

REQUEST FOR INFORMATION (RFI)

RFI ID #: **89303324REM000126**
Title: **Oak Ridge Environmental Management Technical, Management, and Administrative Services Procurement**
Date: **January 8, 2024**

THIS ANNOUNCEMENT IS A REQUEST FOR INFORMATION (RFI) ONLY. THIS IS NOT A REQUEST FOR PROPOSALS (RFP) OR INVITATION FOR BIDS (IFB) AND IS NOT A COMMITMENT BY THE GOVERNMENT TO AWARD A CONTRACT AT ANY TIME.

No solicitation is available. This RFI/Sources Sought is released pursuant to Federal Acquisition Regulation (FAR) 15.201(e), *Exchanges with Industry*, and is issued for the purpose of conducting market research.

Introduction

The U.S. Department of Energy's (DOE) Office of Environmental Management (EM) is currently in the acquisition planning stage for a new Technical, Management, and Administrative (TMA) services contract on behalf of DOE's Oak Ridge Office of Environmental Management (OREM) in eastern Tennessee.

OREM's mission is to complete the safe cleanup of the environmental legacy brought about from nuclear weapons development and government-sponsored nuclear energy research at the Oak Ridge Reservation (ORR), which comprises the Oak Ridge National Laboratory (ORNL), the Y-12 National Security Complex, and the East Tennessee Technology Park (formerly the K-25 Gaseous Diffusion Plant).

Environmental Management efforts include reducing risk and environmental liability through construction and operation of facilities to treat hazardous chemical and radioactive wastes, transporting and disposing of transuranic and low-level wastes in a safe and cost effective manner to reduce risk, decontaminating and decommissioning facilities that provide no further value in order to reduce long-term liabilities, and remediating soil and groundwater that are contaminated with radioactive and hazardous constituents.

To support its mission, OREM seeks a contractor to perform specific TMA services throughout the OREM portfolio. Activities may include technical analyses, document preparation and review, assistance in oversight activities, corrective action management, information management, technical editing, training, logistical coordination, performance analyses, records maintenance, and general and cross-cutting support to OREM. Certain tasks will be Base Tasks that are expected to be performed on a routine basis, others are Supplemental Tasks that may be required periodically on an as-needed basis, for limited or extended periods depending on future requirements.

Request for Information**Anticipated Scope of Services****Base Tasks**

Nuclear Safety and Engineering Assistance will provide technical support in carrying out the OREM Nuclear Safety Program, Conduct of Engineering, and Integrated Safety Management (ISM) activities in accordance with 10 CFR 830 Subpart B and DOE Orders, standards, guidance, local policies, and directives. The contractor will perform analyses and prepare safety basis documentation for nuclear facilities that reflects current facility conditions and operations, identifies hazards and potential accident scenarios and consequences, and establishes adequate controls for work to be performed safely. OREM scope encompasses numerous nuclear and radiological facilities requiring preparation and maintenance of Documented Safety Analysis (DSA) and Technical Safety Requirements (TSR), Hazard Assessment Documents (HAD), Readiness Reviews, verification reviews, or other DOE-approved safety basis documentation.

Operations Management Assistance will provide technical support to the planning, development, and implementation of OREM Environmental, Safety & Health (ES&H) and related programs. This task entails continuous surveillance of EM project activities with an emphasis on safety, health, waste management, transportation, emergency management, radiation protection, facility operations, and security (including cyber security). The task includes conducting daily facility walk-downs; assessing work planning and execution; evaluating conduct of operations and other ES&H concerns; and assisting DOE in evaluation of other contractors' programs, activities, and corrective actions.

Quality Assurance Program Assistance requires quality assurance and improvement functions in support of the OREM Quality Assurance Program and Quality Implementation Plan (QIP) requirements. Knowledge of the current versions of 10 CFR 830, Subpart A; ASME NQA-1; DOE Order 414.1D; the EM Quality Assurance Plan (EM-QA-001); and DOE Order 226.1 B is required. Activities may include development and implementation of organizational Quality Assurance (QA) plans, procedures, and related management system descriptions; general support to organize and perform assessments and quality assurance functions; data management functions, including data entry, extraction, analysis, reporting; configuration control and database maintenance; and other duties as required. Support will be provided to internal and external technical reviews, peer reviews, contractor performance evaluations, and other formal and informal assessments, including scheduling and logistical coordination; preparation of review plans and checklists; performing onsite inspections, interviews, records reviews, and observations of work performance; evaluation and documentation of assessment evidence; specification of findings and observations requiring corrective action plans; and corrective action tracking, validation, verification, and closure.

Communication Assistance will provide support to OREM's robust communications program that is responsible for providing internal and external communications to workers, interested stakeholders, and the public. This requires support for the planning, development, and implementation of the communications program. This task includes building a presentation library, planning employee meetings, maintaining and updating internal and external websites, assisting with event planning, developing answers to media inquiries, and other duties as

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Request for Information

assigned. The contractor will work closely with the OREM Executive Officer and OREM Public Affairs staff.

Supplemental Tasks

Additional Support may be required periodically, on a limited or extended basis as conditions dictate, either as an adjunct to the base scope described above, or in any of the following technical areas: Facility Oversight Technical Support, Project Engineering Support to Construction and/or Design Projects, Miscellaneous Support (see below), and Other External Support.

Miscellaneous support may be required in the following general areas/offices:

- Management Systems Implementation
- Integrated Safety Management System (ISMS) Program
- QA Program
- Environmental Management Systems
- Emergent safety issues
- Authorization Agreements
- Comments resolution matrix
- Correspondence for the disposition of ES&H documents
- Industrial Hygiene Program
- Fire Protection Program
- Transportation Safety Program
- Dispersion Modeling
- Structural Engineering
- Industrial Safety Program
- Construction Safety Program
- Occupational Medicine Program
- Hoisting and Rigging (including provision of certified crane inspectors) Program
- Electrical Safety Program
- Chemical Safety Program
- Nuclear Criticality Safety Program
- Nuclear Safety Program
- Laboratory Safety Program
- Radiation Protection Program
- Systems Engineering Program
- Environmental Compliance Program
- Waste Management Program
- Emergency Management Program
- Health Studies Program
- Risk Analysis (human health, ecological)
- Worker Advocacy Program
- Facility Representative Program
- Price-Anderson Amendments Act Program

Request for Information

These anticipated areas of scope are outlined in greater detail in the attached Draft Performance Work Statement (PWS). This Draft PWS is modeled on the incumbent contract's PWS and should be viewed as a preliminary statement of DOE's estimated requirements, provided solely for informational purposes to assist interested parties with responding to this RFI. The PWS of any future solicitation may differ from this draft.

The purpose of this RFI is to solicit input via capability statements and answers from interested parties with the specialized capabilities necessary to perform all or part of the requirements defined below in the draft Performance Work Statement (PWS). The North American Industry Classification System (NAICS) code for this requirement is expected to be 541611, *Administrative Management and General Management Consulting Services* (small business size standard: \$24.5 Million).

Within these capability statements, DOE is seeking feedback from interested parties regarding the requirements outlined in the Draft PWS and the questions listed below. This market research will assist DOE with identifying interested and capable sources for developing its acquisition strategy. Key market research goals include identifying and minimizing barriers to competition, evaluating small business capabilities, identifying risks, estimating price, evaluating specific methods for performance, and identifying appropriate terms and conditions for the resulting solicitation and contract.

DOE is also seeking to determine whether any part or all of the requirements can be set-aside for small businesses generally, firms in the Small Business Administration's 8(a) Business Development program, women-owned small businesses (including economically disadvantaged), HUBZone small businesses, and/or veteran-owned small businesses (including service-disabled). Small businesses are invited to demonstrate their capabilities if able perform all or part of the requirements defined below in the Draft PWS.

Specific details—such as the anticipated type of contract, amount of funding, and small business participation opportunities—are yet to be determined. The anticipated period of performance is five years, which may include one or more option periods. The current contract for these services (Task Order # 89303320FEM400148 under GSA Federal Supply Schedule (FSS) Contract GS-00F-216CA) was awarded on April 9, 2020, and is expected to expire in April 2025. Its total value, including all options, is approximately \$34 million. The incumbent contractor is Link Technologies, Inc., of Germantown, Maryland.

All interested parties are invited to submit a capability statement of no more than 15 pages, using a professional typeface no smaller than 12-point. In addition to those limits, electronic file submissions (message body plus all attachments) must be less than 20 megabytes and include only attachments in PDF or a Microsoft Office-compatible file format. The Government will review each capability statement based on the interested party's demonstrated qualifications, capabilities, expertise, experience, and past performance in each of the areas included in the Draft PWS.

Request for Information

More specifically, capability statements should address the following items/questions, as applicable:

- 1.) Describe your firm's capability and experience in performing the same or similar services described in the Draft PWS. The response should demonstrate your firm's overall understanding of, and technical ability to complete, the work described in the Draft PWS. (If you are submitting on behalf of a joint venture (JV) or teaming arrangement, identify which member has the experience/capabilities described.)
- 2.) Identify no more than three (3) examples within the past five (5) years of work your firm has performed that is relevant to this Sources Sought/RFI supporting DOE, other Government agencies, and/or commercial clients. Include, as applicable, the contract number, your firm's role in the effort (e.g., prime contractor or subcontractor), performance period, dollar value, contract type, scope, client, and contact information for the Contracting Officer of the contracting agency.
- 3.) Identify any anticipated technical challenges/risks and organizational conflicts-of-interest (OCIs) associated with meeting the requirements outlined in the Draft PWS. Briefly describe how your firm would mitigate or avoid those challenges, risks, and conflicts.
- 4.) If your firm is a small business, describe your approach to ensuring that at least 50% of the personnel cost to perform the services described in the PWS are incurred by your firm's employees or employees of similarly situated entities. (FAR 52.219-14(e)(1), *Limitations on Subcontracting*, requires that no more than 50% of the cost be subcontracted to dissimilar entities for any portion(s) of the contract that is/are set aside for small businesses.)
- 5.) Provide input and rationale on the Draft PWS for the prospective procurement. Highlight any factors that would make competing for this procurement desirable or undesirable for your firm. Discuss any other issues the Contracting Officer should consider when developing the solicitation for this requirement.
- 6.) The incumbent contract was awarded under GSA's Mission Oriented Business Integrated Services (MOBIS) Schedule 874-1, *Integrated Consulting Services*. MOBIS is no longer the preferred way to purchase professional services through GSA. The current preferred GSA vehicles are the Professional Services Schedule (PSS) and the One Acquisition Solution for Integrated Services (OASIS) contracts.

Provide input and rationale regarding which GSA schedule under PSS or OASIS would, in your opinion, be most appropriate for this prospective procurement. (Alternatively, if your opinion is that a GSA schedule would NOT be the government's best option, please describe what other acquisition approach DOE should use and why.) Please also identify whether your firm currently holds a PSS and/or OASIS contract(s) and, if so, which relevant areas of scope are covered.

- 7.) Give the name, title, and contact information for a representative of your firm who DOE may contact regarding this submission. Also provide: the firm's UEID code, principal address,

Request for Information

and whether the firm belongs to any of these socio-economic categories of small businesses under NAICS 541611:

- small business (SB);
- small disadvantaged business (SDB);
- 8(a) SB (include graduation date);
- woman-owned SB (WOSB);
- economically disadvantaged WOSB;
- veteran-owned SB;
- service-disabled, veteran-owned SB;
- HUBZone;
- another relevant socio-economic category;
- or none of the above.

If you are submitting on behalf of a JV or teaming arrangement, provide all of the above information for both the JV/team entity and each one of its members. Please discuss the expected division of tasks between the members of the JV/team.

- 8.) If you believe that NAICS 541611 is not the appropriate code for this effort, then state which other code should be used, give your rationale, and note which of the categories in Item #7 apply to your firm under that alternative code as well.

DOE reserves the right to use the information submitted by, or obtained from, an interested party in any manner DOE determines is appropriate including, but not limited to, acquisition planning, determining whether to set-aside some or all of the prospective procurement for one or more categories of small business, determining whether to use a GSA schedule or other DOE or governmentwide ordering vehicle, and the creation of a solicitation. An interested party should avoid including any confidential and/or proprietary information in its response. However, if an interested party decides to submit such information, the information must be clearly marked and include sufficient justification as to why such information is confidential and/or proprietary. (*See FAR 3.104-4.*) Do not submit classified information.

DOE will not pay for any information provided in response to this announcement nor will it compensate any respondents for the development or delivery of such information. All capability statements should be submitted electronically via email to ian.rexroad@emcbc.doe.gov no later than **8:30 a.m. Eastern Standard Time on Tuesday, January 30, 2024** and should include “OREM TMA” or “Oak Ridge TMA” within the subject line. All questions pertaining to this announcement should be directed to Mr. Rexroad via email. DOE personnel may contact firms responding to this announcement to clarify a respondent’s capabilities and other matters as part of this market research process.

Thank you,

Contracting Officer:

Mr. Ian Rexroad

DOE-EMCBC, Cincinnati, OH

513-262-3285

ian.rexroad@emcbc.doe.gov

Request for Information**ATTACHMENT #1****DRAFT PERFORMANCE WORK STATEMENT****OAK RIDGE ENVIRONMENTAL MANAGEMENT (OREM) TECHNICAL,
MANAGEMENT, AND ADMINISTRATIVE (TMA) SERVICES CONTRACT****BACKGROUND AND GENERAL REQUIREMENTS**

The U.S. Department of Energy's (DOE) Oak Ridge Reservation (ORR) occupies approximately 34,000 acres, within the City of Oak Ridge, Tennessee. Three sites lie within ORR's borders: the East Tennessee Technology Park (ETTP), Y-12 National Security Complex (Y-12), and Oak Ridge National Laboratory (ORNL).

The DOE Oak Ridge Office of Environmental Management (OREM) is responsible for removing environmental legacies from decades of nuclear weapons development and government-sponsored research. Each site within the ORR includes its own unique cleanup challenges that exist amid ongoing DOE missions in science and national security. The OREM environmental cleanup program is responsible for protecting the health of the region and environment, enabling ongoing DOE missions, and making clean land available for new development opportunities.

OREM has developed a portfolio of projects designed to complete remediation at ETTP, Y-12, and ORNL. All three portfolios are integrated into a single plan for the ORR that balances risks across regulatory, stakeholder, and mission priorities with the OREM program. Goals established in the OREM Program Plan FY 2022 to 2032 to address the environmental cleanup scope are:

- Complete ETTP cleanup and transition site to long-term stewardship;
- Reduce radiological risks at ORNL;
- Reduce environmental risks at Y-12; and
- Ensure adequate onsite waste disposal capacity to support remaining cleanup.

This is a Technical Support Services contract, providing various technical and oversight assistance support services to OREM. Specific technical, management, and administrative services that the Contractor will be required to provide are described in the following sections. Activities under this contract may include technical analyses, document preparation and review, assistance in oversight activities, corrective action management, information management, technical editing, training, logistical coordination, performance analyses, records maintenance, and general support to OREM.

Support under this contract is divided into two elements: (A) Base Tasks that are expected to be performed on a routine basis, and (B) Supplemental Tasks that may be required periodically on an as-needed basis, for limited or extended terms depending on future requirements.

Request for Information

Four areas comprise Base Tasks:

- 1) Nuclear Safety and Engineering Basis Assistance
- 2) Operations Management Assistance
- 3) Quality Assurance Program Assistance
- 4) Communications Assistance

In addition, Supplemental Scope is comprised of the following areas:

- 1) Facility Oversight Technical Support
- 2) Project Engineering Support to Construction and/or Design Projects
- 3) Miscellaneous Support (further described below)
- 4) Other External Support

Contractor personnel shall be expected to perform the activities described in this Draft PWS in compliance with all applicable DOE and OREM procedures.

The Contractor shall ensure that duties are performed in a competent, professional manner that meets established milestones and adheres to schedules as established by the DOE. Work products are expected to be thorough, accurate, appropriately documented, and comply with established criteria. Some work products will include highly sensitive information and recommendations. All federal data processed, stored, or transmitted in performance of this contract must be conducted on the federal network. The Contractor is expected to maintain the confidentiality of information as dictated by the requesting federal party and overall DOE standards of ethics and professional behavior. In performing the work, the Contractor must comply with all applicable DOE orders and local, state, and Federal regulations. The Contractor shall be responsible for coordinating with other site contractors and any other entities at the site locations, planning, integrating, managing, and executing the programs, projects, operations, and other activities as described in this PWS. The Contractor shall be responsible for complying with the site access control requirements and requirements for access to radiological areas established by Site Operating Contractors on the Oak Ridge Reservation. The Contractor shall have such access as is necessary to perform activities required under this contract.

The Contractor shall be responsible for the operations, project management, environment, safety, health, and quality control within its own organization. Some Contractor employees shall be required to visit OREM projects at the East Tennessee Technology Park, Oak Ridge National Laboratory, and Y-12 National Security Complex, all located on the Oak Ridge Reservation.

Contractor support at OREM project sites may need to meet differing site requirements including, but not limited to, physical access, health monitoring, radiological worker training, and HAZWOPER training, and may require limited physical effort including, but not limited to, walking significant distances and wearing personal protective equipment (PPE) which may include respirators and anti-contamination clothing. Technical support may require exposure to radiation areas and conditions within the limits of a site's authorized radiological activities.

The Contractor shall require each of its employees working under this contract to fill out and submit to the Government such forms as may be necessary for personnel identification and site access or for other reasons. Note that:

FOR MARKET RESEARCH ONLY – FAR 15.201(e)

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Request for Information

- All Contractor personnel shall be citizens of the United States of America.
- Contractor personnel may be required to have or obtain a DOE security clearance (Q or L), depending upon individual assignments. If Contractor personnel do not currently have a clearance and their assignment requires one, they must meet the criteria required to obtain and maintain the clearance. Clearances, including background checks and security reviews, will be provided at the Government's expense. All Contractor personnel shall always carry and display Government-issued security badges when performing work under this contract. All security badges shall be returned upon the departure of Contractor employees. At the conclusion of this contract, all outstanding badges shall be returned. Lost or stolen badges shall be reported as soon as possible and no later than one business day after discovery of the loss/theft.
- All Contractor personnel shall adhere to local site security requirements and procedures, including participation in required employee security briefings and other awareness activities.

The Contractor shall facilitate an accident-free environment while performing this contract. The Contractor shall allow Government safety personnel (who may be employees of another contractor) to inspect the Contractor's work areas for safety violations and hazards at any time during the term of this contract.

The Contractor shall:

- Report, in writing, to the Contracting Officer (CO) within 24-hours of occurrence, all accidents which may arise out of, or in connection with, performance of services required hereunder which results in injury, death, or property damage. Give full details of the accident, including statements from witnesses (if any).
- Require all employees to comply with all safety regulations and requirements imposed by federal, state, and local authorities, and by DOE directives.
- Report to the CO in writing within one hour of occurrence any incident that causes a significant disruption of any Contractor's operations, an evacuation of Contractor facilities, or a security or emergency incident.

TRANSITION

Transition activities to be performed include, but are not limited to:

- Within 24 hours following award of this contract, the Contractor shall release on its own website a brief Executive Summary of its quote/offer. The purpose of this Executive Summary is to provide immediate release of relevant information to stakeholders and the public at large.
- The Contractor shall submit a Transition Plan for DOE approval within 5 calendar days after issuance of the notice to proceed (NTP). The Transition Plan shall include a schedule and description of the activities necessary to transition the

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This is NOT a Solicitation/Request for Proposals

Request for Information

work from the incumbent contractor in a manner that (1) ensures that all work for which the Contractor is responsible is continued without disruption; (2) provides for an orderly transfer of resources, responsibilities, and accountability from the incumbent contractor; and (3) provides for the ability of the Contractor to perform the work in an efficient, effective, and safe manner. All Government property, including Government-furnished and contractor-acquired property (i.e. materials), and associated records, currently assigned to the incumbent contractor, will be transferred to the Contractor during the transition period. Coordination with other site contractors is required to ensure continuation of services by the Contractor. The Transition Plan must ensure there is no loss or degradation of the services that are provided to DOE and its contractors. The Contractor is responsible for performing due diligence to ensure that all activities, deliverables, and actions to be completed by the end of the transition are included in the Transition Plan.

Nuclear Safety and Engineering Assistance

Nuclear Safety and Engineering Assistance will provide technical support in carrying out the OREM Nuclear Safety Program, Conduct of Engineering, and Integrated Safety Management (ISM) activities in accordance with 10 CFR 830 Subpart B and DOE Orders, standards, guidance, local policies, and directives. This requires DOE review and approval of Contractor-prepared safety basis documentation for nuclear facilities that reflects up-to-date facility conditions and operations, identifies hazards and potential accident scenarios and consequences, and establishes adequate controls for work to be performed safely, thereby providing DOE a basis for authorizing work to proceed. OREM scope encompasses numerous nuclear and radiological facilities requiring preparation and maintenance of Documented Safety Analysis (DSA) and Technical Safety Requirements (TSR), Hazard Assessment Documents (HAD), or other DOE approved safety basis documentation.

The current and anticipated nuclear safety and engineering workload requires the support to review OREM prime contractor submitted nuclear facility and operations safety authorization basis documentation, support assessments, and provide Conduct of Engineering support; and to track, schedule, and assist in the prioritization of document reviews and to provide related support.

Support activities include assistance in the DOE oversight of OREM nuclear safety and engineering programs and their implementation, including but not limited to:

- Analyses, reviews, assessments, surveillances, walkthroughs, and recommendations in the areas of: nuclear safety basis; nuclear criticality safety; safety system oversight; nuclear facility maintenance; conduct of operations; conduct of engineering; and other contractor safety management programs and implementation.
- Preparation or revision of procedures for the review and approval process of safety documentation and the evaluation of contractors' unreviewed safety questions (USQ) process procedures and their implementation, including review of USQ screens and evaluations.

Request for Information

- Review 10 CFR 830- and DOE Standard 1189-compliant safety basis documents and provide recommendations for approval or disapproval, including:
 - 10 CFR 830-compliant Documented Safety Analyses (DSAs).
 - Technical Safety Reviews.
 - Preliminary Documented Safety Analysis (PDSA).
 - Final Hazard Categorization Documents, e.g. Hazard Assessment Documents (HADs).
 - Justifications for Continued Operation (JCOs).
 - Unreviewed Safety Question (USQ) change packages and procedures.
 - DOE Standard 1189-related documents and safety documents for new facilities and major modifications.
 - Safety basis change packages.
 - Safety basis design documents and Safety Documentation Plans.
 - DOE Order 420.1 documents.
- Verifying that hazards are comprehensively identified, the submitted safety basis documents employ the proper hazard and accident analysis techniques, hazard controls are appropriately derived from the hazard and accident analyses, controls are properly selected and designated based on their safety significance, and selected controls are identified within PDSAs, DSAs, JCOs and other safety basis related documents.
- Verifying that hazards are comprehensively identified, the submitted Nuclear Criticality Safety (NCS) documents employ the proper analysis techniques, controls are appropriately derived from the analysis, controls are properly selected and designated as flowing to the DSA/TSR/PDSA/other safety basis related documents.
- Verifying that controls identified in safety basis documents appropriately flow to the Technical Safety Requirements (TSRs).
- Generation of Safety Evaluation Reports (SERs), related review plans, and Inactive Waste Site (IWS) Verification Reports (VRs) as required by 10 CFR 830 and other DOE Nuclear Safety Requirements.
- Documented Safety Analysis Implementation Validation Reviews:
 - Evaluating other contractors' proposed implementation plans of safety basis program requirements for facilities' safety basis documents and provide recommendations for process improvement.
 - Evaluating other contractors' implementation of NCS program requirements, design strategies, and other aspects to ensure compliance with DOE O 420.1C and 10 CFR 830.
- Preparing Nuclear Criticality Evaluation Reports and related review plans for deviations from double contingency.
- Verification of Fire Hazard Analyses (FHAs) and NCS for DOE prime contractors' facilities.

Request for Information

- Evaluating and resolving emergent safety issues, evaluating the adequacy of compensatory measures to address potential inadequacy of the safety analysis (PISAs), and assessing the appropriateness of long-term corrective actions and safety basis document changes to address safety issues and changes.
- Validation of the adequacy of long-term corrective actions and safety basis document changes for addressing safety issues and changes
- Review of Final Hazard Categorization Documents and other related safety basis documents and provide recommendations for approval or disapproval.
- Coordinating and managing the distribution, task-tracking, providing progress status, and scheduling reviews for newly prepared and revised existing safety basis documentation to meet requirements of 10 CFR 830, Subpart B “Safety Basis Requirements”. Government-furnished software shall be used to accomplish this task.
- Assist in preparation and conduct of Readiness Reviews, Independent Verifications and other readiness activities
- Preparation and technical editing of review plans, reports, comments/resolution matrix and correspondence for the disposition of each of the safety documents.
- Generation of Nuclear Safety associated OREM correspondence to the DOE approval authority and/or EM Prime contractors and other entities as required.
- Evaluation of inbound contractors’ correspondence and safety basis documents for scope, resources, and duration of the government’s safety basis reviews.
- Providing feedback and recommendations to the OMD Branch Chiefs, OMD Division Director, and other EM Management.
- Obtaining the status of reviews from the lead reviewers and developing reports for the EM Nuclear Safety Basis and NCS Activity Report on the status of the safety document reviews.
- Support in the tracking and data entry for the safety system oversight activities, nuclear facility maintenance oversight activities, Safety Basis, NCS, and other activities as required.
- Maintaining data base of activities performed and statistical determination as required for evaluation of organizational activities.
- Assisting in the implementation of EM Headquarters initiatives in the area of safety basis, criticality safety, safety system oversight, nuclear facility maintenance, conduct of engineering, and other areas as appropriate.
- Providing Project Engineering and other specific engineering support. This includes but is not limited to being the technical engineering lead for assigned tasks, reviewing engineering documentation and drawings for technical adequacy/compliance, and participating/leading design reviews and engineering assessments.

Operations Management Assistance

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Request for Information

The Contractor shall provide technical support to the planning, development, and implementation of OREM Environmental, Safety, & Health (ES&H) and related programs. This area entails continuous surveillance of EM project activities with an emphasis on safety, health, waste management, radiation protection, transportation, emergency management, facility operations and security (including cyber security). The task includes conducting daily facility walk-downs; assessing contractor work planning and execution; evaluating conduct of operations and other ES&H concerns; and assisting DOE in evaluation of contractor's programs, activities, and corrective actions.

The Contractor shall provide support to the planning, conducting, and follow-up of ES&H and related programs evaluations including Contractor Field Performance, Operational Readiness Reviews (ORRs), Readiness Assessments (RA), Independent Verification Reviews (IVRs), investigations, management assessments, and other oversight activities as required, and conducting surveillances, assessments and implementing other feedback and improvement strategies, issues identification, causal analysis, extent of condition determinations, development of resolution strategies, and development and verification of actions to prevent recurrence. The Contractor will be required to maintain detailed knowledge of DOE facility configuration and characteristics, safety basis and TSR requirements, DOE and contractor procedures and work packages is required.

The Contractor shall provide support through the review of technical documents and providing comments or a recommendation of approval, technical proposals, attending technical meetings and discussions, preparing technical position papers and correspondence based on DOE and regulatory compliance requirements. The Contractor shall be capable of articulating DOE's position in technical meetings and discussions.

Support activities include, but are not limited to:

- Preparation and review of DOE and contractor plans, procedures, and reports; data collection; data analysis and reporting; data and document configuration control; logistics; and general support to organize and perform oversight and assurance functions. This subtask will include performing various evaluations, assessments, audits, surveillances, verification of issue closures, and other duties as requested.
- Support in assessments and corrective action tracking.
- Conducting evaluations, surveillances, assessments and implementing other feedback and improvement strategies, issues identification, causal analysis, extent of condition evaluations, development of resolution strategies, and development/verification of actions to prevent recurrence.
- Assistance in oversight of contractor performance in the areas of compliance, conduct of operations, effectiveness, safety, performance, and other ES&H related initiatives.
- Facility Modification Notices.
- Permits and Site Information.

Request for Information

- Assisting in the preparation of reports, letters, memorandums, implementing documents etc.
- Data Collection and Analysis.
- Assisting in the analyses and review of process knowledge, DQOs, SAPs, WHPs and DQAs documentation.
- Oversight of sanitary, hazardous and radioactive waste characterization and disposal.
- Data and gap analysis.
- Participation in/assistance in negotiation of DQOs with state and federal environmental regulators.
- Data verification.
- Assisting in the analyses and review of field sampling and analysis activities.
- Assisting in the analyses and review of DOE and commercial on- and off-site treatment and disposal facility waste acceptance criteria (WAC).
- Assisting in the development of scope statements for DOE prime contractors.
- Assisting in the analyses and review of waste profile development and WAC compliance.
- Assisting in the analyses and review of emergency management documents and assessment reports.
- Assisting in the analyses and review, providing comments and or a recommendation of approval for contractor prepared security documents, programs and plans
- Assisting in the analyses and review providing comments and or a recommendation of approval for DOE directives and standards.
- Assisting in analysis and observations of field activities.
- Assisting in the analyses and review, providing comments and or a recommendation of approval for contractor prepared plans and procedures.
- Safety and health-related investigations.
- Hazards Analyses.
- Health and Safety Plans.
- Conduct of Operations Program.
- For-Cause Reviews.
- Accident Investigations.
- Emergency preparedness hazard assessments.

Request for Information**Quality Assurance Program Assistance**

Quality Assurance Program Assistance requires the Contractor to perform quality assurance and improvement functions in support of the OREM Quality Assurance Program and Quality Implementation Plan (QIP) requirements. Knowledge of 10 CFR 830, Subpart A; ASME NQA-1 2008 with the 2009 Addenda; the EM Quality Assurance Plan (EM-QA-001, Rev. 1); and DOE Order 226.1 B is required. Activities may include development and implementation of organizational Quality Assurance (QA) plans, procedures, and related management system descriptions; general support to organize and perform assessments and quality assurance functions; data management functions including data entry, extraction, analysis, reporting; configuration control and database maintenance; and other duties as requested. Support will be provided to internal and external technical reviews, peer reviews, contractor performance evaluations, and other formal and informal assessments, including scheduling and logistical coordination; preparation of review plans and checklists; performing onsite inspections, interviews, records reviews, and observations of work performance; evaluation and documentation of assessment evidence; specification of findings and observations requiring corrective action plans; and corrective action tracking, validation, verification, and closure. Support activities include performing analyst, trainer, and report compiler functions associated with oversight and corrective action tracking system(s) utilized by OREM (e.g., AIMS), and developing, reporting and posting of information on websites (e.g., use of Microsoft SharePoint®).

This support may include, but not be limited to:

- Coordination with and execution of the OREM Integrated Assessment Plan/Schedule, as well as external DOE and contractor assessment activities.
- Conducting formal and informal assessments.
- Support with corrective action tracking system(s), data entry, data retrieval, data review and analysis, and compiler of ES&H and QA reports and postings.
- Integrated Safety Management Systems Verifications (contractors and DOE).
- Operational Readiness Reviews.
- Readiness Assessments.
- Assessment and oversight activity tracking system administration, maintenance, and user support.
- Assessment planning, schedule coordination, team participation and reporting.
- Surveillance, inspections, and audits.
- Preparation of inspection/assessment reports.
- Walkthroughs.
- Integrated Safety Management System (ISMS)-related program evaluations
- Support with corrective action tracking system(s), data entry, data retrieval, data review and analysis, and compiler of reports and postings
- Management Self-Assessments.
- Development and implementation of Quality Assurance Program Plans and related management system descriptions including 10 CFR 830.120 and NQA-1-related quality assurance documents.

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Request for Information

- Development of organizational procedures or supplemental documents to support the OREM Quality Implementation Plan (QIP) and EM Quality Assurance Plan (EM-QA-001, Rev. 1).
- Root Cause Analysis methodologies.
- Quality Assurance database administration, maintenance, data extraction and query (e.g., Microsoft SharePoint®).
- Reports and data analyses using statistical software.
- Corrective Action monitoring, validation, verification, and closure.
- Data collection for tracking and trending of issues and actions.
- Development and maintenance of tracking and trending systems, lessons learned and computer programs.
- Data analyses, data reporting, and general support for maintaining operational awareness.
- Integrated reporting of contractor and DOE performance and results.
- Ad-hoc and monthly status reports.
- Quality improvement support including management and independent assessment planning, scheduling, logistics coordination, technical review and preparation of reports to meet EM requirements for QA and Oversight issues, management support, and preparation of evidence packages.
- Quality control and quality engineering.

Communications Assistance

The Oak Ridge Office of Environmental Management has a robust communications program that is responsible for providing internal and external communications to employees, interested stakeholders, and the public. The Contractor is required to provide support to the planning, development, and implementation of the communications program. This area includes building a presentation library, planning all employee meetings, maintaining and updating internal and external websites, assisting with event planning, developing answers to media inquiries, and other duties as assigned. The Contractor is required to work closely with the OREM Executive Officer and the OREM public affairs staff to carry out the communications mission of the agency.

Support activities and expertise includes, but are not limited to:

- Developing executive PowerPoint presentations and developing an archive of presentations for future use.
- Managing media inquiries and work with appropriate staff to ensure effective communications is provided to the media.
- Planning and organizing meetings for internal and external audiences.
- Planning events to celebrate agency accomplishments.
- Writing articles for internal and external publication.
- Producing audio and video content for internal and external audiences.
- Communicating through internal and external websites (e.g., Sharepoint; Energy.gov; EM Communications Portal).
- Providing graphics support for DOE presentations.

Request for Information**Supplemental Scope**

As requested, additional support may be required periodically, on a limited or extended basis as conditions dictate, either as an adjunct to base scope described above, or in any of the following technical areas:

Project Engineering Support to Construction and/or Design Projects

Provide Project Engineering, technical, and other engineering support to OREM's portfolio of projects. This includes but is not limited to serving as the technical engineering lead for assigned projects (e.g. ORNL Sludge Processing, Outfall 200 Mercury Treatment Facility) representing the Engineering Branch, reviewing engineering documentation and drawings for technical adequacy/compliance, participating/leading design reviews and engineering assessments, reviewing submittals/deliverables from other site contractors, performing assessments of other site contractor activities in conduct of engineering, and providing feedback to CORs and COs regarding other site contractors' performance. Additionally, the contractor will provide dedicated support and integration as a member of the Integrated Project Team to the OREM Project Manager and/or Deputy Federal Project Director for assigned projects to ensure compliance with engineering requirements and technical adequacy of contractor proposed actions.

Facility Oversight Technical Support

The Contractor shall provide technical support as requested to assist with OREM facility operational oversight and programmatic management in the functional areas of Work Planning and Control, Conduct of Operations, Implementation Verification, ES&H Reporting, the Occurrence Reporting and Processing System, and conducting surveillances and assessments. Activities may include the development of plans, checklists, procedures, reports, and narrative system descriptions; conduct of internal and/or external technical reviews and site inspections; observance of work performance; corrective action generation, progress monitoring, and tracking; data analysis, trending, and reporting; participation in benchmarking and/or continuous improvement initiatives; and other initiatives, as directed. The Contractor shall access, extract, and analyze information systems (e.g., OREM issues management system, ORPS, OpEx/LL, etc.) as required. Specific areas of support are identified by the FOB Branch Chief and/or Operations Management Division Director/Associate Director.

Miscellaneous Support

In addition to the above, the Contractor may be requested to provide support in the following general areas or technical and engineering disciplines:

- Management Systems Implementation (ISMS Program, QA Program, Environmental Management Systems)
- Emergent safety issues
- Authorization Basis

FOR MARKET RESEARCH ONLY – FAR 15.201(e)

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Request for Information

- Comments resolution matrix
- Correspondence for the disposition of ES&H documents
- Health Physics
- Industrial Hygiene
- Transportation Safety
- Dispersion Modeling
- Project Engineer support
- Structural Engineering
- Electrical Engineering
- Fire Protection
- Seismic Engineering
- Industrial Safety
- Construction Safety
- Occupational Medicine
- Hoisting and Rigging (including provision of certified crane inspectors) Program
- Electrical Safety
- Chemical Safety
- Nuclear Criticality Safety
- Nuclear Safety
- Laboratory Safety
- Radiation Protection
- Systems Engineering
- Environmental Compliance
- Waste Management
- Emergency Management
- Health Studies
- Risk Analysis (human health, ecological)
- Worker Advocacy
- Facility Representative Program
- Price-Anderson Amendments Act
- NEPA/NHP

Other External Support

As requested by OREM, additional specific expertise in a variety of technical areas may be provided to respond to requests from the Office of Environmental Management outside OREM for support in the planning, conducting, and following-up of environment, safety, health, and quality assurance assessments, including, but not limited to, Integrated Safety Management Systems Verifications, Operational Readiness Reviews, Accident Investigations, and functional area audits and assessments.

RECORDS MANAGEMENT

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Request for Information

The Contractor shall ensure all records (*See* 44 U.S.C. § 3301), regardless of media (paper, email, electronic, etc.) that are generated or received in the performance of this contract are managed and turned over in accordance with OREM Records Management Policies, Procedures and Processes.

All records generated or received in the performance of this contract are the property of the Government.

OUTGOING TRANSITION

The Contractor recognizes that the work and services covered by this Draft PWS are vital to the OREM mission and shall be maintained without interruption, both at the commencement and the completion of performance of this contract. Therefore:

- (a) At the completion of performance of this contract, the Contractor shall cooperate with a successor contractor or the Government by allowing its employees to interview for possible employment. For those employees who accept employment with the successor contractor, such employees shall be released in a coordinated manner with the successor contractor. The Contractor shall cooperate with the successor contractor and Government with regard to the termination or transfer arrangements for such employees to ensure maximum protection of employee service credits and fringe benefits.
- (b) This section shall apply to subcontracts as approved by the Contracting Officer.

[End of Draft PWS]