

SECTION J - ATTACHMENT J-2

LIST OF DELIVERABLES

The table below summarizes the specific products the Contractor shall submit to the DOE, the type of action DOE will perform, and the date/timeframe that the Contractor shall submit the product. Durations stated in the table are in calendar days unless otherwise noted.

Deliverables are considered contract endpoints, work scope completions, products, reports or commitments that shall be delivered to DOE. The types of DOE action are defined as:

- Approval – The Contractor shall provide the deliverable to DOE for review and approval. Contractor is responsible for obtaining DOE approval. The initial deliverable shall be of sufficient quality, depth, thoroughness, and format to support DOE approval. DOE will review the deliverable and provide comments in writing or approval (within 10 business days). DOE comments will be discussed with the Contractor and the Contractor shall provide written responses. The Contractor shall re-write the documents to incorporate all DOE mandatory comments. Once DOE approves a deliverable or document, the Contractor shall place it under change control and shall make no changes to that document without further DOE approval. There shall be no approval by default for any deliverable.
- Information – The Contractor shall provide the deliverable to DOE for information purposes. DOE will have the option of reviewing the information and providing comments. Contractor shall respond to all written comments.

The list of Deliverables does not include all required deliverables identified in other applicable sections of the Contract, DOE directives, federal regulations, or regulatory documents. The Contractor shall be responsible for the compliance with all applicable standards, orders and regulations under the Contract.

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
1.	Transition plan	Electronic (Email) to Designated Contracting Officer (CO) and Designated Contracting Officer’s Representative (COR)	Section C.2.0	Once; within 15 calendar days following Notice To Proceed (NTP)	COR review and approval	Contractor may begin critical path transition activities prior to COR approval.

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
2.	Monthly Project Status Report will include (by task) accomplishments, planned activities, and key issues/issue resolution, and discuss performance against performance standards and quality levels in the QASP. This report will also include financial information (overall and for each task) including funding obligations, and planned and actual costs.	Electronic (Email)	C.3.0 – C.13.0	10 th business day of the month	Information	All Tasks
3.	Weekly Status Report containing accomplishments, activities, issues, and recommendations	Electronic (Email)	C.3.0	COB each Friday	Information	Task #1
4.	OMB Exhibit 300 and 53 Reporting	Electronic (Email)	C.3.0	As determined by OMB	Approval by Technical Monitor	Task #1

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
5.	OMB Passback Submission	Electronic (Email)	C.3.0	As determined by OMB	Approval by Technical Monitor	Task #1
6.	Maintain/Create Guidance Documents for Cost and Risk Reduction	Electronic (Email)	C.3.0	As requested in writing	Approval by Technical Monitor	Task #1
7.	Maintain/Create Guidance Documents for Capital Planning Process	Electronic (Email)	C.3.0	As requested in writing	Approval by Technical Monitor	Task #1
8.	Develop and Document a Portfolio Management process to support IT Governance	Electronic (Email)	C.3.0	As requested in writing	Approval by Technical Monitor	Task #1
9.	Facilitate measurement of IT Investment Performance (IT Dashboard), then issue report	Electronic (Email)	C.3.0	Last Friday of each month	Approval by Technical Monitor	Task #1
10.	Update/Maintain the EM Application Registry	Electronic (Email)	C.3.0	Within 2 business days of any modification request to registry	Approval by Technical Monitor	Task #1

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
11.	Ad Hoc analysis reports for IT Project/Portfolio Management	Electronic (Email)	C.3.0	Within 2 business days of written request	Approval by Technical Monitor	Task #1
12.	EM Portfolio Report	Electronic (Email)	C.3.0	First Monday of each month	Approval by Technical Monitor	Task #1
13.	Perform two investment TechStat Audits annually	Electronic (Email)	C.3.0	Annually, based on scheduling with sites	Approval by Technical Monitor	Task #1
14.	Weekly Status Report containing accomplishments, activities, issues, and recommendations	Electronic (Email)	C.4.0	COB each Friday	Information	Task #2
15.	IT Governance documentation	Electronic (Email)	C.4.0	As requested in writing	Approval by Technical Monitor	Task #2
16.	EA Repository Maintenance Report	Electronic (Email)	C.4.0	Each Friday	Approval by Technical Monitor	Task #2

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
17.	EA Management Plan to support decision-making for the EA program	Electronic (Email)	C.4.0	As requested in writing	Approval by Technical Monitor	Task #2
18.	IT Strategic Plan Quarterly Status Report	Electronic (Email)	C.4.0	Provide quarterly as requested	Approval by Technical Monitor	Task #2
19.	Transition Plans – develop transition plans to capture system integration and interoperability requirements	Electronic (Email)	C.4.0	As requested in writing	Approval by Technical Monitor	Task #2
20.	IT Governance Reports – develop a governance report to summarize all IT projects performance metrics and information	Electronic (Email)	C.4.0	3 business days after being submitted for review	Approval by Technical Monitor	Task #2
21.	Cloud Computing Governance Document – develop a documented solution to integrate cloud computing deployments in the EM governance environment	Electronic (Email)	C.4.0	As requested in writing	Approval by Technical Monitor	Task #2

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
22.	Document EA Target Architecture	Electronic (Email)	C.4.0	As requested in writing	Approval by Technical Monitor	Task #2
23.	Support all OMB, OCIO, EM Data Calls	Electronic (Email)	C.4.0	As requested in writing	Approval by Technical Monitor	Task #2
24.	Develop a Comprehensive Data Management Plan and Methodology	Electronic (Email)	C.4.0	As requested in writing	Approval by Technical Monitor	Task #2
25.	Patch Management Report based on Vulnerability Scanning performed by OCIO	Electronic (Email)	C.5.0	Monthly	Information	Task #3
26.	Content Server Content Management Report	Electronic (Email)	C.5.0	Monthly	Information	Task #3
27.	Content Server Account Management and License Report	Electronic (Email)	C.5.0	Monthly	Information	Task #3

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
28.	Applications Integration Analysis and Recommendations	Electronic (Email)	C.5.0	As requested in writing	Approval by Technical Monitor	Task #3
29.	Evaluate existing and new technologies and solutions based on new requirements	Electronic (Email)	C.5.0	As requested in writing	Approval by Technical Monitor	Task #3
30.	Life cycle application documentation including Functional Requirements, System Design, System Test Plans, System Maintenance, Configuration Maintenance and Security Plans	Electronic (Email)	C.5.0	According to written project schedule for all supported applications	Approval by Technical Monitor	Task #3
31.	Weekly Status Report containing accomplishments, activities, issues, and recommendations	Electronic (Email)	C.3.0	Weekly	Information	Task #3

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
32.	Annual Mission Information Program Plan and Schedule	Electronic (Email)	C.6.0	January 30 annually	Approval by Technical Monitor	Task #4
33.	Task Management Plan and Schedule	Electronic (Email)	C.6.0	10 business days after task issuance	Approval by Technical Monitor	Task #4
34.	Task Management Plan/ Schedule Updates	Electronic (Email)	C.6.0	5 business days after task modification	Approval by Technical Monitor	Task #4
35.	Profile inventory by site	Electronic (Email)	C.6.0	30 calendar days after task issuance	Information	Task #4
36.	Updates to RMAIP	Electronic (Email)	C.6.0	15 calendar days after task issuance	Approval by Technical Monitor	Task #4
37.	EM MIPP SOP	Electronic (Email)	C.6.0	15 calendar days after task issuance	Information	Task #4

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
38.	Business Continuity Disaster Recovery Plan	Electronic (Email)	C.6.0	January 30 (annually)	Approval by Technical Monitor	Task #4
39.	Meeting Minutes	Electronic (Email)	C.3.0	2 business days after meeting	Information	Task #4
40.	Quarterly and Annual FISMA Report	Electronic (Email)	C.6.0	5 business days prior Under Secretary's / OCIO due date	Approval by Technical Monitor	Task #4
41.	Updates to Plans of Action and Milestones and other OCIO- and OMB- required reports	Electronic (Email)	C.6.0	5 business days prior (to be established) OMB/OCIO submission schedules	Approval by Technical Monitor	Task #4
42.	Prepare the OCIO Quarterly Internal Review	Electronic (Email)	C.6.0	5 business days prior to (to be established) OMB/OCIO submission schedules	Approval by Technical Monitor	Task #4
43.	Travel Reports	Electronic (Email)	C.6.0	3 business days after completion of the travel	Information	Task #4

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
44.	Certification and Accreditation Security Assessment Report, Certification Memo and associated memos	Electronic (Email)	C.6.0	10 business days after the certification testing has been completed	Approval by Technical Monitor	Task #4
45.	Finalize MIPP FY 53/300 submissions	Electronic (Email)	C.6.0	5 business days prior to (to be established) OMB/CFO/OCIO submission schedules	Approval by Technical Monitor	Task #4
46.	Prepare Privacy Act Impact Assessment Quarterly Report	Electronic (Email)	C.6.0	5 business days prior to (to be established) OMB/CFO/OCIO/PO submission schedules	Approval by Technical Monitor	Task #4
47.	Weekly Activity Report	Electronic (Email)	C.6.0	Every Friday	Information	Task #4
48.						
49.	Other Deliverables as Required	TBD	C.6.0	As determined by the request	TBD	Task #4

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
50.	Tenable Security Activity Report (cybersecurity)	Electronic (Email)	C.7.0	Quarterly	Information	Task #5
51.	Meeting Minutes (cybersecurity)	Electronic (Email)	C.7.0	2 business days after meeting	Information	Task #5
52.	Updates to Plans of Action and Milestones (POA&M) and other OCIO- and OMB-reports (cybersecurity)	eRPM/SharePoint	C.7.0	2 business days prior to (to be established) OMB/OCIO submission schedules	Information	Task #5
53.	Update recommendations for Cybersecurity Standard Operating Procedures	SharePoint	C.7.0	5 th business day of the month	Information	Task #5
54.						
55.	Site Visits to perform Cybersecurity reviews and provide support for other IT systems as	N/A	C.7.0	TBD	Information	Task #5

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
	needed					
56.						
57.	Approved Software List	SharePoint	C.7.0	Quarterly	Information	Task #5
58.	Continuous Monitoring Reports	SharePoint	C.7.0	30 calendar days after site visit	Information	Task #5
59.	Joint Cybersecurity Coordination Center (JC3) Incident Reports	Electronic (Email) SharePoint	C.7.0	As required	Information	Task #5
60.	Blocked Websites list (based on input from JC3)	Electronic (Email) SharePoint	C.7.0	At least monthly (more often if necessary)	Information	Task #5

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
61.	Website Security Scan Results	Electronic (Email) SharePoint	C.7.0	Within three (3) business days of performing scan	Information	Task #5
62.	Inventory management plan for active, inactive, orphan, and legacy records collections in EM HQ	Report, either delivered on paper or Electronic (Email link to Content Server)	C.8.0	Within 120 calendar days of contract award	Approval by Program Records Official (PRO)	Task #6
63.	Design, create, and implement a database for capturing and managing the inventories of active, inactive, orphan, and legacy records collections throughout EM HQ	Report on the structure, content, and number of records captured	C.8.0	Quarterly	Approval by Program Records Official (PRO)	Task #6
64.	Report to EM-72 Program Records Official (PRO) bi-annually (twice a year) on the on-going records inventory process to include a description of the process followed and to document the strategy	Electronic (Email link to Content Server)	C.8.0	Bi-Annually (twice a year)	Approval by Program Records Official (PRO)	Task #6

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
	utilized to ensure all electronic records have been identified and inventoried					
65.	Records Management procedures for Content Server activities, to include inventories of active and inactive records held in offices in DOE/EM HQ	Electronic (Email link to Content Server)	C.8.0	Within 120 calendar days of contract award; updates as necessary	Approval by Program Records Official (PRO)	Task #6
66.	Create processes/ procedures for using Content Server to manage records, regardless of media (including Email and electronic files) throughout EM HQ	Electronic (Email link to Content Server)	C.8.0	Within 90 calendar days of contract award; updates as necessary	Approval by Program Records Official (PRO)	Task #6
67.	Record Management training modules suitable for use in the Online Learning Center (OLC)/EM Portal	Electronic (Email link to Content Server)	C.8.0	Within 90 calendar days of contract award; updates as necessary	Approval by Program Records Official (PRO)	Task #6

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
68.	Annual Inventory of EM HQ Vital Records	Electronic (Email link to Content Server)	C.8.0	Annually	Approval by Program Records Official (PRO)	Task #6
69.	Participate in monthly OCIO/SPO ITSWG and EM-13 SWG meetings and prepare summary notes	Electronic (Email) with attached file	C.9.0	Monthly	Information	Task #7
70.	Prepare status of EM Field Site FGC and DOE Sustainability Award program participants and awardees	Electronic (Email) with attached file	C.9.0	Quarterly	Information	Task #7
71.	Track ESPC activities (if viable) and prepare status report	Electronic (Email) with attached file	C.9.0	Weekly	Information	Task #7
72.	Coordinate and review EM site responses and prepare combined quarterly Federal Data Center Consolidation Initiative (FDCCI) update to be submitted	Electronic (Email) with attached file	C.9.0	Quarterly	Approval	Task #7

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
	through PortfolioStat					
73.	VTC Utilization Report	Electronic (Email) which includes an attachment and clickable link	C.10.0	5 th business day of the following month	Approval by Technical Monitor	Task #8
74.	Prepare Inventory Exit Packages using Sunflower; ensure equipment is transferred out of exiting employee's name and returned to ETIS inventory and/or designated assignment	Electronic (Email) which includes an attachment and clickable link	C.10.0	Started within 2 business days of receipt of request. Completed and delivered prior to exiting employee's departure.	Approval by Technical Monitor	Task #8
75.	VTC Room Inventory	Electronic (Email) which includes an attachment and clickable link	C.10.0	Annually (End of December)	Approval by Technical Monitor	Task #8
76.	Prepare documentation to include Functional Requirements, System Design, System Test Plans, System Installation Manuals,	Electronic (Email) which includes an attachment and clickable link	C.10.0	As agreed upon schedule	Approval by Technical Monitor	Task #8

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
	User Manuals, System Maintenance Documentation, Configuration Management Plans, Security Plans, and other documentation required for activities covered under this task					
77.	Written Weekly Status Report	Electronic (Email) which includes an attachment and clickable link	C.10.0	Every Friday	Information	Task #8
78.	Conduct Internal EM-72 Bi-Annual Inventory of EM IT Assets	Electronic (Email) which includes an attachment and clickable link	C.10.0	Bi-Annually	Approval by Technical Monitor	Task #8
79.	Quarterly Mobile Device Report Analysis to include zero usage, transfers, and departing employees	Electronic (Email) which includes an attachment and clickable link	C.10.0	Within 2 calendar weeks after receipt of OCIO Quarterly Report	Approval by Technical Monitor	Task #8
80.	Upgrade VoIP at Forrestal	Electronic (Email) which includes an attachment and clickable link	C.10.0	As agreed upon based on OCIO schedule	Approval by Technical Monitor	Task #8

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
81.	Support for EM-72 Office Priorities	Varies	C.11.0	As required	Approval by EM-72 Office Director (OD)	Task #9
82.	Support for EM Field Site Collaboration Meetings (including meeting minutes) and Initiatives	Electronic (Email)	C.11.0	As required; meeting minutes 2 business days after meeting	Information	Task #9
83.	Business Cases for Identified EM Strategic Initiatives	Electronic (Email)	C.11.0	Per agreed upon schedule	Approval by EM-72 OD	Task #9
84.	Updated EM IT Strategic Plan	Electronic (Email)	C.11.0	Per agreed upon schedule	Approval by EM-72 OD	Task #9
85.	General Program Support	Varies	C.11.0	As required	Approval by EM-72 OD	Task #9
86.	Support review of departmental level documents such as the DOE Information Resources Management (IRM) Strategic Plan	Electronic (Email)	C.11.0	As required by DOE office requesting review	Approval by EM-72 OD	Task #9

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
	and IT Modernization Strategy to ensure EM alignment					
87.	Prepare Daily ES report (overdue, current, etc.) for distribution each morning to the DAS, Senior Staff Officials (SSO), and Front Office staff	Electronic (Email)	C.12.0	Daily, Monday – Friday mornings, excluding holidays and other situations when the government is closed	Approval by EMCC Federal Oversight Lead	Task #10
88.	Place the ES Report on the EM Portal	Electronic (Email)	C.12.0	COB every Tuesday and Thursday excluding holidays and other situations when the government is closed	Approval by EMCC Federal Oversight Lead	Task #10
89.	Prepare, disseminate, and communicate EM correspondence guidance and policy information to SSOs and administrative staff using the instant notification process and the official Correspondence	Electronic (Email)	C.12.0	Noon Monday (Tuesday if Monday is a holiday) and Wednesday, excluding other situations when the government is closed	Approval by EMCC Federal Oversight Lead	Task #10

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
	Guidance Handbook					
90.	Dispatch correspondence packages for routing and signature	Electronic (via ESTARS)	C.12.0	Within 2.5 business days of receipt	Approval by EMCC Federal Oversight Lead	Task #10
91.	Dispatch final signed correspondence document	Electronic (via ESTARS)	C.12.0	Within 1.5 business days of receipt	Approval by EMCC Federal Oversight Lead	Task #10
92.	Monitor correspondence actions and appropriately close the program actions that remain open	Electronic (via ESTARS)	C.12.0	Close after 5 business days	Approval by EMCC Federal Oversight Lead	Task #10

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
93.	Dispatch correspondence packages for external concurrence	Electronic (via ESTARS)	C.12.0	Within 2.5 business days of receipt	Approval by EMCC Federal Oversight Lead	Task #10
94.	Determine and communicate external concurrence status to the appropriate parties (i.e., EMCC, DAS, SSO, authors, reviewers, etc.)	Electronic (via ESTARS)	C.12.0	Within 2 business days of receipt.	Approval by EMCC Federal Oversight Lead	Task #10
95.	Bi-Weekly Status Reports	Electronic (Email) which includes an attachment and clickable link	C.13.0	Bi-Weekly every other Friday	Information	Task #11
96.	Provide an EM Enterprise VoIP Strategy and Implementation Plan	Electronic (Email) which includes an attachment and clickable link	C.13.0	As agreed upon schedule	Approval by Technical Monitor	Task #11
97.	Draft high-level cost estimates for EM Cloud path forward options, including high-level costs and timeframes for agreed upon options	Electronic (Email) which includes an attachment and clickable link	C.13.0	As agreed upon schedule	Approval by Technical Monitor	Task #11

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
98.	Application Security Testing Findings Reports	Electronic (Email) which includes an attachment and clickable link	C.13.0	As agreed upon schedule	Approval by Technical Monitor	Task #11
99.	Annual Information Regarding Sustainable Acquisition	Electronic (Email) to CO and COR	Section H.9	As requested to support the DOE sustainable acquisition annual report	Information	
100.	Reports itemizing confidential or proprietary information the Contractor receives under this contract	Electronic (Email) to CO and COR	Section H.17(e)	As required, upon request of the CO.	CO Information	Reports should identify the source (company, companies or other organizations) of the information.
101.	Certification that Personnel Security Clearances have been completed	Electronic (Email) to CO and COR	Section H.22(a)	Prior to employment	CO approval	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
102.	Notification of Foreign National Participation in Performance of Work	Electronic (Email) to CO	Section H.26	As required at least 75 days prior to the planned visit	CO approval	
103.	Release of Information	Electronic (Email) CO and COR	Section H.29	10 days prior to planned issued date	CO approval	
104.	Responses to Freedom of Information Act and Pricy Act Requests	Electronic (Email) to CO and COR	Section H.29(b)	As requested	CO approval	
105.	Employee Concern Program – implementation plan	Electronic (Email) to CO and COR	Section H.32	Within 90 calendar days of NTP	CO approval	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
106.	Organizational Conflict of Interest (OCI) Management Plan	Electronic (Email) to CO and COR	Section H.38	Within 10 calendar days after contract effective date.	CO Approval	
107.	Diversity plan covering the full period of performance (base and option period)	Electronic (Email) to CO and COR	Section H.39	Within 30 calendar days after contract effective date.	CO Approval	
108.	Diversity Report	Electronic (Email) to CO and COR	Section H.39	Annually	Information	
109.	Code of Business Ethics and Conduct	Electronic (Email) to CO	Section I.10	30 calendar days after NTP	Information	
110.	Reporting Executive Compensation and First-Tier Subcontract Awards	Electronic (Email) to CO	Section I.15	Annually	Information	
111.	Updates of Publicly Available Information Regarding Responsibility Matters	Electronic (Email) to CO	Section I.20	Semi-Annually	Information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
112.	Limitations on Subcontracting Information	Electronic (Email) to CO and COR	Section I.37	Yearly	CO/COR Review	In addition to calculating the percentage reflecting compliance with the requirements set forth in FAR 52.219-14; the contractor shall provide sufficient documentation on how the percentage was computed. The report shall be fully supported, including but not limited to, a narrative explanation and backup supporting documentation, to allow the CO and COR to fully understand the computation and the basis of the computation.
113.	Equal Opportunity Compliance Information	Electronic (Email) to CO	Section I.45	As requested	Information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
114.	Equal Employment Report (EEO-1)	Electronic submission via DOE Workforce Information System (WFIS) Electronic (Email) to EMCBC Office of Civil Rights and Diversity (OCRD) and CO	Section I.45	Annually by September 30	Information	
115.	Affirmative Action Program for Veterans and Workers with Disabilities	Electronic (Email) to EMCBC OCRD and CO	Section I.46 Section I.47	Within 30 calendar days of NTP and updated annually by September 30	ID OCRD review; CO approval	
116.	Federal Contractor Veterans' Employment Report (VETS-100A Report)	--Electronic submission to U.S. Department of Labor Electronic (Email) to EMCBC OCRD and CO	Section I.48	Annually by September 30	Information	
117.	Annual Biobased Report	--Electronic submission via http://www.sam.gov --Email notification to CO and COR	Section I.56	(i) October 31 of each year during contract performance; and (ii) At the end of contract performance	Information	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
118.	Bankruptcy Notification	Electronic (Email) to CO	Section I.93	As Applicable	Information	
119.	Consent to Subcontract	Electronic (Email) to CO	Section I.96	As required	CO	
120.	Workplace Substance Abuse Program	Electronic (Email) to EMCBC Industrial Relations Specialist and CO	DOE O 350.1 10 CFR 707 Section I.127	Within 30 calendar days of NTP	EMCBC Industrial Relations Specialist review; CO approval	
121.	Employee Assistance Program Implementation Plan	Electronic (Email) to EMCBC Industrial Relations Specialist and CO	DOE O 350.1 Section I.125	Within 60 calendar days of NTP	EMCBC Industrial Relations Specialist review; CO approval	

	Deliverable	Method of Delivery	Driver / Requirement	Frequency / Timing	Approval by or Information for Technical Monitor(s) and/or COR	Notes
122.	Basis of Estimate (BOE) Statements	Electronic (Email) to CO		Once; within 5 business days following contract award.	Information	
Basis of Estimate (BOE) Statements shall be at the PWS level as identified in Section C. The BOE documents shall support the Contractor's proposed prices by specifically identifying assumptions and the resource quantities (labor hours, material quantities, etc.) and labor rates for all direct cost elements (direct labor, materials, equipment, ODC's, etc.)						