and former Hanford workers. For these reasons, employment of a professional, occupational medical services provider on-site is essential to the successful accomplishment of the Hanford mission.

The CR with no fee scope includes pass through costs that are highly variable in quantity and frequency. These services include legacy pension and benefit plan contributions, laboratory services, vaccine services, travel medicine, government vehicles, badging, x-ray, infrastructure costs, the off-site facility and EEOICPA requirements.

The IDIQ portion of the contract is defined as, "Work that is of a recurring nature but that cannot be sufficiently identified or quantified in advance to be included in the Firm-Fixed Price portion of the Contract." RL determined it was appropriate to maintain some flexibility for emerging requirements or tasks that cannot be sufficiently quantified in advance of contract award. Two examples of IDIQ work are discussed in Performance Work Statement (PWS) Section 2.3. Although this adds flexibility to the contract, it is imperative that federal staff do not conduct communications with the contractor that could be interpreted as issuing official direction and potentially invoking a ratification action as defined in FAR 1.602-3. The Contracting Officer's Representative (COR) and Contracting Officer (CO) shall be notified of emerging requirements as defined in Section H.44, Task Ordering Procedure.

2.0 Identification of Key Contract Management Team Members, Including Roles and Responsibilities

The DOE Headquarters Office of Environmental Management; Deputy Assistant Secretary for Acquisition and Project Management (EM-50) is the Head of Contracting Activity (HCA) for RL. As the Contract Administration Office (CAO), RL is responsible for the contract.¹ The Contract Management Team (CMT) is the group within the CAO that has the primary responsibility for assuring that the contractor delivers the needed occupational medical services. The CMT consists of the RL Manager as the Fee Determining Official, the Assistant Manager for Mission Support (AMMS) as having overall technical and management cognizance over the contract, the designated Contracting Officer (CO), and the Contracting Officer's Representative (COR). Other RL functional organizations support the CMT and their individual roles and responsibilities are described in the sections below.

2.1 Manager, Richland Operations Office

The RL Manager provides the EM onsite presence and is responsible for implementing DOE-HQ policy and direction. The RL Manager has line-management authority and responsibility to integrate administrative and operations requirements into program missions. These responsibilities include, but are not limited to: (1) Establish and communicate expectations; integrate DOE requirements; and provide feedback to the contractor; (2) serve as the Fee Determining Official (FDO); (3) monitor overall operations, review work and coordinate activities related to assigned programs and

¹ FAR Subpart 2.1 - Definitions

projects; (4) maintain and protect Federal assets; and (5) manage RL staff and administrative systems to assure effective operations.

2.2 Assistant Manager for Mission Support (AMMS)

The AMMS leads the oversight of assigned mission support type contracts, including the occupational medical services contract. Additional AMMS responsibilities, accountabilities, and authorities are available on the RL Roles, Responsibilities, Accountabilities, and Authorities page on the RIMS web site. AMMS responsibilities include:

- Participating as a key member of the CMT;
- Coordinating with the CO and the COR to assure that the contractor is delivering the necessary services and complying with all applicable laws, regulations, DOE policies and procedures, and the contract terms and conditions;
- Delivering assigned government furnished service/information (GFS/I) consistent with the contract;
- Maintaining in-depth operational awareness of the contractor's rendering of occupational medical services;
- Monitoring contractor performance in meeting performance objectives/incentives.
- Providing RL management with accurate and objective information regarding contract performance; and
- Promptly notifying management of events that do, or could, significantly affect contract performance.

2.3 Contracting Officer (CO)

The RL Contracting Officer is appointed by the Environmental Management (EM) Head of Contracting Activity (HCA) and is the functional leader of the CMT. Contracts may be entered into and signed on behalf of the Government only by a warranted CO. The CO has the responsibility and authority to administer the contract and make related determinations and findings. Pursuant to Clause H.1, Modification Authority, only a CO is authorized to accept nonconforming work, waive any requirement of the contract, or modify and term or condition of the contract. A CO/COR List is available on the Hanford Intranet, which includes CO/COR authorities and limitations. CO Responsibilities and Authorities are described in the Federal Acquisition Regulation Subpart 1.602.

2.4 Contracting Officer Representative (COR)

The primary role of a COR is to assist the CO in performing certain technical functions in administering the contract. A COR is officially designated in writing by the CO who provides a formal Letter of Designation that defines the CORs specific roles and responsibilities. A COR acts solely as a technical representative of the CO. The COR can provide technical clarification of the work scope, but is not authorized to perform any function that results in a change in the scope, price, or terms and conditions of the contract. Technical direction provided by a COR is defined in Department of Energy Acquisition Regulation (DEAR) 952.242-70, Technical Direction. Within the contract, the Technical Direction clause is found at section H.10.

A COR has the following technical monitoring responsibilities, and shall:

- Provide performance oversight to ensure the products and services for which the COR is responsible are delivered by the Contractor in accordance with the terms and conditions of the contract, including quality;
- Review and where authorized, approve drawings, testing, samples, and technical information to be delivered under the contract;
- Monitor expenditures;
- Perform inspection and acceptance of work, as required;
- Conduct periodic reviews, audits, and surveillances of the Contractor to ensure compliance with the contract, as required;
- Perform periodic reviews of the Contractor to evaluate invoices, incremental and provisional payments, and recommend final fee;
- Provide technical and/or administrative direction to the Contractor in accordance with clause H.10, Technical Direction, and the COR's Letter of Designation; and
- Keep the Contracting Officer informed of the contractor's progress and provide prompt notification of any contractual problems or issues.

2.5 Legal Counsel/Litigation COR

The legal counsel/litigation COR has primary responsibility for providing technical direction related to the area of litigation management and legal policy.

2.6 Accounting/Finance

The Finance Division is responsible for overseeing the contractor to obtain reasonable assurance that the contractor's accounting and billing systems are adequate and reflect accurate reporting of costs along with all aspects of financial management including executing procedures, policies, and programs related to budgeting, accounting, financial review, audit, and financial analysis activities. The Budget Division coordinates with contractors and RL line organizations for budget preparation and tracking, and provides funds control for all RL funds.

2.7 Industrial Relations/Human Resources

The Contractor Industrial Relations Team provides the following support to RL:

- Monitors Hanford labor relations programs and reviews/coordinates economic bargaining parameters;
- Serves as a member of the Labor Standard Board for review and approval of plant force work reviews;

- Oversees the third-party administration of Hanford contractors' workers' compensation claims; and
- Provides lead oversight of identified DOE Closure Site legacy pension and benefits plans.

2.8 Certified Realty Specialist

The Certified Realty Specialist provides the review and approvals required to acquire, manage, and dispose of real property. They provide all approvals and recommendations to the CO. In accordance with regulations and DOE guidance, only the CO can provide approval of real estate actions to the contractor.

2.9 Organizational Property Management Officer

The Organizational Property Management Officer (OPMO) is appointed by Head of Contracting Activity (HCA), Office of Acquisition and Project Management. The OPMO establishes and administers the personal property management program within their organizations consistent with applicable laws, regulations, practices, and standards and is responsible for:

- Planning, acquisition, control, management, and disposition of personal property in the custody of DOE offices; and
- Conducting oversight and periodic management reviews of DOE personal property management activities at least every three years to ensure:
 - Personal property management program expectations are met; and
 - Applicable policies, procedures, practices, and standards are followed.

2.10 Property Administrator

The Property Administrator (PA) is appointed by the CO as the authorized representative assigned to administer the contract requirements and obligations relating to Government personal property, including, but not limited to, evaluating contractor personal property management programs and making recommendations concerning acceptability of the contractor property management systems. The PA develops and applies an oversight program and resolves property administration issues. The PA advises the CO and OPMO of any contractor noncompliance with approved procedures, or other significant problems that cannot be resolved, and recommends appropriate action.

2.11 Federal Occupational Health

The RL COR utilizes the independent reviews and analyses of a doctor and nurse contracted from the Federal Occupational Health (FOH), a unit of the Department of Health and Human Services, and a component of the United States Public Health Service. These independent services are used to both create the annual performance objectives and assess the contractor's progress toward meeting these annual objectives.

2.12 Other Contract Administration Parties

DOE-Headquarters (HQ) Acquisition and Project Management (APM) provides HQ coordination and contract management guidance for the occupational medical services through the RL Procurement Division. The oversight focuses on RL management of the contract.

DOE-HQ Office of Environmental Management (EM) provides overall technical guidance and direction for the occupational medical services through the HCA, which, for DOE-RL, is the EM Deputy Assistant Secretary for Acquisition and Project Management (EM-50).

KPMG LLP, under contract with DOE HQ is responsible for performing contract audits for the DOE.

The Small Business Administration provides review and oversight activities and may participate in compliance reviews.

The CMT will work in coordination with other CMTs in both Office of River Protection (ORP) and RL to ensure coordinated contract administration practices are followed across the Hanford Site.

3.0 Contract Management Process

3.1 Contract Transition Planning

Terms and conditions of the transition are in Section C.2.1.13 of the contract. The CO will issue a Notice to Proceed to begin transition, during which the incumbent will deliver occupational medical services. The awardee will assume full responsibility for delivery of occupational medical services as approved by the CO at the end of the transition period. The contractor shall:

- Submit a final Transition Plan addressing the requirements in accordance with PWS Section C.2.1.13(i) to the CO for approval within 5 working days after award of the contract;
- Plan and prepare for an orderly transfer of responsibilities and accountability from the incumbent;
- Provide all necessary personnel and logistical support during the transition period, unless specifically directed by the CO;
- Implement all specific milestones in its proposed Transition Plan as approved by the CO;
- Determine staffing needs, and make offers and arrange to transition incumbent employees to the Contractor, as applicable;
- Perform a complete inventory of all DOE-owned property for transfer to the Contractor;
- Execute any necessary transition agreements with the incumbent Contractor, upon CO approval of execution;
- Submit periodic transition reports as directed by the CO;
- Prepare and submit the Quality Assurance (QA) Plan;

- Present an accounting/billing system in the Transition Plan that is acceptable to the CO;
- Assure all work is continued without disruption;
- Notify the CO in writing if they are ready to assume full responsibility for the work when the activities in the approved Transition Plan are completed; and
- Assume full responsibility for the work upon the date specified in writing by the CO.

3.2 Contract Communication Protocol

3.2.1 Formal Communications with the Contractor

All formal direction to the Contractor is issued by the CO, or the COR within designated authority. Such direction should be in writing, but may be provided orally in meetings, briefings, phone, or video conferencing. A written record of direction should be created for such oral directions. All formal written correspondence to the Contractor should include the contract number within the subject line. Correspondence will include the following statement, where applicable:

"The Government considers this action to be within the scope of the existing contract and therefore, the action does not involve or authorize any delay in delivery or additional cost to the Government, either direct or indirect."

The following caveat should be included within the body of correspondence issued by CORs:

"If, in my capacity as a Contracting Officer's Representative (COR), I provide any direction which your company believes exceeds my authority you are to immediately notify the Contracting Officer and request clarification prior to complying with the direction."

The CO must be on concurrence for all correspondence to the Contractor (e.g., technical direction by the COR) and receive a copy when issued. Only the CO has the authority to interpret the contract terms and conditions or make changes to the contract.

To ensure correspondence control, all formal correspondence will be addressed to the contractor's Contract Administrator. Correspondence will cite the contract number and applicable contract provision and/or GFI/S item number in the letter's subject line. Formal communication from the Contractor should follow a formal contract correspondence tracking system with commitments appropriately assigned and tracked for timely completion.

3.2.2 Informal Communications

Informal communications can occur between an RL employee and any Contractor employee. This type of communication is non-binding for both the Government and the Contractor and does not constitute contract direction (i.e.,

formal communication). Informal communication can take the form of electronic mail, retrievable databases, telephone, facsimile, presentations, meetings, and other means.

Informal communications between RL and Contractor staff are needed for proper oversight coordination as well as execution of the contract services. This communication should be constructive in nature. Avoid requesting information obtainable by other means. In their informal communications, RL employees need to avoid the impression the communications are formal. Particularly, when COs or CORs are engaging in informal communications, they must be careful to identify those communications as non-binding. CORs should inform the Contractor as to whether or not the communications or portions thereof are formal or informal. More specific expectations for RL interfaces with Contractors are described in the RIMS Contract Management and Oversight Performance crosscutting processes.

3.2.3 Outside Communications

The Contractor will be required to communicate with other entities in conjunction with its responsibilities and workscope. The following parties (not all inclusive) most likely to be involved are the management and employees of other Hanford Site contractors:

- Doctors' offices;
- Hospitals and others within the medical professional community;
- Other federal and State agencies and offices including Hanford Site regulators;
- The Government Accountability Office;
- The Defense Nuclear Facilities Safety Board (DNFSB);
- The Hanford Advisory Board (HAB);
- The Hanford Atomic Metal Trades Council (HAMTC);
- Tribal Nations;
- Inspector General;
- KPMG;
- ORP; and
- The general public.

Because these entities are outside of the contractual relationship between the Contractor and RL, their communications to the Contractor may not be construed as contractual direction to change the scope or terms and conditions of the contract. It is expected, however; that these "stakeholder" communications are coordinated or monitored by the CO, COR, or other CMT participant as described in RIMS Inter-Governmental Affairs and Public Affairs crosscutting processes (subject to applicable personal privacy laws, regulations and policies).

3.2.4 Internal Communications

The CMT is responsible for assuring that the contractor delivers the products and services necessary to achieve the overall contract objectives and comply with applicable regulatory requirements. All members of the CMT shall routinely

provide relevant information from their respective areas to the appropriate Subject Matter Expert (SME) to facilitate management of the contract. Each member of the CMT will attend regularly scheduled and ad-hoc meetings as necessary to minimize issues from occurring. If issues arise, action items will be assigned and tracked to resolve them. CMT members will effectively manage their area(s) of the contract and keep each other informed to maintain continuity of occupational medical services. The CO and COR will provide daily oversight of the contract and shall frequently communicate, at a minimum of once a week to remain current and actively involved. The CO will primarily seek assistance from the CMT and engage the SME's as appropriate to make sound business decisions. Any external stakeholders will be consulted as necessary when unique circumstances require their assistance. The AMMS will meet with and advise CMT members to ensure RL management initiatives are addressed.

3.3 Government Furnished Property

The Government has a responsibility to enable contract performance by ensuring that Government Furnished Services and Information (GFS/I) are available, timely and of the required quality. The contract clauses H.19, Additional Government Furnished Property and Services, and H.36, Government Owned Property and Equipment Responsibilities for Contract Transition Period, describe the Government's GFS/I obligations. In addition, contract Section J Attachment J-6, Government Furnished Property (GFP) Inventory, contains a listing of applicable Government Furnished Property. If additional Contractor-requested GFS/I can be supported by DOE, the Contracting Officer will modify the Section J Attachment J-6 as a DOE commitment to the Contractor.

Typical GFS/I include RL approval of Contractor deliverables such as regulatory decision documents and reports, management reports, and subcontract reviews and consent. If GFS/I are not furnished as specified in the contract, the Contractor may be due an equitable adjustment.

The Contractor's property management program is governed by Clause I.83, FAR 52.245-1, Government Property – Alternate I. The Contractor will establish and maintain a program in accordance with the clause. The system will be reviewed and, if satisfactory, approved in writing by the RL OPMO. Once the system is approved, it will be monitored by the assigned Property Administrator, in coordination with the OPMO, utilizing the Contractor's Balanced Scorecard (BSC) Plan for Property Management and DOE O 580.1A. The Contractor submits the BSC Plan on an annual basis for approval, and conducts an annual self-assessment, utilizing the performance metrics contained in the BSC Plan. Results of the contractor's BSC self-assessment are submitted to the Contracting Officer. If at any time the contractor does not manage property commensurate to the terms and conditions to the contract their fee may be reduced depending on the severity of the infraction.

3.4 Inspection/Surveillance and Acceptance Process

Inspection of the contractor's services is accomplished on a daily basis. Any RL or contractor employee that receives the contractor's services may fill out and submit a customer satisfaction survey. Additionally, an Interagency Agreement with the Federal Occupational Health (FOH) assists DOE in evaluating the contractor's performance

against the contract PWS from a medical perspective. The CO and COR inspect and evaluate the contractor's performance on a regular basis. The CO and COR keep records of correspondence for purposes of evaluating the contractor's quality of service from a business perspective. As stated in Section E.1 of the contract, the CO or designee has the right to inspect all products, reports or services required by the contract. The Government shall perform inspections and tests in a manner that does not unduly delay the work. Additional terms and conditions pertaining to inspection are identified in Sections E.3, Fixed Price Clauses, and E.4, Cost Reimbursement Clauses.

A new requirement in this contract is Section E.5, Consequences of Contractor's Failure to Perform Required Services for Firm Fixed Priced Work. The Government has the capability to deduct from the Contractor's invoice or otherwise withhold payment for any items of nonconforming service as specified in Section E.5. The CO will give the contractor written or verbal notice of deficiencies prior to deducting for non-performed or unsatisfactory work.

A new method of surveillance for this contract includes Section E.7, Performance Requirements Summary, which has a table that identifies the required services, a summary of the expected service level for each identified service, an acceptable quality level, method of surveillance and the deductions for services not performed to the acceptable quality level. The contractor is required by Section E.6, Contractor's Self-Evaluation of Performance, to submit the monthly report identified in Section F.6, Reporting Requirements, regarding their performance of the requirements of Section E.7.

The Performance Work Statement (PWS), Section C.7 through C.9 describes the Performance Objectives for the service areas covered in the contract. The performance measures and performance expectations associated with the Objectives contained in the PWS are developed annually in the PEMP. Throughout the performance period, the RL CMT monitors the contractor's performance against the objectives, measures and expectations established in the PWS and PEMP through periodic status meetings with the contractor, and via periodic progress reports from the contractor. In accordance with Section H-18, the contractor will provide an annual performance self-assessment to the COR and the CO. The COR and CO will use the information contained in the contractor's self-assessment and obtain feedback from the customers assessing the contractor's performance. The Contractor is continuously monitored by customers visiting their facility on a daily basis. The contractor receives feedback through customer satisfaction surveys. Quarterly customer satisfaction surveys are submitted to RL and reviewed to indicate the quality, timeliness and overall level of service provided by the contractor. In addition, information is gathered from the periodic meetings and reports to draft the annual award fee determination.

Members of the CMT will evaluate each action required of the contractor and keep records that are used during the fee determination period. The RL Manager meets regularly with the large contractors to include the occupational medical services contractor to discuss current challenges, initiatives, issues, and to provide feedback.

Ratings of the contractor's performance relative to the service area performance objectives are described in the award fee determination report and translate to a recommended award fee amount. The award fee determination report is approved by

the FDO. The final fee determination is forwarded to the contractor under letter from the CO.

3.5 Stop-work Authorities

Contract clause I.97, DEAR 952.223-71, Integration of Environment, Safety, and Health to Work Planning and Execution, allows the CO to issue an order stopping all or any part of the work in the event the contractor fails to comply with said standards and requirements of DOE. A start order for resumption of the work may be issued at the discretion of the CO, and the contractor shall make no claim for an extension of time or for compensation or damages by reason of or in connection with such work stoppage.

3.6 Contract Payment Method

In accordance with Section G.2, Submission of Vouchers/Invoices, the contractor shall electronically submit a monthly Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal, to the Vendor Inquiry Payment Electronic Reporting System. Due to the hybrid nature of this contract, there are multiple requirements for invoice data:

- Fixed Price – Fixed price services contract line items or IDIQ task orders (if applicable), the payments will be submitted in accordance with FAR 52.232-16, Progress Payments;
- Cost Reimbursable Billing Costs - The voucher must include a statement of cost and supporting documentation of services rendered. The cost statement should include, as a minimum, an accounting string (AFF/PBS) a breakout by cost or price element or task order (if applicable) of all services actually provided by the Contractor, both for the current billing period and cumulatively for the entire contract. Costs claimed must be only those recorded costs authorized for billing by the payment provisions of the contract. Costs claimed for reimbursement on the Statement of Cost must be adequately supported. The level of detail provided must clearly indicate where the funds were expended;
- Fee Invoices – The Contractor may submit invoices for annual fee payments based on DOE's fiscal year calendar concurrent with the Section E.6 Program Performance Reports. Fee payment(s) will be made after the CO determines whether adjustments/reductions are necessary; and

FAR 52.216-7, Allowable Cost and Payment requires the contractor to submit an invoice or voucher supported by a statement of the claimed allowable cost for performing this contract. Although invoices are normally paid by the Government within 30 days of payment request, Office of Management and Budget Memorandum (OMB) M-11-32, dated 9/14/2011, Accelerating Payments to Small Businesses for Goods and Services, requires invoices from small business should be paid as quickly as practicable with a goal of paying within 15 days. OMB Memorandum M-12-16, dated 7/11/2012, Providing Prompt Payment to Small Business Subcontractors, states that agencies should, to the full extent permitted by law, temporarily accelerate payments to all prime contractors in order to allow them to provide prompt payments to small business subcontractors. This memorandum does not affect the application of the Prompt Payment Act's late-payment

interest penalty provisions. DOE Policy Flash 2012-53, dated 7/18/2012, Accelerating Payment to Small Business Subcontractors, requires DOE to immediately begin accelerating payments of all approved invoices in the Vendor Invoice Approval Systems within 15 days. The approving official should attempt to review and approve invoices within 10 calendar days and check the “small business” block for tracking purposes. The DOE-RL invoice review and approval process is further described in the Acquisition Management section of RIMS, in the desktop procedure number PRO-020.

3.7 Performance Evaluation and Measurement Plan (PEMP) and Fee Administration

Performance measures and performance expectations are established annually in the Performance Evaluation Management Plan (PEMP), to gauge the degree to which the Contractor has met the performance objectives in specific service areas. In accordance with Acquisition Guide 71.1, prior to the beginning of each fiscal year, APM issues a data call to the field to identify Business Clearance Review documents that will be submitted for the coming year. The PEMP is submitted as part of this process. The PEMP is developed by the COR, with input from other RL subject matter experts and functional organizations as needed. The PEMP is coordinated for local RL review in accordance with Procurement Procedure PRO-045, undergoes Independent Review at the Environmental Management Consolidated Business Center and EM-52, and then forwarded to the HCA and APM for review and approval. The finalized PEMP is then incorporated by modification to the contract.

Contract clauses concerning fee include:

Contract Section	Title
B.17	Award Fee For CLINS 001, 004, 007, 010 and 013
F.6, Item #5	Annual Self-Assessment Report
G.2(c)	Fee Invoices
H.18	Performance Evaluation and Measurement Plan
I.7	Price or Fee Adjustment for Illegal or Improper Activity
Section J, Attachment J-10	Performance Evaluation and Measurement Plan

The fee on the contract is administered in accordance with contract clauses H.18 and Section J, Attachment J-10, Performance Evaluation and Measurement Plan. The contractor submits an Annual Self-Assessment Report by October 7 of each year. The COR prepares a draft evaluation recommendation to the FDO. In accordance with HCA Directive 2.1, prior to issuance of any fee decision to the contractor, a copy of the draft fee decision documents/file are forwarded for headquarters review and concurrence. After headquarters concurrence, RL may issue the fee decision to the contractor via official letter signed by the FDO.

3.8 Conditional Payment of Fee Contract Clause

Under the Conditional Payment of Fee clause in Section J, Attachment J-1, Conditional Payment of Fee, Profit, or Incentives (or alternatively, 48 CFR Part 952.223-76 or 952.223-77, Conditional Payment of Fee or Profit), DOE may unilaterally reduce earned fees for the contractor noncompliance with the terms and conditions of the contract

related to safeguarding of Restricted Data and other classified information and relating to the protection of worker safety and health, including compliance with applicable law, regulation and DOE directives.

3.9 Contract Change Control Process

During the contract performance period, the Government may identify a need to change the contract. The anticipated change will require the CMT to perform a comprehensive evaluation of the need to determine whether any, and/or which portions of the contract are affected. The required change may affect the FFP, CR or IDIQ line items within the contract. If the new requirement can be specifically quantified in advance, then most-likely the FFP or CR line items within the contract will be affected. If the new requirement is recurring and cannot be specifically quantified in advance, use of the IDIQ line item is more appropriate. If the IDIQ line item is utilized, the change shall be implemented via issuance of a Task Order (TO) in accordance with the procedures contained in clause H.44 of the contract.

Once the need for a change has been identified, the COR must schedule an internal review of the requirement and obtain approval to proceed with implementation. The means for obtaining RL approval to proceed with the change is the Hanford Contract Alignment Board (HCAB) change control process. HCAB approval ensures that potential impacts to other Site contractors are identified and addressed by affected stakeholders.

Once HCAB approval is received, the COR shall identify the funds required (roughly estimated) to implement the change and prepare a Requisition within the Strategic Integrated Procurement Enterprise System (STRIPES). The requisition shall include a Statement of Work (SOW) which is a thorough description of the change requirement, stated in terms of performance expectations/outcomes desired, not as a description of how-to. At the same time, the COR shall request that the RL Project Integration and Control (PIC) Division prepare an Independent Government Cost Estimate (IGCE) of the SOW. The IGCE will provide a more accurate estimate of the change and is used by the technical review team and cost price analysts to validate the contractor's change proposal.

Once the CO receives the Requisition via STRIPES, he/she will forward the SOW to the contractor and request a formal Change Proposal. The request from the CO will identify the proposal submittal due date (typically 45-60 days hence) and contain a schedule for reviewing and approving a contract change.

Upon receipt of the contractor's change proposal, the CO will task the COR to conduct a technical review of the proposal. The technical review will often require clarification discussions with the contractor in order to reconcile any questions the COR may have concerning the contractor's proposed technical approach and/or assumptions. Simultaneously, (if the proposed value is >\$700K) the CO shall request an audit of the contractor's proposal by an approved Government audit entity (typically the Defense Contract Audit Agency – DCAA; as of the writing of this CMP, DOE has contracted with the commercial firm of KPMG, LLC to provide audit services). Upon completion of the COR's technical review, and receipt of the audit report for the contractor's proposal, the Government's cost/price analyst will conduct an analysis of the contractor's proposed cost/price and prepare the Price Analyst Report (PAR). Generally, the Procurement

Division cost/price analyst conducts the analysis and prepares the PAR, but on occasion, the Procurement Division obtains cost/price assistance from the EM Consolidated Business Center (EMCBC). The cost/price analyst utilizes the COR's technical review report and the Audit Report in preparing his/her PAR. The PAR will identify all recommended adjustments to the contractor's proposed costs and fee, and the rationale for each recommended adjustment. [Note: If the contract change is required urgently, the CO can issue a unilateral Change Order modification directing the contractor to begin work on the changed scope immediately. The Change Order modification will include a not-to-exceed cost threshold which is generally an estimate of the cost of the limited work scope authorized for the period preceding proposal negotiations and issuance of the definitizing bi-lateral contract modification. No fee is included in the unilateral Change Order, and no fee is added to the contract until and unless it is negotiated bi-laterally in the definitizing contract modification.]

Once the Technical Report, the Audit Report (if required), and the PAR are complete, the CO will utilize the information contained in these documents to prepare his/her Pre-Negotiation Memorandum (Pre-Neg). The pre-neg will establish the Government's negotiation objectives, establishing a target and maximum (ceiling) negotiation position for negotiating the proposed contract change.

Though unlikely to occur, if the absolute value (summation of added and subtracted costs and fee) of the contractor's proposal exceeds \$25M, then business clearance approval of the pre-neg is required by the HCA before any negotiations can begin. If the absolute value of the proposed change exceeds \$50M, then business clearance approval is required by the HCA and APM (MA-62).

Additional information about the RL Change Control process can be found in the RL Information Management System (RIMS) crosscutting procedures for Integrated Baseline Management.

3.10 Review of Contractor's Requests for Equitable Adjustments

The difference between an REA and a change proposal submitted in response to a Government request is that the REA is initiated by the contractor when it believes it has been adversely impacted within the terms and conditions of the contract, by the Government's action (or failure to act). The process for Government review, approval and implementation of the contractor's REA is the same as the change control process described in Section 3.9 above. However a key requirement of the REA review by the Government is a determination of whether, and to what degree, the contractor is entitled to any additional fee associated with the REA. For example, a work scope cost increase identified in an REA may be valid within the cost reimbursement terms of the contract, but may not warrant additional fee because the work scope itself has not been changed.

3.11 Contractor Litigation Management Plan

Per 10 C.F.R. 719.5, Contractor Legal Management Requirements, this is not applicable to Fixed Price contracts. Although Cost Reimbursement with no fee line items are in the contract, the Cost Reimbursement portion of the contract (\$25.8M total for base and option years) is well below the \$100M threshold requiring a litigation plan.

3.12 Contract Human Resource Management

The Procurement Division is responsible to ensure that the Contractor conducts expedient reporting and processing of employee compensation claims. The RIMS procedure, RL Oversight of Contractor Human Resource Programs, describes this area of RL oversight activities. Contract requirements related to Contractor Human Resource Programs are included in clauses H.4, H.5, H.6, H.7, H.8, H.9 and H.20.

3.13 Contract Records

All records acquired or generated by the contractor in performing this contract are the property of the Government except for those defined as "contractor-owned" in contract clause I.108, DEAR 970.5204-3, Access to and Ownership of Records. These records must be delivered to the Government or otherwise disposed of at contract completion or termination, as directed by the CO. Additional Contractor requirements concerning records management are found in PWS Section C.2.1.9.

All occupational medical records generated during the performance of Hanford-related activities will be maintained by the Occupational/Medical Services Contractor and are the property of DOE. All radiation exposure records generated during the performance of Hanford-related activities are the property of DOE and are maintained by Battelle staff at PNNL.

3.14 Contract Closeout

The verification process of contract completion and initiation of contract closeout will commence when the contract expires. RIMS addresses the major elements of contract closeout in the Contract Management crosscutting process, Contract Management - Closeout procedure. Contract closeout will conform to the requirements of the Federal Acquisition Regulation (FAR) 4.804, Closeout of Contract Files.

3.15 Continuity of Operations Planning

During emergency situations and in accordance with DOE O 150.1, "Continuity Programs", RL has set up delegations of authority to ensure continuity of operations in the event the "U.S. Department of Energy Richland Operations Office and Office of River Protection Continuity of Operations Plan", DOE/RL-2005-65 (COOP Plan) is activated. Members of the CMT will continue operations in accordance with the COOP Plan. The Assistant Manager for Business and Financial Operations is responsible to ensure contractor payments occur in the Finance Division and also is responsible to ensure the Procurement Division provides the acquisition of resources. The Assistant Manager for Mission Support is responsible for ensuring communication and information systems are functioning.

4.0 Contract Deliverables

Deliverables are identified throughout the PWS and consolidated in Section F.6, Reporting Requirements. A listing of the contract deliverables is included as Attachment A. Specific PI deliverables are located in the PEMP. These deliverables are monitored by the CMT staff assigned responsibility in RL's Functions, Responsibilities and Authorities Manual.

5.0 Key Contract Vulnerabilities or Performance Risk Areas

The Performance Management Plan for the Accelerated Cleanup of the Hanford Site is the overall strategy for reducing risk to workers, the public, and the environment. RL progress in achieving major goals is tracked in the Corporate Performance Measures. The Hanford Integrated Programmatic Risk Management Program (HPMP) documents RL's approach to identify, analyze, prioritize, mitigate, and monitor the programmatic risks associated with the accelerated cleanup initiatives. The HPMP, along with both the Project Risk Management and Program Risk Management crosscutting process contained in RIMS, implements risk management at RL. Specific risk management actions required by the contract are described in section C.9.g.

The provision of occupational medical services to Hanford Site employees does not, by itself, present an inherent risk. However, these risk areas are worth noting:

Risk Description	Basis	Mitigation Strategy
Very tight job market (high demand) for medical professionals (e.g., nurses, clinicians, physician assistants);	Low	<ul style="list-style-type: none"> Work with contractor management and the Federal Occupational Health (FOH) representatives to monitor the medical profession job market situation to ensure contractor succession planning is in place and the workforce remains stable; Ensure contractor's workforce compensation packages are competitive with commercial (non-Hanford) entities in the eastern Washington region;
Continuously changing DOE Directives that impact contract cost;	Low	<ul style="list-style-type: none"> Precise specification of directive applicability; Have a questioning attitude. Why does this apply, how does it apply, what is the specific cost; Request waivers for those that don't provide a direct benefit; There is an established process of review, accountability, coordination, and tracking of proposed directive changes;
Financial market fluctuations that adversely impact costs to sustain/meet pension plan and retirement benefit commitments;	Medium	<ul style="list-style-type: none"> Work with contractor industrial relations representatives to ensure financial market fluctuation impacts to pension and retirement benefit obligations are closely monitored; Address funding necessities as quickly as feasible given current (existing) circumstances;
Unexpected Emergency	Low	<ul style="list-style-type: none"> Regularly practice in site-wide emergency response plus maintain professional liaison with local community health organizations. Emergency response planning integrated in operation planning internally, site-wide and community planning
Loss of Key Personnel	Low	<ul style="list-style-type: none"> Contract requires DOE approval of replacement personnel DOE approval of replacement candidates, depth of internal CONTRACTOR cross and

		succession planning.
Decline in quality of services	Low	<ul style="list-style-type: none"> Regularly DOE-vetted QA plan; independent outside medical reviews in support of DOE. Perform robust medical QA and review system to catch trending and promote appropriate corrective response.
Medical Malpractice	Low	<ul style="list-style-type: none"> Medical providers maintain professional licenses (regular training, etc.) and are subject to peer review. The medical providers maintain malpractice insurance.

6.0 Contractor Past Performance Reporting Requirements

The DOE-RL Contractor Performance Reporting process is described in the Acquisition Management section of RIMS, in the desktop procedure number PRO-030. This procedure outlines the necessary steps to ensure the Contractor Performance Assessment Reporting System (CPARS) is utilized for past performance reporting. Additionally, the draft evaluation will be submitted to the HCA for peer review in accordance with HCA Directive 2.2. The CO will fulfill assessing official duties and the COR will perform the program official duties to complete the annual CPAR.

7.0 Contractor Assurance System

DOE O 226.1B is not applicable to this contract.

8.0 Agreements with State, Community, or Other Entities

The contractor and/or RL are parties to agreements and understandings with Federal, state, and local government agencies as mentioned in the contract PWS, section C.1.1.1, The Hanford Site. Specifically the Hanford Federal Facility Agreement and Consent Order, commonly called the Tri-Party Agreement, is maintained collectively by the U.S. Department of Energy, the U.S. Environmental Protection Agency, and the State of Washington Department of Ecology.

8.1 Worker's Compensation

Pursuant to State of Washington Revised Code (RCW) Title 51, RL is a group self-insurer for purposes of workers' compensation coverage and is responsible for making quarterly payments to the Washington State Department of Labor and Industries. Contract clause H.20, Worker's Compensation, requires that the Contractor withhold and forward appropriate employee and employer contributions, plus the employer-matching amount to RL on a timely basis. Clause H.20 also contains various reporting requirements, payroll certification requirements, and the annual evaluation and analysis of workers' compensation claims which help to ensure appropriate processing of workers' compensation claims. The RL Finance Division regularly reviews workers' compensation payments (monthly) in the process of monitoring and funding the accounts from which claims are paid. The individual responsible for managing RL's workers' compensation program is identified in the RIMS Service Directory.

8.2 Intra-Agency Coordination

The contractor may coordinate their operational activities with other agencies to execute this contract. These activities would likely be in support of delivery of healthcare services in response to natural health threats (e.g. pandemic), health emergencies (natural or man-made disaster), or preventive measures (e.g. vaccination campaign).

9.0 Unique Contract Terms and Conditions and Deviations

The unique contract terms and conditions are contained in Section H.

10.0 Other Special Emphasis Areas

During contract transition, government and contractor personnel will receive post award orientation and training. The training will include:

- Contract overview (type, start date, term, base/option periods, CLINs)
- Key differences between the previous CPAF and new hybrid contract
- FFP scope
- CR scope
- IDIQ scope
- IDIQ ordering process
- Penalties for non-performance of FFP work in Section E
- Key deliverables
- Award Fee and PEMP

Also during transition, the CO and COR will lead a post award conference with the contractor to discuss the terms and conditions, expectations, deliverables and establish a working relationship.

The contract performance and administration experience will be reviewed and evaluated for Lessons Learned. The RIMS Lessons Learned program description explains RL's approach at a high level.

Attachment A

A. The following table is excerpted from the contract and contains the deliverables identified throughout scope of work contained in Section F.

Table F.6, Summary of Contract Deliverables:

Incident Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
1.	Exposure, Injury, or environmental release incident report	Report the DOE Health & Safety Office, exposure to any substance, possible exposure to any substance, and all accidents resulting in death, trauma, occupational disease, bodily injury, or environmental release. Additional specific reporting requirements may apply per DOE O231.1A Chg.1 Environment, Safety, and Health Reporting and DOE M231.1-2 Occurrence Reporting and Processing of Operations	DOE M231.1A, DOE O580.1 Chg. 1	Per Occurrence	DOE-RL Health & Safety Office, CO, Program Office	Information	Immediate
2.	Property loss or damage incident report	A full report of all instances of loss, damage, destruction, and theft of Government property per DOE reporting guidelines. Suspected incidents of vandalism or purposeful destruction of property shall be reported to the Hanford Patrol (and Richland Police, as applicable) for investigation.	DOE O 580.1 Chg. 1	Per Occurrence	CO, DOE-RL Property Manager, Hanford Patrol	Information	Immediate upon discovery

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
3.	Transition Plan	Per Section C.2.1.23	C.2.1.23 Contract Transition	N/A	COR, CO	Review and Approval	5 days after award of contract
4.	Annual Execution Plan	Description of the proposed annual work scope to be accomplished, linked to regulatory or other "drivers" for the work scope, full-time equivalent (FTE) requirements and associated direct and indirect costs, broken-out by work breakdown structure (WBS) element	C.2.1.22 Project Controls and Management	Annually	DOE-RL Program Office, CO	Review and Approval	August 31
5.	Occupational Medicine Program Appraisal	Self-assessment survey instrument for occupational medical program, facilities and professional staff	J-10 Performance Evaluation and Measurement Plan	Annually	Program Office, CO	Information	October 7

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
6.	Site Occupational Medical Director's (SOMD) Annual Report	<p>A comprehensive, detailed report that identifies trends and analyzes effects, presents conclusions of medical surveillance analyses, and makes recommendations for improvements in protecting worker safety and health</p> <p>i. Ensure that the report provides/presents:</p> <ol style="list-style-type: none"> 1. Information on the relationship of site activities to the health and safety of site personnel, 2. Any trends and an analysis of their effects, 3. Conclusions of the medical surveillance analyses and recommendations to the DOE for improvements in protecting worker safety and health, 4. The results of any special studies directed by the DOE CO, or designee, 5. A description of the analyses, the bases for conclusions, a discussion of the urgency of the recommendations, and 6. An explanation of the benefits to the health and safety of the site workers and the DOE. <p>ii. Ensure that the report meets the standards for analyses and report preparation comparable to that required for acceptance by a peer-reviewed medical journal.</p> <p>iii. Present the results verbally to the Government at a time specified by the DOE CO after the report has been submitted.</p>	C.2.1.2 Medical Surveillance Data	Annually	Program Office, CO	Information	January 31
7.	Epidemiological Biannual Report	A summary report on the health status of the Hanford workforce, collectively and sorted by grouping, location, employer, and by job function, including results of any epidemiological studies. The data analyses shall be aimed at early identification of patterns of findings, sentinel events, or changes in worker health that may be indicative of trends or weaknesses in worker protection features and programs.	C.2.1.2 Medical Surveillance Data	Biannual	Program Office, CO	Information	March 1, August 1
8.	Contractor Quality Assurance Plan	A Quality Assurance Plan in accordance with the applicable standards/requirements from the Accreditation Body: Accreditation Association for Ambulatory Health Care (AAAHC).	AAAHC Standards/Requirements; C.2.1.13	Annual	Program Office, CO	Review and Approval	Initial w/ transition plan, 5 and 10 days after

Routine Reporting Requirements						
Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
	<ul style="list-style-type: none"> (i) In accordance with the plan, conduct self-assessments to ensure continuous quality improvement and report the results to DOE. (ii) Report the Quality Assurance outcomes and improvement actions taken, to the DOE Program Manager as part of the SOMD's Report. (iii) Ensure that the report includes trending, analyses, detailed improvement plan(s) where indicated by predetermined thresholds, and assessments of how well the Contractor is meeting performance improvement goals. (iv) Ensure that, in addition to the Contractor's own performance indicators, the following DOE indicators are addressed: <ul style="list-style-type: none"> 1. Unusual Events: At a minimum the following must be included in the Quality Assurance Plan and reports: any sentinel events such as deaths and serious injury, needle sticks, blood borne pathogen and body fluid exposures, medication errors, falls within the clinics or adjacent walking and parking areas, all customer complaints, injuries attributable to or associated with care or services, and any event that puts the Government or the Contractor at medical/legal risk. In addition to scheduled reporting, all unusual events shall be brought to the attention of the DOE Program Manager with notification that that the event occurred no later than the next business day, and all follow-up documentation within a mutually agreeable timeframe, generally not to exceed two weeks. 2. Customer Satisfaction Surveys: Customer satisfaction surveys must be available to all clients in all major areas that deliver direct services. At a minimum, satisfaction surveys must include: efficiency in scheduling appointments, prompt attention upon arrival, courtesy of staff, explanation of procedures, privacy/confidentiality of the environment, explanation of results, answers to questions, clarity of follow-up actions that the client is to take, helpfulness of education and information provided, and overall satisfaction of services. 	Transition Requirements ; DOE O 414.1D;				award of contract; Then Annually by Oct 15

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
9.	Tier II Emergency and Hazardous Chemical Inventory	Contractor chemical inventory is included in the site document compiled by the Hanford Mission Support Contractor (MSA), as required by the Emergency Planning and Community Right-To-know Act 312.	Emergency Planning and Community Right-To-know Act 312	Annually	DOE-RL Environmental management Division (EMD), CO	Information	March 1
10.	Dangerous Waste and Biennial Waste Minimization Report	Report includes shipping information, waste description and category, and recycling credit for RCRA Wastes (compiled by the Hanford Mission Support Contractor [MSA])	Resource Conservation and Recovery Act (RCRA)	Annually, with quarterly input	MSA, then DOE HQ, EPA and WA Dept of Ecology, CO	Information	February 1
11.	Toxic Chemical Release Inventory Report	Report lists release of EPCRA 313 chemical quantities	Emergency Planning and Community Right-To-know Act 312	Annually	MSA, then DOE HQ, EPA and WA Dept of Ecology, CO	Information	July 1
12.	Occupational Medical Services Utilization Report	Report that details the numbers and types of clinical and Employee Assistance Program (EAP) services provided, such as walk-ins, exams and immunizations, by job category and contractor employer.	G.2 Submission of Vouchers/Invoices	Monthly	Program Office, CO	Information	N/A
13.	Employee Concerns Report. Implementation Plan	1) Information on status of employee concerns program -- cumulative, for the fiscal year. 2) Describes ECP per DOE O 442.1A and DOE G442.1-1 (Section H.25)	H.25; DOE O 442.1A, DOE G442.1-1 ,	1) Quarterly 2) 90 days from award of contract	Employee Concerns Program (ECP), Asst. Mgr for Safety and engineering (AMSE), CO	1) Information 2) Review and Approval	1) TBD 2) 90 days from award of contract

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
14.	Collective Bargaining Agreement	Copy of the Agreement	H.5 Labor Relations	End of negotiations	Procurement Division (PRO), CO	Information	When Signed
15.	Worker's Compensation Website	Per H Clause Workers Compensation Website	H.21 Worker's Compensation	once	COR, CO; DOE-RL Contractor Industrial Relations	Information	Within 45 days of close of transition
16.	Reportable Costs Report	Incurred outside cost related to workers' compensation claim. At the end of every month DOE's Third Party Administrator sends the Occ Med Provider by encrypted email a list of both new and closed workers' compensation claims for that month. The OMP reviews their records and advises the DOE's Third Party Administrator via encrypted email if they have incurred any outside cost that need to be reported to L&I under the workers' compensation claim.	C.2.1.3(b); C.2.1.4 Monitored Care; C.2.1.12 Case Management	Monthly	DOE's Third Party Administrator	Information	5 days after receipt of list
17.	Pension Management Plan (PMP)	Per H Clause	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO; DOE-RL Contractor Industrial Relations	Review and Approval	As requested
18.	Investment Policy	Per H Clause	H.7. Legacy Benefit Plans: Pension and PRB	Initial: Within 90 days of end of transition Thereafter: as changed	CO; DOE-RL Contractor Industrial Relations	Information	Initial: Within 90 days of end of transition Thereafter: as changed
19.	Administrative Cost Incurred	Per H Clause	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO; DOE-RL Contractor Industrial	information	60 days after plan year end

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
					Relations		
20.	Benefit-Value Study	Per H Clause	H.7. Legacy Benefit Plans: Pension and PRB	1 st year of contract, then every 3 years	CO; DOE-RL Contractor Industrial Relations	Review and Approval	1 st year of contract, then every 3 yea
21.	Form 5500	Per H Clause Copies of IRS 5500 forms with schedules, within nine (9) months of the last day of the current pension plan year; and	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO; DOE-RL Contractor Industrial Relations	Information	According to Internal Revenue Service Schedule
22.	Form 5300	Per H Clause Copies of all forms in the 5300 series that document the establishment, amendment, termination, spin-off, or merger of a plan	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO; DOE-RL Contractor Industrial Relations	Information	According to Internal Revenue Service Schedule
23.	FAS 87 and FAS 106	Per H Clause Copies of the FAS 87 and FAS 106 reports and updates for the plans	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO; DOE-RL Contractor Industrial Relations	Information	As requested
24.	Annual Actuarial Report	Per H Clause Actuarial Valuation reports and Funding reports for the pension plan	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO; DOE-RL Contractor Industrial Relations	Information	As requested
25.	Cost Invoices and Fee invoices, , Public Voucher (SF-1034)	Monthly Invoice.	G.2 Submission of Vouchers/Invoices Instructions.	Monthly	COR, CO	Review and Approval	15 th of Month for previous month

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
26.	Billing Rate Variance Report	Variance between estimated and actual rates for services.	C.2.1.22 Project Controls and Management	Monthly	Program Office, Financial Management Division (FMD), COR, CO	Information	15 th of Month for previous month
27.	Program Performance Report (PPR)	Contractor's monthly Self-evaluation of Performance Report: backup and analyses for all work completed in performance of this contract.	E.6 Contractor's Self-Evaluation of Performance	Monthly	Program Office, CO	Review (approval as part of the Fee Evaluation)	15 th of Month for previous month
28.	Safeguards and Security Monitoring Activity Report	Substance dependence monitoring program and psychological monitoring	C.2.1.1 Medical Monitoring and Qualification Examinations	Monthly	Security and Emergency Services Division (SES), CO	Information	15 th of the month for previous month
29.	Controlled Substances Inventory	Indicates control and protection of Government property	C.2.1.3 Diagnosis and Treatment of Injury or Illness	Semi-annually	Program Office, CO	Information	October 15, April 15
30.	Report of Records Holdings	Identifies volume of active records being maintained by the Contractor	C.2.1.9 Information and Records Management	Annually	Program Office, CO	Information	N/A
31.	Records Management Plan	The Records Management Plan is a high-level program document that shall describe, at a minimum: a clear delineation between Government-owned and contractor-owned records; how the Contractor will manage all life-cycle phases of Government-owned records, including specialty records like electronic, e-mail and audiovisual; the contractor organization in charge of the records management program; provision	C.2.1.9 Information and Records Management; 36 CFR Chapter 12	Within 60 days of contract award	Program Office; DOE – EMCBC RMFO; CO	Review and Approve	Within 60 days of contract award

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
		of records management training to all contractor personnel; the safeguarding, protection and maintenance of records (including audiovisual, electronic, records containing sensitive information, and/or classified, if applicable); the use of DOE Records Disposition Schedules; management of quality assurance records under NQA-1, if applicable, the Contractor's procedures for final disposition of records (e.g., via transfer to a Federal Records Center (FRC, destruction, or transfer to another DOE contractor); and the Contractor's procedures for implementation of the records management program as a whole, including relationships with other programs that cannot respond properly without sound records search and retrieval capabilities (e.g., processing claims received by the Department of Labor pursuant to the EEOICPA, FOIA, etc.).					
32.	Records File Plan	A file plan is a comprehensive outline that includes the records series title and description, active file locations, file arrangement, file cutoff, retention period, file transfer instructions, disposition instructions, and other specific instructions that provide guidance for effective management of records, including vital records.	C.2.1.9 Information and Records Management; 36 CFR, Chapter 12; DOE O 243.1	Within 6 months of contract award	Program Office; DOE – EMCBC RMFO; CO	Review and Approve	Within 6 months of contract award
33.	Records File Plan Update	Annual submittal of any revisions to the Records File Plan	36 CFR Chapter 12	Annually	Program Office; DOE – EMCBC RMFO; CO	Review and Approve	12 Months after contract award
34.	Records Disposition Plan	The Records Disposition Plan shall document the contractor's disposition process which shall include processing records to storage (e.g., on-site, commercial and/or the Federal Records Center) and the destruction process. This plan shall be developed and submitted for DOE approval prior to any records disposition activities.	C.2.1.9 Information and Records Management; 36 CFR, Chapter 12	Within 6 months of contract award	Program Office; DOE – EMCBC RMFO; CO	Review and Approve	Within 6 months of contract award
35.	Vital Records Program / Plan	Describes how the contractor will identify records needed for performing essential functions and a plan to protect vital records and	C.2.1.9 Information	Within 6 months of	Program Office;	Review and Approve	Within 6 months of

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
		the recovery of any records affected by an emergency or disaster. Plan to include list of vital records.	and Records Management; DOE O 243.2	contract award	DOE – EMCBC RMFO; CO		contract award
36.	Vital Records Update	Annual submittal of any revisions to the vital records listing.	C.2.1.9 Information and Records Management	Annually	Program Office; DOE – EMCBC RMFO; CO	Review and Approve	12 Months after contract award
37.	Privacy Act List of Systems of Records	The Contractor shall prepare and submit for DOE approval, in accordance with Federal Acquisition Regulation clause 52.224-2, Privacy Act (APR 1984) and DOE O 206.1 DOE Privacy Program: (1) a list of the systems of records that fall under the Privacy Act and (2) note the design, development, or operation work that will be performed, and (3) the responsibility of each system. Systems currently covered by the Privacy Act can be found in the Federal Register.	C.2.1.9 Information and Records Management; DEAR 970-5204-3; FAR 52.224-2; DOE O 206.1;	Within 90 days of contract award	DOE Privacy Act Officer; CO	Review and Approval	Within 90 days of contract award
38.	Records Inventory and Disposal Schedules	Identifies active records and approved schedule for disposition of records	C.2.1.9 Information and Records Management	Annually	Program Office, CO	Information	As requested
39.	Customer Satisfaction Report	A report that summarizes the results of customer satisfaction surveys from end-users and site contractor management.	J-10 Performance Evaluation and Measurement Plan	Quarterly	Program Office, COR, CO	Information	January 15 th , April 15 th , July 15 th , October 15 th
40.	Accreditation Requirements Reports	H Clause “Accreditation Requirements”: 1) Communications to and from the AAAHC; 2) Action Plan; 3) monthly progress report, and 4) quality indicators submitted to the AAAHC	H.14 Accreditation Requirements	As required	Program Manager, COR, CO	Information	1) 5 business days, 2) 10 business days. 3)

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
							monthly, 4) as required
41.	DOE Directives Review	Review of DOE Paperless Directive System	H.33. Paperless Processing System	Review Monthly, Report Quarterly	COR, CO	Review and Approval	Quarterly
42.	Organizational Chart; Standards and procedures	Per H Clause	H.39. Contractor's Organization	As required	COR, CO	Information	Upon award and subsequent updates
43.	System Categorization; Computer Security Threat and Vulnerabilities Statement and Computer Security Risk Assessment and Mitigation document; System Security Plan	Per H Clause "Information Technology"	H.42 Information Technology	N/A	Program Office, DOE-RL CIO, COR, CO	Review and Approval	90 days of contract award
44.	Recommended improvements to enhance Hanford occupational and preventive health programs	Recommended improvements to enhance Hanford occupational and preventive health programs, based on contractor review of Federal, State, and DOE documents, and trade publications. Reports shall determine applicability and impact of any new or proposed regulations or best practices on operations, and alert the CO, of regulation and program changes affecting this contract, and recommend an implementation plan for identified changes.	C.2.1.7 Health Program Improvements	As identified	Program Office, CO	Information	As identified
45.	Facility/Site Visit Form	Worksite Visit Reports following the monthly coordinated visits to the worksite by Occupational Health providers, including the SOMD, all physicians and all mid-level practitioners. This requirement does not apply to casual visits, coordinated presentations, or brief consultative	C.2.1.11 Field / Facility Worksite	As WSV completed	Worksite visit representative of the	Information	By end of month for previous month

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
		visits.	Visits (WSV)		host organization POC		
46.	Consultative Reports	The Occ Med contractor will be requested to provide industrial hygiene support and expert consultation. When written reports are requested, the quantity and depth of these reports shall be adequate for the purpose.	C.2.1.20 Industrial Hygiene Support	As requested	Requesting Organization	Information	As requested
47.	Beryllium Registry Submittal	Data for each beryllium-associated worker is to be submitted to the Beryllium Registry semi-annually. The Occupational Medicine Contractor has been identified as the lead coordinator by the Hanford Site-Wide Chronic Beryllium Disease Prevention Program (DOE-0342). The Oak Ridge Institute for Science and Education (ORISE) maintains the Beryllium Associated Worker Registry (BAWR) for the U.S. Department of Energy (DOE) Office of Health, Safety and Security (HSS).	C.2.1.5 Legacy Health Issues; 10 CFR 850.39(h);	Semi-annual	ORISE BAWR	Information	July 30 th for the time period January 1 st through June 30 th ; and by January 30 th for the time period July 1 st through December 31 st
48.	Illness and Injury Monthly Report	Illness and Injury data as described in DOE-STD-1190-2007 Generally: 1) roster data updated periodically, 2) illness and injury data as reported by workers through the return to work process following an illness or injury-related absence, 3) OSHA 300 log data, and 4) disability retirements and deaths among actively employed workers	10 CFR 850; 10 CFR 851; Atomic Energy Act of 1954; Energy Reorganization Act of 1974; 42 USC 2051; DOE O 231.1A, Chg 1; DOE O 440.1	Monthly	Illness and Injury Surveillance Data Center (Currently at Oak Ridge Institute for Science and Education – ORISE)	Information	15 th of Month for previous month
49.	Illness and Injury	Illness and Injury roster data as described in DOE-STD-1190-2007.	10 CFR 850;	Quarterly	Illness and	Information	Complete,

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
	Roster Quarterly Update	Information concerning all contractor and subcontractor workers who are covered by 10 CFR 851 Worker Health and Safety Rule	10 CFR 851; Atomic Energy Act of 1954; Energy Reorganization Act of 1974; 42 USC 2051; DOE O 231.1A, Chg 1; DOE O 440.1		Injury Surveillance Data Center (Currently at Oak Ridge Institute for Science and Education – ORISE)		unabridged Roster due January 1; Quarterly updates each quarter: April 1, July 1, October 1
50.	Worker Safety & Health Program (WSHP)	Safety and Health Program (WSHP)	C.2.1.14; 10 CFR 851	once	Program Office, CO	Approve	45 days after contract signing
51.	Worker Safety and Health Program annual update	Safety and Health Program (WSHP) annual update	C.2.2.14; 10CFR851	annually	Program Office, CO	Review	Annually on anniversary of initial plan approval