

AWARD/CONTRACT		1 THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)	RATING	PAGE OF PAGES 1 33
2. CONTRACT (Proc. Inst. Ident.) NO DE-EM0001245		3. EFFECTIVE DATE 04/25/2011	4. REQUISITION/PURCHASE REQUEST/PROJECT NO. See Schedule	
5. ISSUED BY	CODE 00603	6. ADMINISTERED BY (if other than Item 5)		CODE 00603
Office of River Protection U.S. Department of Energy Office of River Protection P.O. Box 450 Richland WA 99352		Office of River Protection U.S. Department of Energy Office of River Protection P.O. Box 450 Richland WA 99352		

7. NAME AND ADDRESS OF CONTRACTOR (No., Street, City, Country, State and ZIP Code)		8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)
NORTH WIND SERVICES, LLC Attn: KIMBERLEY KEARNEY 1425 HIGHAM STREET IDAHO FALLS ID 834021513		9. DISCOUNT FOR PROMPT PAYMENT NET 30
10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN		ITEM Section G
CODE 603109161	FACILITY CODE	

11. SHIP TO/MARK FOR	CODE 00603	12. PAYMENT WILL BE MADE BY	CODE 00524
Office of River Protection U.S. Department of Energy Office of River Protection P.O. Box 450 Richland WA 99352		OR for ORP U.S. Department of Energy Oak Ridge Financial Service Center P.O. Box 4307 Oak Ridge TN 37831	

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304 (c) () <input checked="" type="checkbox"/> 41 U.S.C. 253 (c) (5)		14. ACCOUNTING AND APPROPRIATION DATA See Schedule	
15A. ITEM NO	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT
			15E. UNIT PRICE
			15F. AMOUNT
Continued			
15G. TOTAL AMOUNT OF CONTRACT			\$12,000,000.00

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
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X	C	DESCRIPTION/SPECS /WORK STATEMENT	6	X	J	LIST OF ATTACHMENTS	33
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17 <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return <u>1</u> copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)		18 <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any condition sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.	
19A. NAME AND TITLE OF SIGNER (Type or print) <i>Mike Bolender - Contracts Manager</i>		20A. NAME OF CONTRACTING OFFICER David A. Gallegos	
19B. NAME OF CONTRACTOR	19C. DATE SIGNED	20B. UNITED STATES OF AMERICA	20C. DATE SIGNED
BY <i>Mike Bolender</i>	3-29-11	BY <i>David A. Gallegos</i>	3-29-11
(Signature of person authorized to sign)		(Signature of the Contracting Officer)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
DE-EM0001245

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NAME OF OFFEROR OR CONTRACTOR
NORTH WIND SERVICES, LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
00001	<p>SBA Requirement No. 1087-11-101271 FOB: Destination Period of Performance: 04/25/2011 to 04/24/2013</p> <p>Engineering, Environmental, Related Technical and Administrative Support Services</p> <p>Base Period - Engineering, Environmental, Related Technical and Administrative Support Services Line item value is:\$12,000,000.00 Incrementally Funded Amount: \$135,000.00 Requisition No: 11EM001929, 11EM001938</p> <p>Accounting Info: Transition Funding of Support Services Fund: 01250 Appr Year: 2011 Allottee: 34 Report Entity: 421301 Object Class: 25100 Program: 1110465 Project: 0001540 WFO: 0000000 Local Use: 0420131 Funded:\$35,000.00</p> <p>Accounting Info: WTP Support Funding Fund: 01250 Appr Year: 2011 Allottee: 34 Report Entity: 421301 Object Class: 25200 Program: 1110927 Project: 0004337 WFO: 0000000 Local Use: 0000000 Funded: \$100,000.00</p>				12,000,000.00

SECTION B

SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 TYPE OF CONTRACT-SERVICES BEING ACQUIRED

This is a Time-and-Materials contract for engineering, environmental, and related technical and administrative support services to support the US DOE Office of River Protection (ORP). The Contractor shall provide the personnel, materials, supplies, services (except as may be expressly set forth in this Contract as furnished by the Government), and do all things necessary and incident to providing the services specified in Section C - Statement of Work.

B.2 CEILING PRICE

(a) The ceiling price does not represent, nor shall it be construed as, a guarantee or minimum amount. The ceiling price for each Contract Line Item Number (CLIN) is provided in the summary table below.

CLIN	Description	Ceiling Price
1	Base Period - 2 Years	\$12,000,000.00
2	Option Period - 1 Year	\$6,000,000.00
	Total Contract Ceiling Price	\$18,000,000.00

(b) CLIN 1 - BASE PERIOD: The Contractor shall provide the engineering, environmental, and related technical and administrative support services specified in Section C, at the applicable hourly labor rates and Other Direct Cost limit specified in Sections B.3 and B.4 for the applicable period of performance specified in Section F.1.

Funds Obligated to CLIN 1:

Mod #	Accounting & Appropriation Data	Obligation Amount*
000	See Section A	\$135,000.00

* Subject to Section I Clause FAR 52.232-22 entitled, *Limitation of Funds (APR 1984)*, the cumulative amount identified in this column is the total amount presently available for payment under this CLIN. The contractor shall not incur any costs in excess of the amount obligated to this contract.

(c) CLIN 2 – OPTION PERIOD: The Contractor shall provide the engineering, environmental, and related technical and administrative support services specified in Section C, at the applicable hourly labor rates and Other Direct Cost limit specified in Sections B.3 and B.4 for the applicable period of performance specified in Section F.1.

Funds Obligated to CLIN 2:

Mod #	Accounting & Appropriation Data	Obligation Amount*

* Subject to Section I Clause FAR 52.232-22 entitled, *Limitation of Funds (APR 1984)*, the cumulative amount identified in this column is the total amount presently available for

payment under this CLIN. The contractor shall not incur any costs in excess of the amount obligated to this contract.

B.3 DIRECT PRODUCTIVE LABOR HOURS AND FIXED LABOR RATES

- (a) Direct Productive Labor Hours (DPLH) are defined as actual work hours exclusive of vacation, holiday, sick leave, and other absences. The maximum required DPLH will be specified in Task Assignments in accordance with the Task Assignment Procedures in Section H. The Contractor shall provide all required DPLH to perform approved Task Assignments which will be derived from Section C Statement of Work.
- (b) The following labor categories and skill levels meeting the qualifications in Section J, Attachment J-2, and corresponding fully burdened hourly labor rates, are applicable to work performed on-site for the applicable period of performance:

Fully Burdened Hourly Labor Rates (On-Site)				
Labor Category	04/25/2011 - 09/30/2011	10/01/2011 - 09/30/2012	10/01/2012 - 09/30/2013	10/01/2013 - 09/30/2014
Executive Consultant II	\$282.81	\$289.88	\$297.13	\$304.56
Executive Consultant I	\$249.54	\$255.78	\$262.17	\$268.73
Management Consultant II	\$207.95	\$213.15	\$218.48	\$223.94
Management Consultant I	\$182.99	\$187.56	\$192.25	\$197.06
Consultant	\$166.36	\$170.52	\$174.78	\$179.15
Program Manager III	\$179.25	\$183.73	\$188.32	\$193.03
Program Manager II	\$173.66	\$178.00	\$182.45	\$187.01
Project Manager III	\$158.04	\$161.99	\$166.04	\$170.19
Project Manager II	\$138.52	\$141.98	\$145.53	\$149.17
Project Manager I	\$119.68	\$122.67	\$125.74	\$128.88
Technical Specialist III	\$142.09	\$145.64	\$149.28	\$153.02
Technical Specialist II	\$134.19	\$137.54	\$140.98	\$144.51
Technical Specialist I	\$118.40	\$121.36	\$124.39	\$127.50
Analyst III	\$85.56	\$87.70	\$89.89	\$92.14
Analyst II	\$76.56	\$78.47	\$80.44	\$82.45
Analyst I	\$60.47	\$61.98	\$63.53	\$65.12
Engineer/Scientist III	\$100.41	\$102.92	\$105.49	\$108.13
Engineer/Scientist II	\$93.37	\$95.70	\$98.10	\$100.55
Engineer/Scientist I	\$79.01	\$80.99	\$83.01	\$85.09
Engineer/Scientist Support	\$66.12	\$67.77	\$69.47	\$71.20
Engineer/Scientist-Associate	\$58.22	\$59.68	\$61.17	\$62.70
Designer II	\$100.79	\$103.31	\$105.89	\$108.54
Designer I	\$71.30	\$73.08	\$74.91	\$76.78
Administrative Specialist III	\$65.36	\$66.99	\$68.67	\$70.39
Administrative Specialist II	\$44.56	\$45.67	\$46.82	\$47.99
Administrative Specialist I	\$45.05	\$46.18	\$47.33	\$48.51
Administrative Support	\$39.31	\$40.29	\$41.30	\$42.33
Clerk/Typist/Data Entry	\$22.92	\$23.49	\$24.08	\$24.68

- (c) The following labor categories and skill levels meeting the qualifications in Section J, Attachment J-2, and corresponding fully burdened hourly labor rates, are applicable to work performed off-site for the applicable period of performance:

Fully Burdened Hourly Labor Rates (Off-Site)				
Labor Category	04/25/2011 - 09/30/2011	10/01/2011 - 09/30/2012	10/01/2012 - 09/30/2013	10/01/2013 - 09/30/2014
Executive Consultant II	\$335.84	\$344.24	\$352.84	\$361.66
Executive Consultant I	\$296.33	\$303.74	\$311.33	\$319.11
Management Consultant II	\$246.94	\$253.11	\$259.44	\$265.93
Management Consultant I	\$217.31	\$222.74	\$228.31	\$234.02
Consultant	\$197.56	\$202.50	\$207.56	\$212.75
Program Manager III	\$212.87	\$218.19	\$223.65	\$229.24
Program Manager II	\$206.22	\$211.38	\$216.66	\$222.08
Project Manager III	\$187.68	\$192.37	\$197.18	\$202.11
Project Manager II	\$164.49	\$168.60	\$172.82	\$177.14
Project Manager I	\$142.11	\$145.66	\$149.30	\$153.04
Technical Specialist III	\$168.73	\$172.95	\$177.27	\$181.70
Technical Specialist II	\$159.35	\$163.33	\$167.42	\$171.60
Technical Specialist I	\$140.60	\$144.12	\$147.72	\$151.41
Analyst III	\$101.60	\$104.14	\$106.74	\$109.41
Analyst II	\$90.91	\$93.18	\$95.51	\$97.90
Analyst I	\$71.81	\$73.61	\$75.45	\$77.33
Engineer/Scientist III	\$119.24	\$122.22	\$125.28	\$128.41
Engineer/Scientist II	\$110.87	\$113.64	\$116.48	\$119.39
Engineer/Scientist I	\$93.82	\$96.17	\$98.57	\$101.03
Engineer/Scientist Support	\$78.51	\$80.47	\$82.48	\$84.55
Engineer/Scientist-Associate	\$69.15	\$70.88	\$72.65	\$74.47
Designer II	\$119.69	\$122.68	\$125.75	\$128.89
Designer I	\$84.66	\$86.78	\$88.95	\$91.17
Administrative Specialist III	\$77.61	\$79.55	\$81.54	\$83.58
Administrative Specialist II	\$52.91	\$54.23	\$55.59	\$56.98
Administrative Specialist I	\$53.49	\$54.83	\$56.20	\$57.60
Administrative Support	\$46.69	\$47.86	\$49.05	\$50.28
Clerk/Typist/Data Entry	\$27.23	\$27.91	\$28.61	\$29.32

- (d) The labor categories and skill levels meeting the qualifications in Section J, Attachment J-2, and corresponding fully burdened hourly labor rates listed above, are applicable to work performed pursuant to FAR 52.217-8 Option to Extend Services.

B.4 OTHER DIRECT COSTS

In addition to transition and HLAN costs that are direct billed to the contract, the Contractor may need to procure miscellaneous non-labor items such as local travel and supplies. The estimated dollar amount of such Other Direct Costs (ODCs), including G&A on ODCs, are included in the ceiling price for each CLIN in Section B.2. The table below provides the estimated ODC dollar amounts for each CLIN. All travel shall be specified in Task Assignments in accordance with the Task Assignment Procedures in Section H.

CLIN	ESTIMATED ODC AMOUNT
1	\$110,000.00
2	\$55,000.00

SECTION C
STATEMENT OF WORK

C.1 BACKGROUND

The U.S. Department of Energy (DOE) Hanford Site in Southeastern Washington State sits adjacent to the Columbia River and is home to 53 million gallons of chemical and radioactive wastes. This waste is the result of more than three decades of plutonium production. The DOE Office of River Protection (ORP) mission is to retrieve and treat Hanford's tank waste as well as close the tank farms in order to protect the Columbia River. ORP was established by the U.S. Congress in 1998, as an independent office at the Hanford Site with the exclusive focus of solving the Hanford tank cleanup challenge. The goal of ORP is to complete tank cleanup quickly, safely, and cost effectively. To this end, ORP provides contract management, safety oversight, and project integration of its major prime contractors, Washington River Protection Solutions, Inc. (WRPS), and Bechtel National, Inc. (BNI), to ensure tank waste cleanup is accomplished as an integrated waste treatment operation.

C.2 SCOPE OF WORK

- (a) In general, the contractor shall provide ORP with engineering, environmental, and related technical and administrative services and advice, assistance, guidance or counseling including support for policy development, management and administration, program and/or project management and administration, professional advice or assistance to improve the effectiveness of ORP processes and/or processes including those of an engineering and technical nature in support of ORP contract management, safety oversight, and project integration functions in the following categories:
- (1) Management and professional support services to provide assistance, advice, and training for the efficient and effective management and operation of ORP such as efforts that support or contribute to improved organization of program management, logistics management, project monitoring and reporting, data collection, budgeting, accounting, performance auditing, and administrative technical support for conferences and training programs.
 - (2) Studies, analyses and evaluations to provide services that provide organized, analytical assessments/evaluations in support of policy development, decision-making, management, administration; and, acquisitions of models, methodologies, and related software supporting studies, analyses or evaluations.
 - (3) Engineering and technical services to provide support to the program office during the acquisition cycle with systems engineering and technical direction to ensure the effective operation and maintenance of a major system essential to research, development, production, operation or maintenance of the system.
- (b) The contractor shall provide engineering, environmental, and related technical and administrative services to the ORP Waste Treatment and Immobilization Treatment Plant Project Office (WTP) pertaining to, but not limited to, the following functional areas:
- (1) Construction-related inspection and oversight of BNI quality assurance and control organizations and reporting significant issues to WTP & BNI management.

- (2) Structural design of facilities and equipment including technical support focused on design revisions necessitated by the revised ground motion criteria to include equipment qualification (structural) and piping design.
 - (3) Technical & scientific support including resolution of design and technology issues including assisting with DOE strategy, planning and risk management decisions.
 - (4) Nuclear safety oversight support to include use of DOE complex experts and industry recognized individuals to provide recommendations to ORP for emergent issues to address DOE Headquarters and Defense Nuclear Facilities Safety Board (DNFSB) nuclear safety concerns, maintenance of the nuclear safety basis for WTP in accordance with 10 CFR 830, "Nuclear Safety Management", review and recommend disposition of changes to the authorization basis, assist ORP management in providing guidance for safety control selection and safety classification, as well as requests for temporary deviations from the authorization basis.
 - (5) Project controls support including preparation of government fair cost estimates for BNI requests for equitable adjustment, support independent project reviews, internal and external project controls, Earned Value Management System Reporting Work Scope.
 - (6) Technical editing support including editing, analyzing and providing recommendations on document flow, formatting issues on daily and weekly reports, white papers, and technical reports.
 - (7) Qualifications program support including implementing the Safety Management Program (SMP) and Safety System Oversight (SSO) qualification program for the WTP, support actions critical to the successful qualification of SMP personnel and SSO personnel.
 - (8) WTP management and business analysis support related to subcontract services for the WTP and WTP management, including support to the WTP Cost Account Managers, funds management of WTP cost accounts, work plan cost account development and maintenance, preparation of baseline change requests, monthly estimate at completion reviews and work scheduling.
 - (9) Project enhancement support including assistance with WTP strategy, planning, & risk management decisions; review & analyze WTP cost & schedule baseline documents; provide construction management, design management, & engineering consulting; review compliance with project requirements for facility design, construction, & critical decision reviews.
 - (10) Risk manager support including implementation of the process for the identification, assessment, handling, monitoring, and reporting of critical technical, programmatic, and engineering, procurement, construction, and commissioning risks facing the project.
 - (11) Contract costs/scheduling analysis support including review and analysis of the WTP performance measurement baseline, baseline changes proposals, and requests for equitable adjustments.
 - (12) Start-up and commissioning oversight support including assisting with DOE strategy, planning and evaluation of BNI programs.
- (c) The contractor shall provide engineering, environmental, and related technical and administrative services to the ORP Tank Farms Project Office (TFP) pertaining to, but not limited to, the following functional areas.

- (1) Project planning, scheduling, performance analysis, and cost estimating support to the Tank Closure and Waste Management environmental impact statement team.
 - (2) Resource Conservation and Recovery Act permits support (as well as other legal/regulatory requirements) required by law for WTP construction, commissioning, demonstration bulk vitrification system operations and ongoing tank farm operations.
 - (3) Vadose zone closure support including coordination of Hanford Site groundwater and vadose zone (GW/VZ) activities and supports implementation of the Memorandum of Agreement on GW/VZ integration.
 - (4) Support to ensure Single-Shell Tank (SST) Closure Plan and strategy documents are integrated with site-wide strategies for the Central Plateau completion.
 - (5) GW/VZ core team support including maintenance of technical agenda for the core team, support the team by maintaining and tracking the issues to be addressed, supports multi-project teams that are chartered by the core team that have direct interface with ORP.
 - (6) Support for the Vadose Zone Project with technical reviews of WRPS products including work plans, milestone change packages, data quality objectives, sampling and analysis plans, tank leak monitoring plans and priorities, revisions to the past leak volume report.
 - (7) Support to the Risk Integration Core Team chartered by the GW/VZ Executive Council, support the Core Team efforts to ensure ORP project needs are represented and Core Team efforts support ORP project risk assessment schedules.
 - (8) Authorization Basis (AB) maintenance support including special topic reviews/updates or changes to AB documents submitted to ORP, each update includes a description of the change, hazard analysis, and the associated benefit of implementation, assist ORP in the preparation of various Safety Evaluation Reports.
 - (9) Engineering support to the Tank Farms Project for Engineering Program Management Oversight and Chemical Process Engineering.
 - (10) Cost estimating support in reviewing Government fair cost estimates and conducting reviews of tank farms contractor-prepared estimates.
- (d) The contractor shall provide engineering, environmental, and related technical and administrative services in support of ORP Environmental Safety & Quality pertaining to, but not limited to, the following functional areas:
- (1) Program management and project controls support, including (many of the functions performed herein support all ORP functions): program planning and control; cost estimating; baseline maintenance; performance analysis; cost analysis; cost forecasting; P3 schedule development; coordination and tracking of the ORP Assessment Program Committee actions; resource allocation decisions; subcontract administration; annual update of the ORP Safety Management Functions, Responsibilities, and Authorities Manual (FRAM) and Integrated Safety Management System (ISMS) Description; monthly cost performance reports; program plan development; and procedures development.
 - (2) Assessment support including support to ORP oversight of the WTP Project, Tank Farm Project, and 222-S Laboratory contractors.

- (3) Employee Concerns Program (ECP) support including independent investigation services for employee concerns as needed, part-time administrative support (filing, report development, case management, etc.) to the ORP ECP Manager, and administrative support to the Federal Building ECP office when required.
 - (4) Directives/Management system coordination support to ensure the RPP management system is established to communicate management's expectations, controls, and processes for successful oversight.
 - (5) ORP technical qualification program support for DNFSB Recommendation 93-3, Improving Technical Capability in Defense Nuclear Facilities Programs, which was issued to DOE on June 1, 1993, identified numerous training and qualification deficiencies within the Department.
 - (6) Quality assurance program support including DOE implementation of the ORP Quality Assurance (QA) and ISMS Programs: Administer, interpret, and monitor effective implementation of ORP QA policies and associated documents such as ORP ISMS description; Administer the ORP Annual Assessment Plan.
 - (7) Quality assurance program assessment support of oversight of the WTP Project, Tank Farm Project, and 222-S Laboratory contractor, including: Quality Assurance Programs; Price Anderson Amendment Act Programs; Trending and Analysis Programs; Management Assessment and Independent Assessment Programs; Lessons Learned Programs; Construction, Accident Investigation Program; and ORP ECP for QA related concerns.
- (e) The contractor shall provide engineering, environmental, and related technical and administrative services in support of ORP Engineering and Nuclear Safety pertaining to, but not limited to, the following functional areas:
- (1) Assist in developing an Integrated Assessment Program, and assist in the evaluation of quality issues involving the ORP Integrated Project Team, specifically in the area of Welding, and compliance.
 - (2) Independent engineering reviews of the WTP and TF projects to ensure the proper technical solutions and project effectiveness will be applied, and WTP engineering hours including any project-to-date engineering overrun against the approved baseline.
 - (3) Support for DNFSB to ensure identified radiological and nuclear safety issues and concerns are tracked; maintain the office specific database/issues tracking systems; manage correspondence and the issues tracking database. Assistance for ORP Senior Management by coordinating DNFSB Board and staff visits and other activities at Hanford. Assist in maintaining an interface with cognizant ORP personnel, DNFSB staff, and contractor personnel.
 - (4) Training Support including establishment and population of a tracking database; inform employees and their supervisors of upcoming training needs; ensure all employees are scheduled for required training; and enter completion dates in the database.
 - (5) Safety Analysis Training support to improve ORP management knowledge of the Safety Basis (SB) and educate new ORP staff on the TFP and WTP SB. This includes understanding how the safety analysis is developed when an Unreviewed Safety Question is required, the differences between pages changes (Amendments), Technical Safety Requirements violations, Potential Inadequacy in Safety Analysis, and major requirement drivers. Additionally, the contractor shall provide training to staff regarding the use of Lines of Inquiry for ORP when reviewing SB documents.

- (f) The contractor shall provide engineering, environmental, and related technical and administrative services in support of ORP Project Administration and Communications pertaining to, but not limited to, the following functional areas:
 - (1) Performance of invoice reviews in accordance with ORP implementing procedures, OMB Circular A-123 assessments of internal controls over financial reporting, preparation and/or updating of implementing and desk procedures, budget formulation and execution activities.
 - (2) Communications, graphics design, outreach assistance to promote ORP programs and facilities through printed materials, exhibits and oral presentations
- (g) All work specified above will be issued by detailed Task Assignments in accordance with the Task Assignment Procedures in Section H.
- (h) The contractor shall provide expert resources, typically on very short notice, to perform the services specified in written Task Assignments issued by the Contracting Officer.
- (i) The contractor shall maintain electronic copies of all Task Assignments, Task Plans/Proposals, approvals, up-to-date Task Assignment tracking reports, and all related documentation in a shared drive location accessible to the Contracting Officer and other AMD contracting staff as necessary.
- (j) In performing the work set forth in this contract and applicable Task Assignments, the contractor shall ensure compliance with the ORP Quality Assurance Program as specified in ORP management system policies and procedures MGT-PM-PL-04 Quality Assurance Program Description.

C.3 DELIVERABLES

- (a) The contractor shall provide deliverables in the form of reports, analyses, evaluations recommendations, training, day-to-day support of ORP staff for the successful performance of ongoing ORP contract management, safety oversight, and project integration operations. When applicable, deliverables will be specified in each Task Assignment issued by the Contracting Officer.
- (b) The contractor shall provide an accurate, complete, and timely contract budget/cost report accompanying each invoice which provides the budget and cost status of the overall contract and of each Task Assignment, in a format approved by the Contracting Officer.

SECTION D

PACKAGING AND MARKING

D.1 PACKAGING

Preservation, packaging, and packing for shipment or mailing of all work delivered hereunder shall be in accordance with good commercial practice and adequate to ensure acceptance by common carrier and safe transportation at the most economical rate(s).

D.2 MARKING

Each package, report, or other deliverable shall be accompanied by a letter or other document which:

- (a) Identifies the Contract by number under which the item is being delivered.
- (b) Identifies the deliverable Item Number or Report Requirement that requires the delivered item(s).

SECTION E

INSPECTION AND ACCEPTANCE

E.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)" in Section I of this contract.

<u>NUMBER</u>	<u>TITLE</u>
FAR 52.246-6	INSPECTION OF SERVICES – TIME-AND-MATERIAL AND LABOR-HOUR (MAY 2001)

E.2 INSPECTION AND ACCEPTANCE

Inspection and acceptance shall be accomplished by the Contracting Officer or the Contracting Officer's Representative acting within the scope of his/her authority.

SECTION F

DELIVERIES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE

- (a) The total period of performance for the work specified in Section C, Statement of Work, is three (3) years (assuming the Option Period is exercised). The period of performance durations for the base and option periods are specified below.
- (1) CLIN 1 – Two-Year Base Period from the contract effective date (Section A, Block 3).
 - (2) CLIN 2 – One-Year Option Period (effective as exercised pursuant to FAR 52.217-9).
- (b) In addition, the Government may extend the base period or any option period for up to six (6) additional months pursuant to FAR 52.217-8 Option to Extend Services (NOV 1999).

F.2 PRINCIPAL PLACE OF PERFORMANCE

The principal place of performance for this contract is at the Department of Energy, Office of River Protection and other facilities in Richland, WA as directed by the Contracting Officer.

F.3 FAR 52.242-15 STOP-WORK ORDER (AUG 1989) -- ALTERNATE I (APRIL 1984)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this Contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this Clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allowable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work order is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Termination clause of this Contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected and the contract shall be modified, in writing, accordingly, if--
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allowable to, the performance of any part of this contract; and

- (2) The Contractor asserts a claim for the adjustment within 30 days after the end of the period of work stoppage; provided that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim asserted at any time before final payment under this Contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, correspondence submitted under this Contract shall include the Contract number and be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence (as used herein, excludes technical 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) shall be addressed to the U.S. Department of Energy (DOE) Office of River Protection (ORP) Contracting Officer's Representative (COR) or Technical Monitor, with an information copy addressed to the DOE-ORP Contracting Officer and DOE-ORP Correspondence Control.
- (b) Other Correspondence. All other correspondence shall be addressed to the Contracting Officer with information copies of the correspondence to the COR and/or Technical Monitor, DOE-ORP Correspondence Control, and the U.S. Department of Energy, Richland Operations Office (RL) Patent Counsel (when patent or technical data issues are involved).

G.2 CONTRACT ADMINISTRATION

The ORP Contracting Officer (CO) is:

U. S. Department of Energy
Office of River Protection, MS H6-60
David A. Gallegos, Contracting Officer
P.O. Box 450
Richland, WA 99352

Tele: (509) 376-1929
Fax: (509) 376-0570
E-mail: David_A_Gallegos@rl.gov

G.3 CONTRACTING OFFICER REPRESENTATIVE (COR)

By separate letter, a COR may be designated this Contract. The COR will represent the CO in the technical phases of the work. The COR is not authorized to change any of the terms and conditions of this Contract. The CO, through properly written modification(s) to the Contract, is the only person authorized to make changes to the work scope.

G.4 BILLING INSTRUCTIONS

- (a) The contractor shall submit vouchers electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment Electronic Reporting System (VIPERS). VIPERS allows vendors to submit vouchers, attach supporting documentation, and check the payment status of any voucher submitted to the DOE. To obtain access to and use VIPERS, please visit the web page at <http://finweb.oro.doe.gov/vipers.htm>. Detailed instructions on how to enroll and use the system are provided on the web page. The submission of vouchers electronically will reduce correspondence and other causes for delay to a minimum and will

facilitate prompt payment to the Contractor. Electronic and/or hard copies of supporting documents may also be requested by the Contracting Officer.

- (b) The voucher must provide Direct Productive Labor Hours (DPLH) multiplied by the hourly labor rate specified in Section B, both for the current billing period and cumulatively for the entire contract. The voucher shall also include the total cost of Other Direct Costs such as HLAN support, travel costs, etc. The contractor shall provide supporting documentation for DPLH and Other Direct Costs incurred, in a format requested by the Contracting Officer. The contractor shall provide a full and detailed narrative explanation of all travel costs, and shall include all supporting documentation (receipts, etc) for all travel expenses regardless of the cost of the travel.
- (c) Each invoice shall provide cumulative summary data which demonstrates the extent of compliance with FAR 52.219-14 Limitations on Subcontracting.

G.5 DELIVERY DESTINATION FOR CORRESPONDENCE AND CONTRACT DELIVERABLES

The following delivery points apply to technical correspondence and deliverables described in Section C, Statement of Work:

- (a) Contracting Officer (CO)
U. S. Department of Energy
Office of River Protection
Acquisition Management Division
MS H6-60
Attn: David A. Gallegos
P.O. Box 450 (for U.S. Mail delivery) or 2440 Stevens Drive (for hand delivery)
Richland, WA 99352
- (b) DOE-ORP Correspondence Control
U. S. Department of Energy
Office of River Protection
DOE-ORP Correspondence Control
MS H6-60
P.O. Box 450 (for U.S. Mail delivery) or 2440 Stevens Drive (for hand delivery)
Richland, WA 99352
- (c) Contracting Officer Representative (COR)
U. S. Department of Energy
Office of River Protection
MS H6-60
Attn: TBD
P.O. Box 450 (for U.S. Mail delivery) or 2440 Stevens Drive (for hand delivery)
Richland, WA 99352

SECTION H

SPECIAL CONTRACT REQUIREMENTS

H.1 MODIFICATION AUTHORITY

Notwithstanding any of the other clauses of this Contract, the Contracting Officer shall be the only individual authorized to:

- (a) Accept nonconforming work,
- (b) Waive any requirement of this contract, or
- (c) Modify any term or condition of this contract.

H.2 SECTION 8(a) DIRECT AWARD (FAR 52.219-11)

- (a) This contract is issued as a direct award between the contracting activity and the 8(a) Contractor pursuant to the Partnership Agreement (PA) between the U.S. Small Business Administration (SBA) and the U.S. Department of Energy. SBA does retain responsibility for 8(a) certification, 8(a) eligibility determinations and related issues, and providing counseling and assistance to the 8(a) Contractor under the 8(a) program. The cognizant SBA district office is:

U.S. Small Business Administration
Boise District Office
380 East Parkcenter Blvd., Suite 330
Boise, ID 83706
SBA Requirement No. 1087-11-101271

- (b) The contracting activity is responsible for administering the contract and taking any action on behalf of the Government under the terms and conditions of the contract. However, the contracting activity shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting activity shall also coordinate with SBA prior to processing any novation agreement. The contracting activity may assign contract administration functions to a contract administration office.
- (c) The Contractor agrees:
 - (1) To notify the Contracting Officer, simultaneous with its notification to SBA (as required by SBA's 8(a) regulations), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with 15 U.S.C. 637(a)(21), transfer of ownership or control shall result in termination of the contract for convenience, unless SBA waives the requirement for termination prior to the actual relinquishing of ownership and control.
 - (2) It will adhere to the requirements of 52.219-14, Limitations on Subcontracting.

H.3 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF THE OFFEROR

The Representations, Certifications, and Other Statements of the Offeror submitted with the offer for this Contract are, by reference, hereby incorporated in and made a part of this Contract.

H.4 HEALTH AND SAFETY REQUIREMENTS

- (a) The Contractor shall take all reasonable precautions in the performance of the work to protect the safety and health of employees and the public.
- (b) The Contractor shall comply with Hanford Site requirements for work performed on the Hanford Site, including requirements for activities conducted in areas that may contain chemical, biological, physical, and/or radiological hazards.
- (c) Contractor employees who require access to Hanford Site radiologically controlled areas are required to use Hanford Site dosimetry and shall comply with Hanford Site dosimetry requirements. Dosimetry will be provided to these employees at no charge to the Contractor.
- (d) The Contractor is responsible for compliance by its employees and subcontractors with the health and safety requirements of this Contract. DOE reserves the right to direct in writing that the Contractor remove any employee and/or subcontractor employee from the Hanford Site who fails to comply with health and safety requirements of this Contract. If the Contractor fails to comply, DOE may cause removal of the employee from the Hanford Site.
- (e) Failure by the Contractor to comply with any of the health and safety requirements set forth in this Contract shall constitute a material breach of Contract.

H.5 SECURITY REQUIREMENTS

- (a) Citizenship. Each Contractor and subcontractor employee who requires authorization to have access to the Hanford Site must be a citizen of the United States or a foreign national with proper, advance ORP authorization.
- (b) Property Passes. Property passes are necessary for the movement of Government property and/or prohibited articles into and out of limited and/or protected areas of the Hanford Site. The DOE Richland Operations Office will advise the Contractor of procedures applicable to this Contract.
- (c) Employee Access. Contractor employees will require security escort when access to Limited and/or Protected Areas of the Hanford Site is required.
- (d) Picture Security Badges.
 - (1) Each Contractor and subcontractor employee must have a picture (photo) security badge for access to any area within the Hanford Site. Picture badges are not required for visitors whose stay is for 30 days or less; in such cases, badges without photos are required. Security badges shall be worn in plain view, above the waist. Each employee must appear in person to obtain a badge. Badge applicants must provide adequate information to the issuing office to properly identify themselves.
 - (2) Security badges will be valid only for the duration of a specific contract or for the current calendar year, whichever ends first.
 - (3) If a contract performance period extends beyond expiration of Contractor security badge, new security badges must be obtained before that date.

- (4) A new security badge must be obtained whenever there is a significant change in facial appearance, e.g., growth or removal of facial hair, changes resulting from surgery, etc.
 - (5) Each Contractor and subcontractor employee is responsible for his or her badge and for returning the badge to the issuing office whenever one of the following occurs, but in any event, before final payment:
 - i. Contract work is completed;
 - ii. Badge is no longer needed; and
 - iii. Badge becomes void for any reason.
 - (6) A charge of \$250.00 will be assessed to the Contractor for each security badge not returned within the times specified above. Such charges will be deducted from payments otherwise due the Contractor.
 - (7) Lost security badges shall be reported to the issuing office as soon after the loss as possible.
- (e) Safety and Security Orientation. Each employee of the Contractor and subcontractor must receive a safety and security orientation briefing before being issued a security badge.
- (f) Prohibited Articles. The following items can only be brought onto the Hanford Site under strict controls: 1) weapons including but not limited to firearms, explosives, or incendiary devices; 2) nonprescription narcotics or dangerous drugs and/or controlled substances; 3) alcoholic beverages; and 4) other items similar in effect or purpose to any of the above.
- (1) Employees who transport, possess, or use prohibited articles within either a controlled access or administratively controlled area (including Limited and Protected Areas of the Hanford Site) are required to have in their possession a valid Prohibited Articles Pass. In addition, a Prohibited Articles Pass is required for cameras and camera equipment when used inside the 100, 200, 300, and 400 Limited Areas.
 - (2) Upon notification that an employee of the Contractor or subcontractors is found to possess or is suspected of possessing narcotics, dangerous drugs, and/or controlled substances on the Hanford Site, the company for whom the individual works shall be notified that the employee's security badge is to be returned to Safeguards and Security and that the employee's worksite access is being temporarily suspended pending identification, through laboratory analysis, of the items in question.
 - (3) Upon receipt of positive identification, through laboratory analysis, of narcotics, dangerous drugs, and/or controlled substances, the individual and employing company representative, if applicable, shall be informed that the individual's access to the Hanford Site will be denied for a minimum of one (1) year.

H.6 REQUIRED INSURANCE

- (a) The Contractor shall procure at its expense and maintain during the entire period of performance under this Contract the following minimum insurance coverage:
- (1) Comprehensive General Liability: \$500,000.00;
 - (2) Automobile Liability: \$200,000.00 per person, \$500,000.00 per occurrence of bodily injury, and \$50,000.00 for property damage;

- (3) Worker's Compensation: as required by Federal and State workers' compensation and occupational disease statutes; and
 - (4) Other insurance as required by State Law.
- (b) Before commencement of work, the Contractor shall furnish to the Contracting Officer a certified copy of the certificate or written statement of the above required insurance. The policies evidencing required insurance shall contain an endorsement to the effect that cancellation or any material change in the policies adversely affecting the interests of the Government in such insurance shall not be effective for such period as may be prescribed by the laws of the State in which this Contract is to be performed and in no event less than thirty (30) days after written notice to the Contracting Officer.
- (c) The Contractor shall include the requirements of this clause in all contracts with subcontractors.
- (d) Nothing herein shall relieve or limit the liability of the Contractor for losses and damages to person or property as a result of its operation. The Contractor shall indemnify and hold harmless the Government from any and all liability associated with its operation.

H.7 RESPONSIBILITY FOR LOSS OR DAMAGE TO CONTRACTOR PROPERTY

The Government's responsibility for loss or damage to the property of the Contractor shall be determined solely under the provisions of the Federal Tort Claims Act, 28 U.S.C. section 2671, et seq., and relevant judicial decisions there under.

H.8 ENVIRONMENTAL LAWS

The Contractor shall comply with all applicable Federal, State, and local environmental laws and regulations, including but not limited to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund), 42 U.S.C. section 9601, et seq., the Resource Conservation and Recovery Act (RCRA), 42 U.S.C. section 6901, et seq., the Clean Air Act, 42 U.S.C. section 7401, et seq., Clean Water Act, 33 U.S.C. section 1251, et seq., Emergency Planning and Community Right-to-Know Act (EPCRA), 42 USC section 11001, et seq., Safe Drinking Water Act (SDWA), 42 USC section 300f, et seq., National Environmental Policy Act (NEPA), 42 USC sections 4321, et seq., National Historic Preservation Act (NHPA), , 16 USC section 470, as amended, Endangered Species Act (ESA), 16 USC section 1531, et seq., Toxic Substances Control Act (TSCA), 15 USC section 2601, et seq., Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), 7 USC section 136, et seq., State and local equivalents, and their implementing rules and regulations.

H.9 CONFIDENTIALITY OF INFORMATION

- (a) To the extent that the work under this contract requires that the Contractor be given access to confidential or proprietary business, technical, or financial information belonging to the Government or other companies, the Contractor shall, after receipt thereof, treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the Contracting Officer in writing. The foregoing obligations, however, shall not apply to:
- (1) Information which, at the time of receipt by the Contractor, is in the public domain;

- (2) Information which is published after receipt thereof by the Contractor or otherwise becomes part of the public domain through no fault of the Contractor;
 - (3) Information which the Contractor can demonstrate was in its possession at the time of receipt thereof and was not acquired directly or indirectly from the Government or other companies;
 - (4) Information which the Contractor can demonstrate was received by it from a third party that did not require the Contractor to hold it in confidence.
- (b) The Contractor shall obtain the written agreement (using the form provided by the Contracting Officer) of each employee permitted access, whereby the employee agrees that he or she will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the Contractor's organization directly concerned with the performance of the contract.
 - (c) The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as confidential or proprietary and setting forth the company or companies from which the Contractor received such information.
 - (d) The Contractor agrees that upon request by DOE it will execute a DOE-approved agreement with any party whose facilities or proprietary data it is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by DOE, such an agreement shall also be signed by Contractor personnel.
 - (e) This clause shall flow down to any subcontractors or consultants.

H.10 TASK ASSIGNMENT PROCEDURES

- (a) All work under this contract will be managed with written Task Assignments (See Attachment J-1) to be issued by the Contracting Officer as requirements materialize.
- (b) Upon receipt of a Task Assignment from the Contracting Officer, the contractor shall develop and submit to the Contracting Officer a Task Plan/Proposal outlining the task details, deliverables, staff resource(s), period of performance, applicable contract labor category, DPLH required to perform the work, and the total not-to-exceed dollar amount of the task. The Task Plan will be reviewed by the ORP technical monitor to ensure the Task Plan will accomplish the intent of the Task Assignment and that the proposed skills mix and/or contract labor category is appropriate for the work. The ORP technical monitor will also determine whether the proposed staff resource should be qualified to perform assessments of contractor and/or ORP activities in accordance with ORP procedures. The Contracting officer will verify the fixed labor rate matches the proposed labor category, ensure funding program official concurrence is received, ensure all Task Assignments are within the contract ceiling, and ensure sufficient funds are obligated to the contract.
- (c) To avoid any conflicts of interest, contractor employees shall not develop Task Assignments or revisions thereto. In addition, each Task Plan/Proposal submitted by the contractor shall include the conflict of interest disclosure statement in DEAR 952.209-8(c).
- (d) Task Assignments may only be revised in writing by the Contracting Officer. All Task Assignment revisions shall provide a cumulative recap of all previous revision actions.

- (e) The Contractor shall only commence performance of a Task Assignment and any revisions thereto after receiving written approval from the Contracting Officer.

H.11 PROHIBITION OF PERSONAL SERVICES

In accordance with FAR 37.104, the Contractor shall have policies and procedures to ensure their employees guard against any actions that are of the nature of personal services, or give the perception of personal services. If the Contractor believes that any actions constitute or are perceived to constitute personal services, the Contractor shall immediately notify the Contracting Officer in writing explaining the circumstances including Contractor corrective actions taken.

H.12 WITHDRAWAL OF WORK

- (a) ORP reserves the unilateral right to have any of the work contemplated by Section C, Statement of Work performed by another Contractor or ORP employees.
- (b) Work may be withdrawn from the Contractor for any reason in the best interests of the Government, including, but not limited to:
 - (1) Facilitate transition of work, or ORP pilot programs,
 - (2) The Contractor's estimated costs are considered unreasonable,
 - (3) The Contractor's performance is deemed to be less than satisfactory.

H.13 CONTRACTOR IDENTIFICATION

- (a) The contractor shall ensure all contractor employee e-mail messages including out-of-office messages include a signature block to clearly indicate identity as contractor support service staff. Example:

Mary Smith
XYZ Corp., Contractor to the
US DOE Office of River Protection
Richland WA 99354

- (b) The contractor shall ensure all contractor employee phone greetings (including recorded voicemail greetings) clearly indicate identity as contractor support service staff.
- (c) The contractor shall ensure all contractor employee offices have signage that clearly indicates identity as contractor support service staff.

H.14 OFFICE SPACE

The Government will provide office space and cubicles at: 2440 Stevens Center Place, Richland WA, 2435 Stevens Center Place, Richland WA, and other nearby buildings. The office space will be equipped with computer(s) and phone(s) at the Government's expense; however, the Contractor is responsible for obtaining HLAN support which shall be invoiced directly to the contract as an Other Direct Cost along with documentation listing the name of the employee having HLAN access and the office location.

H.15 CONTRACTOR TRAINING

- (a) The contractor shall be responsible for all contractor employee access badge requirements including ensuring contractor employee completion of Hanford General Education Training (HGET). The government will bear the cost of HGET training required by the contractor to attend HGET and/or to acquire a Hanford site access badge.
- (b) The contractor shall provide qualified trained employees with demonstrated skills to perform the work including a working knowledge of commercially available word processing, spreadsheet, slide presentation, e-mail/calendar, and related office software applications. DOE will not be responsible for providing this training, and will not reimburse the contractor for such commercially available non-DOE site specific training.
- (c) DOE will reimburse the contractor for any other required DOE site-specific training only if the training is approved in advance by the Contracting Officer.

H.16 EXTRAORDINARY LEAVE

Presidential, Secretarial, or Other Official Release from Work: Occasionally, federal employees are granted administrative leave for various reasons, including, but not limited to early release prior to holidays, an unanticipated day off, a day of mourning for a Presidential funeral, and so forth. When such administrative leave is granted to federal employees, the Contractor may also grant its employees administrative time off (workload permitting) only on a non-reimbursable basis. Therefore, DOE will not reimburse the Contractor for any Contractor employee hours not worked when federal employees are granted administrative leave for any reason.

PART II – CONTRACT CLAUSES**SECTION I****CONTRACT CLAUSES****I.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.arnet.gov/far>

<u>NUMBER</u>	<u>DATE</u>	<u>TITLE</u>
52.202-1	JUL 2004	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	SEP 2006	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	OCT 2010	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RECISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-12	OCT 2010	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.203-13	APR 2010	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT
52.204-2	AUG 1996	SECURITY REQUIREMENTS
52.204-4	AUG 2000	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER
52.204-7	APR 2008	CENTRAL CONTRACTOR REGISTRATION
52.204-9	SEP 2007	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL
52.204-11	JUL 2010	AMERICAN RECOVERY AND REINVESTMENT ACT—REPORTING REQUIREMENTS
52.209-6	DEC 2010	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT

52.215-2	OCT 2010	AUDIT AND RECORDS - NEGOTIATION
52.215-8	OCT 1997	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT
52.215-10	OCT 2010	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA
52.215-12	OCT 2010	SUBCONTRACTOR COST OR PRICING DATA
52.215-19	OCT 1997	NOTIFICATION OF OWNERSHIP CHANGES
52.219-14	DEC 1996	LIMITATIONS ON SUBCONTRACTING
52.219-28	APR 2009	POST-AWARD SMALL BUSINESS PROGRAM REPRESENTATION
52.222-1	FEB 1997	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES
52.222-3	JUN 2003	CONVICT LABOR
52.222-21	FEB 1999	PROHIBITION OF SEGREGATED FACILITIES
52.222-26	MAR 2007	EQUAL OPPORTUNITY
52.222-35	SEP 2010	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-36	OCT 2010	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES
52.222-37	SEP 2006	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.223-6	MAY 2001	DRUG-FREE WORKPLACE
52.223-14	AUG 2003	TOXIC CHEMICAL RELEASE REPORTING
52.224-1	APR 1984	PRIVACY ACT NOTIFICATION
52.224-2	APR 1984	PRIVACY ACT
52.225-13	JUN 2008	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES
52.227-3	APR 1984	PATENT INDEMNITY
52.227-14	DEC 2007	RIGHTS IN DATA--GENERAL
52.228-7	MAR 1996	INSURANCE - LIABILITY TO THIRD PERSONS
52.232-7	FEB 2007	PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS
52.232-17	OCT 2010	INTEREST
52.232-22	APR 1984	LIMITATION OF FUNDS

52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-25	OCT 2008	PROMPT PAYMENT
52.232-33	OCT 2003	PAYMENT BY ELECTRONIC FUNDS TRANSFER – CENTRAL CONTRACTOR REGISTRATION
52.233-1	JUL 2002	DISPUTES-ALTERNATE I (DEC 1991)
52.233-3	AUG 1996	PROTEST AFTER AWARD- ALTERNATE I (JUN 1985)
52.233-4	OCT 2004	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM
52.242-1	APR 1984	NOTICE OF INTENT TO DISALLOW COSTS
52.242-13	JUL 1995	BANKRUPTCY
52.243-3	SEP 2000	CHANGES – TIME-AND-MATERIALS OR LABOR-HOURS
52.244-2	OCT 2010	SUBCONTRACTS
52.244-5	DEC 1996	COMPETITION IN SUBCONTRACTING
52.244-6	DEC 2010	SUBCONTRACTS FOR COMMERCIAL ITEMS
52.249-6	MAY 2004	TERMINATION-(COST REIMBURSEMENT)-ALTERNATE IV (SEP 1996)
52.249-14	APR 1984	EXCUSABLE DELAYS
52.253-1	JAN 1991	COMPUTER GENERATED FORMS

I.2 52.209-8 UPDATES OF PUBLICLY AVAILABLE INFORMATION REGARDING RESPONSIBILITY MATTERS (JAN 2011)

- (a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the Central Contractor Registration database at <http://www.ccr.gov> .
- (b)
 - (1) The Contractor will receive notification when the Government posts new information to the Contractor’s record.
 - (2) The Contractor will have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the associated information is retained, *i.e.*, for a total period of 6 years. Contractor comments will remain a part of the record unless the Contractor revises them.
 - (3)

- (i) Public requests for system information posted prior to April 15, 2011, will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.
- (ii) As required by section 3010 of Public Law 111-212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.

I.3 FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor at least 10 days before the contract expires.

I.4 FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days of contract expiration, provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause
- (c) The total duration of this contract, including the exercise of any options under this clause, is three (3) years.

I.5 DEAR 952.203-70 WHISTLEBLOWER PROTECTION FOR CONTRACTOR EMPLOYEES (DEC 2000)

- (a) The Contractor shall comply with the requirements of "DOE Contractor Employee Protection Program" at 10 CFR part 708 for work performed on behalf of DOE directly related to activities at DOE-owned or-leased sites.
- (b) The Contractor shall insert or have inserted the substance of this clause, including this paragraph (b), in subcontracts at all tiers, for subcontracts involving work performed on behalf of DOE directly related to activities at DOE-owned or leased sites.

I.6 DEAR 952.204-75 PUBLIC AFFAIRS (DEC 2000)

- (a) The Contractor must cooperate with the Department in releasing unclassified information to the public and news media regarding DOE policies, programs, and activities relating to its effort under the contract. The responsibilities under this clause must be accomplished through coordination with the Contracting Officer and appropriate DOE public affairs personnel in accordance with procedures defined by the Contracting Officer.
- (b) The Contractor is responsible for the development, planning, and coordination of proactive approaches for the timely dissemination of unclassified information regarding DOE activities onsite and offsite, including, but not limited to, operations and programs. Proactive public

affairs programs may utilize a variety of communication media, including public workshops, meetings or hearings, open houses, newsletters, press releases, conferences, audio/visual presentations, speeches, forums, tours, and other appropriate stakeholder interactions.

- (c) The Contractor's internal procedures must ensure that all releases of information to the public and news media are coordinated through, and approved by, a management official at an appropriate level within the Contractor's organization.
- (d) The Contractor must comply with DOE procedures for obtaining advance clearances on oral, written, and audio/visual informational material prepared for public dissemination or use.
- (e) Unless prohibited by law, and in accordance with procedures defined by the Contracting Officer, the Contractor must notify the Contracting Officer and appropriate DOE public affairs personnel of communications or contacts with Members of Congress relating to the effort performed under the contract.
- (f) In accordance with procedures defined by the Contracting Officer, the Contractor must notify the Contracting Officer and appropriate DOE public affairs personnel of activities or situations that may attract regional or national news media attention and of non-routine inquiries from national news media relating to the effort performed under the contract.
- (g) In releases of information to the public and news media, the Contractor must fully and accurately identify the Contractor's relationship to the Department and fully and accurately credit the Department for its role in funding programs and projects resulting in scientific, technical, and other achievements.

I.7 DEAR 952.204-77 COMPUTER SECURITY (AUG 2006)

- (a) Definitions.
 - (1) Computer means desktop computers, portable computers, computer networks (including the DOE Network and local area networks at or controlled by DOE organizations), network devices, automated information systems, and or other related computer equipment owned by, leased, or operated on behalf of the DOE.
 - (2) Individual means a DOE Contractor or subcontractor employee, or any other person who has been granted access to a DOE computer or to information on a DOE computer, and does not include a member of the public who sends an e-mail message to a DOE computer or who obtains information available to the public on DOE Web sites.
- (b) Access to DOE computers. A Contractor shall not allow an individual to have access to information on a DOE computer unless—
 - (1) The individual has acknowledged in writing that the individual has no expectation of privacy in the use of a DOE computer; and
 - (2) The individual has consented in writing to permit access by an authorized investigative agency to any DOE computer used during the period of that individual's access to information on a DOE computer, and for a period of three years thereafter.
- (c) No expectation of privacy. Notwithstanding any other provision of law (including any provision of law enacted by the Electronic Communications Privacy Act of 1986), no individual using a DOE computer shall have any expectation of privacy in the use of that computer.

- (d) Written records. The Contractor is responsible for maintaining written records for itself and subcontractors demonstrating compliance with the provisions of paragraph (b) of this section. The Contractor agrees to provide access to these records to the DOE, or its authorized agents, upon request.
- (e) Subcontracts. The Contractor shall insert this clause, including this paragraph (e), in subcontracts under this contract that may provide access to computers owned, leased or operated on behalf of the DOE.

I.8 DEAR 952.209-72 ORGANIZATIONAL CONFLICT OF INTEREST (AUG 2009)

- (a) Purpose. The purpose of this clause is to ensure that the Contractor (1) is not biased because of its financial, contractual, organizational, or other interests which relate to the work under this contract, and (2) does not obtain any unfair competitive advantage over other parties by virtue of its performance of this contract.
- (b) Scope. The restrictions described herein shall apply to performance or participation by the Contractor and any of its affiliates or their successors in interest (hereinafter collectively referred to as "Contractor") in the activities covered by this clause as a prime Contractor, subcontractor, cosponsor, joint venturer, consultant, or in any similar capacity. For the purpose of this clause, affiliation occurs when a business concern is controlled by or has the power to control another or when a third party has the power to control both.

(1) Use of Contractor's Work Product.

- (i) The Contractor shall be ineligible to participate in any capacity in Department contracts, subcontracts, or proposals therefore (solicited and unsolicited) which stem directly from the Contractor's performance of work under this contract for a period of (Contracting Officer see 48 CFR 909.507-2 and enter specific term) years after the completion of this contract. Furthermore, unless so directed in writing by the Contracting Officer, the Contractor shall not perform any advisory and assistance services work under this contract on any of its products or services or the products or services of another firm if the Contractor is or has been substantially involved in their development or marketing. Nothing in this subparagraph shall preclude the Contractor from competing for follow-on contracts for advisory and assistance services.
- (ii) If, under this contract, the Contractor prepares a complete or essentially complete statement of work or specifications to be used in competitive acquisitions, the Contractor shall be ineligible to perform or participate in any capacity in any contractual effort which is based on such statement of work or specifications. The Contractor shall not incorporate its products or services in such statement of work or specifications unless so directed in writing by the Contracting Officer, in which case the restriction in this subparagraph shall not apply.
- (iii) Nothing in this paragraph shall preclude the Contractor from offering or selling its standard and commercial items to the Government.

(2) Access to and use of information.

- (i) If the Contractor, in the performance of this contract, obtains access to information, such as Department plans, policies, reports, studies, financial plans, internal data protected by the Privacy Act of 1974 (5 U.S.C. 552a), or data which has not been released or otherwise made available to the public, the Contractor agrees that without prior written approval of the Contracting Officer it shall not—

- (A) use such information for any private purpose unless the information has been released or otherwise made available to the public;
 - (B) compete for work for the Department based on such information for a period of six (6) months after either the completion of this contract or until such information is released or otherwise made available to the public, whichever is first;
 - (C) submit an unsolicited proposal to the Government which is based on such information until one year after such information is released or otherwise made available to the public; and
 - (D) release such information unless such information has previously been released or otherwise made available to the public by the Department.
- (ii) In addition, the Contractor agrees that to the extent it receives or is given access to proprietary data, data protected by the Privacy Act of 1974 (5 U.S.C. 552a), or other confidential or privileged technical, business, or financial information under this contract, it shall treat such information in accordance with any restrictions imposed on such information.
 - (iii) The Contractor may use technical data it first produces under this contract for its private purposes consistent with paragraphs (b)(2)(i) (A) and (D) of this clause and the patent, rights in data, and security provisions of this contract.
- (c) Disclosure after award.
- (1) The Contractor agrees that, if changes, including additions, to the facts disclosed by it prior to award of this contract, occur during the performance of this contract, it shall make an immediate and full disclosure of such changes in writing to the Contracting Officer. Such disclosure may include a description of any action which the Contractor has taken or proposes to take to avoid, neutralize, or mitigate any resulting conflict of interest. The Department may, however, terminate the contract for convenience if it deems such termination to be in the best interest of the Government.
 - (2) In the event that the Contractor was aware of facts required to be disclosed or the existence of an actual or potential organizational conflict of interest and did not disclose such facts or such conflict of interest to the Contracting Officer, DOE may terminate this contract for default.
- (d) Remedies. For breach of any of the above restrictions or for nondisclosure or misrepresentation of any facts required to be disclosed concerning this contract, including the existence of an actual or potential organizational conflict of interest at the time of or after award, the Government may terminate the contract for default, disqualify the Contractor from subsequent related contractual efforts, and pursue such other remedies as may be permitted by law or this contract.
- (e) Waiver. Requests for waiver under this clause shall be directed in writing to the Contracting Officer and shall include a full description of the requested waiver and the reasons in support thereof. If it is determined to be in the best interests of the Government, the Contracting Officer may grant such a waiver in writing.
- (f) Subcontracts.

- (1) The Contractor shall include a clause, substantially similar to this clause, including this paragraph (f), in subcontracts expected to exceed the simplified acquisition threshold determined in accordance with 48 CFR part 13 and involving the performance of advisory and assistance services as that term is defined at 48 CFR 2.101. The terms "contract," "Contractor," and "Contracting Officer" shall be appropriately modified to preserve the Government's rights.
- (2) Prior to the award under this contract of any such subcontracts for advisory and assistance services, the Contractor shall obtain from the proposed subcontractor or consultant the disclosure required by 48 CFR 909.507-1, and shall determine in writing whether the interests disclosed present an actual or significant potential for an organizational conflict of interest. Where an actual or significant potential organizational conflict of interest is identified, the Contractor shall take actions to avoid, neutralize, or mitigate the organizational conflict to the satisfaction of the Contractor. If the conflict cannot be avoided or neutralized, the Contractor must obtain the approval of the DOE Contracting Officer prior to entering into the subcontract.

I.9 DEAR 952.242-70 TECHNICAL DIRECTION (DEC 2000)

- (a) Performance of the work under this contract shall be subject to the technical direction of the DOE Contracting Officer's Representative (COR). The term "technical direction" is defined to include, without limitation:
 - (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.
 - (2) Providing written information to the Contractor that assists in interpreting drawings, specifications, or technical portions of the work description.
 - (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.
- (b) The Contractor will receive a copy of the written COR designation from the Contracting Officer. It will specify the extent of the COR's authority to act on behalf of the Contracting Officer.
- (c) Technical direction must be within the scope of work stated in the contract. The COR does not have the authority to, and may not, issue any technical direction that—
 - (1) Constitutes an assignment of additional work outside the Statement of Work;
 - (2) Constitutes a change as defined in the contract clause entitled "Changes;"
 - (3) In any manner causes an increase or decrease in the total estimated contract cost, the fee (if any), or the time required for contract performance;
 - (4) Changes any of the expressed terms, conditions or specifications of the contract; or
 - (5) Interferes with the Contractor's right to perform the terms and conditions of the contract.
- (d) All technical direction shall be issued in writing by the COR.

- (e) The Contractor must proceed promptly with the performance of technical direction duly issued by the COR in the manner prescribed by this clause and within its authority under the provisions of this clause. If, in the opinion of the Contractor, any instruction or direction by the COR falls within one of the categories defined in (c)(1) through (c)(5) of this clause, the Contractor must not proceed and must notify the Contracting Officer in writing within five (5) working days after receipt of any such instruction or direction and must request the Contracting Officer to modify the contract accordingly. Upon receiving the notification from the Contractor, the Contracting Officer must—
- (1) Advise the Contractor in writing within thirty (30) days after receipt of the Contractor's letter that the technical direction is within the scope of the contract effort and does not constitute a change under the Changes clause of the contract;
 - (2) Advise the Contractor in writing within a reasonable time that the Government will issue a written change order; or
 - (3) Advise the Contractor in writing within a reasonable time not to proceed with the instruction or direction of the COR.
- (f) A failure of the Contractor and Contracting Officer either to agree that the technical direction is within the scope of the contract or to agree upon the contract action to be taken with respect to the technical direction will be subject to the provisions of the clause entitled "Disputes."

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J

LIST OF ATTACHMENTS

<u>NO.</u>	<u>PAGE(S)</u>	<u>DOCUMENT TITLE</u>
J-1	1	TASK ASSIGNMENT FORM
J-2	8	CONTRACTOR LABOR CATEGORY SKILL QUALIFICATIONS

TASK ASSIGNMENT FORM

TASK ASSIGNMENT

Instructions:

- To obtain support services under Contract No. DE-EM0001245, ORP staff shall provide the information below to the Contracting Officer and to the Program Funding Official.
- To ensure there are no conflicts of interest, contractor employees shall not develop this Task Assignment.
- The Technical Monitor must qualify the selected contractor resource prior to the start of work if the task involves performance of assessments of contractor or ORP activities (See ESQ-OA-DI-02).

1. ORP Requesting Office:

2. ORP Technical Monitor:

3. Funding Source(s):

4. Task Title:

5. Task Description:

6. Does ESQ-OA-DI-02 Apply? Yes / No

7. Period of Performance:

8. Estimated Direct Productive Labor Hours:

9. Estimated Travel:

10. Deliverable(s):

11. Deliverable(s) Due Date(s):

12. Potential Resource(s):

NORTH WIND TEAM LABOR CATEGORIES FOR ORP CONTRACT

The following labor category descriptions define the minimum qualifications for the North Wind Team's personnel by Labor Category for the ORP Support Services Contract. Registration and/or certification in particular professional programs or societies will be considered for equivalency to a bachelor's or master's degree and may also be substituted for years of experience.

EXECUTIVE MANAGEMENT/CONSULTANT CATEGORIES

Executive Consultant II

Education – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

Experience –Thirty (30) years of directly applicable experience interfacing and working with organizational executives and senior management, or senior technical or business individuals, in government or industry on strategic, management, technical, or business issues in an executive capacity and/or as a consultant.

Duties – Consults and assists on organizational strategy, planning, management, and problem solving related to major projects or programs. Efforts are targeted at the executive or senior management levels. Involved with organizational issues of major and strategic significance. Maintains relationships at executive and senior levels in the client organization. Understands and communicates relevant industry or government best practices from personal experience.

Executive Consultant I

Education – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

Experience –Twenty (20) years of directly applicable successful experience performing complex projects, including working with senior management to establish and assist in achieving strategic, management, technical, or business objectives for significant projects or programs in an executive capacity and/or as a consultant.

Duties – Consults and assists on organizational strategy, planning, management, and problem solving related to major projects or programs. Efforts are targeted at the executive or senior management levels. Involved with organizational issues of major and strategic significance. Maintains relationships at executive and senior levels in the client organization. Understands and communicates relevant industry or government best practices from personal experience.

Management Consultant II

Education – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

Experience – Twenty-five (25) years of directly applicable experience interfacing and working with organizational executives and senior management, or senior technical or business individuals, in

government or industry on significant management, technical, or business issues in an executive capacity and/or as a consultant.

Duties – Consults and assists on organizational strategy, planning, management, and problem solving related to major projects or programs. Works at a senior level to improve major projects and programs. Consults on organizational strategy and problem solving. Offers successful experience in management consulting roles and proven skills in developing plans that yield positive improvements.

Management Consultant I

Education – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

Experience – Fifteen (15) years of directly applicable successful experience performing complex projects, including working with senior management to establish and assist in achieving strategic, management, technical, or business objectives for significant projects or programs in an executive capacity and/or as a consultant.

Duties – Consults and assists on organizational strategy, planning, management, and problem solving related to major projects or programs. Works closely at a senior level to improve major projects and programs. Consults on organizational strategy and problem solving. Offers successful experience in management consulting roles and proven skills in developing plans that yield positive improvements.

Consultant

Education – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

Experience – Fifteen (15) years of directly applicable successful experience consulting or performing on complex projects, including providing strategic, management, technical, or business assistance to significant projects or programs in an executive capacity and/or as a consultant.

Duties – Provides specialized knowledge to major projects or programs. Works at a senior level to improve major projects and programs. Consults on organizational issues and assists in problem solving. Offers successful experience in management consulting roles and proven skills in developing plans that yield positive organizational improvements.

Program Manager III

Education – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in program management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

Experience – Twenty (20) years of directly applicable experience related, but not limited to, experience in managing government or private sector programs, projects, contracts, funds, or resources.

Duties – Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management of programs or multiple projects. Supervises and directs staff on a daily basis. Duties include contract management, relevant project management, and customer interface.

Program Manager II

Education – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in program management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

Experience – Fifteen (15) years of directly applicable experience related, but not limited to, experience in managing government or private sector programs, projects, contracts, funds, or resources.

Duties – Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management of programs or multiple projects. Supervises and directs staff on a daily basis. Duties include contract management, relevant project management, and customer interface.

Project Manager III

Education – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in project management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

Experience – Twenty (20) years of directly applicable experience in directing and managing projects.

Duties – Manages complex project or projects, including enforcing work standards, providing quality assurance and configuration management, reviewing work quality, assigning schedules, and communicating goals, objectives, and policies to subordinates. Oversees financial management and administrative activities, such as budgeting, financial reporting, and manpower and resource planning. Participates in project development life cycle phases from inception to deployment, with an ability to provide guidance and direction in these tasks areas is required.

Project Manager II

Education – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in project management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

Experience – Fifteen (15) years of directly applicable experience in directing and managing projects.

Duties – Manages a project, including enforcing work standards, providing quality assurance and configuration management, reviewing work quality, assigning schedules, and communicating goals, objectives, and policies to subordinates. Oversees financial management and administrative activities, such as budgeting, financial reporting, and manpower and resource planning. Participates in project development life cycle phases from inception to deployment, with an ability to provide guidance and direction in these tasks areas is required.

Project Manager I

Education – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in program management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

Experience – Eight (8) years of directly applicable experience in directing and managing projects.

Duties – Assists with the planning and management of major projects, develops milestones and schedules, and manages activities to meet cost and schedule milestones. Participates in project development and execution, with an ability to provide guidance and direction in these task areas as required.

MANAGEMENT / MULTI-DISCIPLINARY / FUNCTIONAL SUPPORT PERSONNEL

Technical Specialist III

Education – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience.

Experience – Fifteen (15) years of directly applicable experience in providing technical or business support to management on projects.

Duties – Conducts daily tasks, as assigned that are required to perform ongoing support to management. Interfaces with management personnel, contract managers, and customer representatives. Develops and enforces work standards, defines schedules, and reviews work quality. Provides leadership for the project team. Conducts large task orders, ensuring conformance to task specifications and contract provisions. Provides expertise to conduct investigations and studies, and presents recommendations and solutions related to short- and long-range program planning requirements. Classifies and summarizes data for preparation and submission of reports.

Technical Specialist II

Education – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience.

Experience – Ten (10) years of directly applicable experience in providing technical or business support to management on projects.

Duties – Conducts daily tasks, as assigned that are required to perform ongoing support to management. Interfaces with management personnel, contract managers, and customer representatives. Assists with developing and enforcing work standards, defining schedules, and reviewing work quality. Conducts single large task orders or multiple small task orders, ensuring conformance to task specifications and contract provisions. Provides expertise to conduct investigations and studies, and presents recommendations and solutions related to short- and long-range program planning requirements. Classifies and summarizes data for preparation and submission of reports.

Technical Specialist I

Education – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience.

Experience – Seven (7) years of directly applicable experience in providing technical or business support to management on projects.

Duties – Conducts one or more small task orders required to perform ongoing support to management. Interfaces with the customer for a task area and conducts the overall task with minimal supervision.

Analyst III

Education – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience.

Experience – Ten (10) years of directly applicable experience in applying relevant theories, principles, and practices to tasks.

Duties – Conducts investigations, studies, and analyses. Presents recommendations and solutions to management. Establishes good business practices and ensures compliance with policies and procedures. Develops and submits reports.

Analyst II

Education – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience.

Experience – Five (5) years of directly applicable experience in applying relevant theories, principles, and practices to tasks.

Duties – Assists with conducting investigations, studies, and analyses. Assists in developing recommendations and solutions to management. Assists in establishing good business practices and ensuring compliance with policies and procedures. Assists with preparation and submission of reports.

Analyst I

Education – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience.

Experience – Two (2) years of directly applicable experience in applying relevant theories, principles, and practices to tasks.

Duties – Assists with conducting investigations, studies, and analyses. Assists in developing recommendations and solutions to management. Assists in establishing good business practices and ensuring compliance with policies and procedures. Assists with preparation and submission of reports.

ENGINEERING / SCIENTIFIC / TECHNICAL PERSONNEL

Engineer/Scientist III

Education – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in a technical field, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

Experience – Twenty (20) years of directly applicable experience in an engineering, scientific, or technical field. Relevant experience includes, but is not limited to, extensive knowledge of relevant technology and techniques, experience in solving complex technical problems, and team leader responsibilities.

Duties – Analyzes complex technical or scientific problems to support management. Defines functional requirements, as necessary. Develops and communicates solutions. Provides supervision as required.

Engineer/Scientist II

Education – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in a technical field, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

Experience – Twelve (12) years of directly applicable experience in an engineering, scientific, or technical field. Relevant experience includes, but is not limited to, substantial knowledge of relevant technology and techniques, experience in solving complex technical problems, and team leader responsibilities.

Duties – Analyzes complex technical or scientific problems to support management. Defines functional requirements, as necessary. Develops and communicates solutions. Provides supervision as required.

Engineer/Scientist I

Education – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in a technical field, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

Experience – Seven (7) years of directly applicable experience in an engineering, scientific, or technical field. Relevant experience includes, but is not limited to, knowledge of relevant technology and techniques, experience in gathering data to assist in solving complex technical problems, and team leader responsibilities.

Duties – Assists in analyzing complex technical or scientific problems to support management. Assists in defining functional requirements, as necessary. Assists in developing and communicating solutions. Provides supervision as required.

Engineer/Scientist - Support

Education – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in a technical field, in addition to the requisite experience.

Experience – Five(5) years of directly applicable experience in an engineering, scientific, or technical field. Relevant experience includes, but is not limited to, knowledge of relevant technology and techniques, and experience in gathering data to assist in solving complex technical problems.

Duties – Assists in analyzing complex technical or scientific problems to support management. Assists in defining functional requirements, as necessary. Assists in developing and providing training materials.

Engineer/Scientist - Associate

Education – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in a technical field, in addition to the requisite experience.

Experience – Two (2) years of directly applicable experience in an engineering, scientific, or technical field.

Duties – Assists in analyzing technical or scientific problems to support management, usually under the guidance of a more senior leader or manager.

Designer II

Education – BS/BA degree in some technical or management field, or alternatively, an accredited high school certificate plus 8 years of specialized experience in a technical field, in addition to the requisite experience.

Experience – Ten (10) years of directly applicable experience in an engineering, scientific, or technical field. Relevant experience includes, but is not limited to, sound knowledge of engineering design and construction standards and techniques; computer aided drafting techniques, and good verbal and written communication skills.

Duties – Performs oversight of construction efforts and completed work to validate intended designs. Identifies and communicates any construction errors or omissions. Works in a team environment and under limited supervision.

Designer I

Education – BS/BA degree in some technical or management field, or alternatively, an accredited high school certificate plus 8 years of specialized experience in a technical field, in addition to the requisite experience.

Experience – Five (5) years of directly applicable experience in an engineering, scientific, or technical field. Relevant experience includes, but is not limited to, sound knowledge of engineering design and construction standards and techniques; computer aided drafting techniques, and good verbal and written communication skills.

Duties – Performs oversight of construction efforts and completed work to validate intended designs. Identify and communicate any construction errors or omissions. Works in a team environment and under limited supervision.

ADMINISTRATIVE SUPPORT PERSONNEL

Administrative Specialist III

Education – AA degree in some business or financial field, or alternatively, an accredited high school certificate plus 8 years of specialized experience in an administrative field, in addition to the requisite experience.

Experience – Ten (10) years of directly applicable experience in an on office or business environment maintaining relevant records and other files, preparing and editing a variety of documents, assisting in the preparation of presentation graphics, scheduling meetings, and arranging and coordinating travel.

Duties – Supports development of contract business documents and deliverables. Produces financial forecasts and other financial reports. Assists with contract management and preparation

and submission of contract reports as required. Develops extensive knowledge of company and customer policies and procedures.

Administrative Specialist II

Education – High school diploma or equivalent.

Experience – Four (4) years of direct or related experience in producing data to develop financial forecasts and other financial reporting.

Duties – Assists with preparation of contract business documents and deliverables, including financial forecasts and other financial reporting. Assists with contract management and preparation and submission of contract reports as required. Assists with investigations and with preparation and submission of contract reports as required.

Administrative Specialist I

Education – High school diploma or equivalent.

Experience – Two (2) years of direct or related experience in maintaining records and other files.

Duties – Prepares and edits routine correspondence. Assists in the development of a variety of contract deliverables and reports. Assists with scheduling of travel. Develops and applies knowledge of company and customer policies and procedures.

Administrative Support

Education – High school diploma or equivalent.

Experience – One (1) year of direct or related experience in a clerk or assistant type position.

Duties – Provides administrative support to management and staff.

Clerk/Typist/Data Entry

Education – High school diploma or equivalent.

Experience – One (1) year of direct or related experience in a clerk or assistant type position.

Duties – Provides typing and data entry support to management and staff.