

PORTSMOUTH / PADUCAH PROJECT OFFICE
TECHNICAL SUPPORT SERVICES
DRAFT PERFORMANCE WORK STATEMENT (PWS)

DRAFT

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Overview

The Portsmouth/Paducah Project Office (PPPO) requires a Technical Support Services (TSS) Contractor to provide technical and administrative support to assist the Department of Energy (DOE) with the oversight and management of: the clean-up activities, all phases of on-site contractor operations, including general construction activities and On-Site Waste Disposal Facility (OSWDF) site, geotechnical and design documents at the Portsmouth Gaseous Diffusion Plant (GDP)/site in Pike County, Ohio and the Paducah GDP/site in Paducah, Kentucky; and services for Operations and Site Mission Support (OSMS) (formally known as operation of the Depleted Uranium Hexafluoride Conversion Project [DUF6]) located in Pike County, Ohio and Paducah, Kentucky and the PPPO located in Lexington, Kentucky, to provide various technical engineering functions, information technology infrastructure support, Safeguards and Security (S&S) oversight, and general administrative support for all of the PPPO sites.

C.1 Contract Transition

Perform activities necessary to transition work from the previous Technical Support Services contractor in a manner that: (1) ensures all work for which the Contractor is responsible under the contract is continued without disruption; (2) provides for an orderly transfer of resources, responsibilities, and accountability; (3) provides for the ability to perform the work in an efficient, effective, and safe manner; (4) interfaces and coordinates with other PPPO contractors; and (5) partner with DOE to establish a common vision with supporting contract execution goals and objectives.

Workforce: Transition and train the workforce needed to execute the contract, including but not limited to, transition of incumbent workforce, as applicable; employment of additional staff; and placement of subcontracts, as necessary.

Due Diligence: Conduct a due diligence review of existing conditions including but not limited to: review of material differences and current conditions; review of Government-Furnished Property (GFP) and equipment to be assigned to the Contractor.

Programs and Procedures: Establish the programmatic and management system elements needed to support execution of the contract including review existing project, program and management system documents; develop project, program and management system documents; and/or adopt the incumbent contractor's programs and procedures.

Declaration of Readiness: Submit a Declaration of Readiness to execute the contract prior to the end of transition. Identify any post-transition activities that are required to be completed.

C.2 Environmental Safety and Health and Quality (ESH&Q)

Support the evaluation and oversight of onsite contractors' safety and health (including but not limited to: Nondestructive Assay (NDA), Industrial Hygiene, Chemical Safety, Fire Protection, Emergency Management, Engineering, Occupational Safety and Health Act (OSHA) and Industrial Safety) and environmental programs in accordance with procedures and processes, and the onsite contractors' adherence to their own policies and procedures and applicable regulatory requirements.

Assist DOE with environmental compliance and reporting associated with requirements such as Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), Toxic Substances Control Act (TSCA), National Environmental Policy

Act (NEPA), and North American Electricity Reliability Council (NERC). Provide Regulatory / Paducah Federal Facility Agreement (FFA) document oversight.

Provide day-to-day oversight support of onsite contractors' implementation of safety programs, including but not limited to:

- 10 Code of Federal Regulations (CFR) 851, Worker Safety and Health Program;
- 10 CFR 835, Occupational Radiation Protection;
- 10 CFR 830, Nuclear Safety Management; and
- DOE O 458.1, Radiation Protection of the Public and the Environment.

Implement and maintain the PPPO Quality Assurance Program Plan (QAPP) and ensure that all work products produced comply with the PPPO QAPP which meets the requirements of 10 CFR 830 Subpart A, Quality Assurance requirements (i.e., QA Rule), DOE Order 414.1D, Quality Assurance, and DOE Order 226.1B, Implementation of Department of Energy Oversight Policy and adopts American Society of Mechanical Engineers (ASME) NQA-1-2008 with addenda through 2009 for nuclear facilities applications, ASME NQA-2-1990, Part 2.7, and ASME NQA-3-1989.

C.3 General Oversight Work Activities

The Contractor shall provide DOE with project and contract management oversight by monitoring and evaluating the onsite contractors (Portsmouth Decontamination and Decommissioning (D&D) and Portsmouth Infrastructure, Paducah Deactivation and Remediation (D&R) Project and Paducah Infrastructure, and OSMS at both sites) requirements compliance and performance.

Contractor personnel shall be expected to perform the activities described in this PWS with minimum oversight and guidance by DOE, while in compliance with all applicable PPPO 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 DOE. Work products are expected to be thorough, timely, accurate, appropriately documented, and comply with established criteria. Some work products will include highly sensitive information and recommendations. The Contractor shall maintain the confidentiality of information as dictated by the requesting federal party and overall DOE standards of ethics and professional behavior. The Contractor shall provide technical assistance necessary to support PPPO program areas stated in the PWS.

The Contractor shall perform oversight and provide information to support the evaluation of contractor performance through all phases of a project/facility's life time and its associated activities which may include: construction, active operations, surveillance & maintenance (S&M), remediation, and demolition.

Deactivation and demolition activities include but are not limited to: vent and purge work activities; cell housing panel removal; cutting, segmenting, dismantling, cleaning, capping, and removal of targeted process and auxiliary equipment; de-energizing; CAAS down grading; isolation of fire suppression systems; removal of hazardous chemicals/materials; structural demolition; and associated size reduction and waste disposal of the debris.

The Contractor shall support DOE management with oversight of overall D&D and D&R approach and its effect on infrastructure and ongoing nuclear operations including Portsmouth X-340 Complex and cylinder transfer operations. The Contractor shall provide oversight and management support to OSMS operations, cylinder yard and OSMS conversion process operations, suggestions for OSMS production

process improvements and efficiencies, OSMS infrastructure and utility needs, waste management, safety envelope, and disposal options.

Oversight of program requirements includes, but is not limited to: utility optimization, environmental management, field investigation and sampling, characterization, nuclear regulatory compliance, Applicable or Relevant and Appropriate Requirements (ARARs) interpretation, waste management, waste packaging, health and safety, security, radiation protection, training, Conduct of Operations, Quality Assurance, nuclear materials control & accountability, safety envelope, nuclear material storage, property management, waste disposition, transportation, verification of corrective actions, incident investigations, field services support, on-site Work for Others activities, subcontracts, and other areas as directed.

The Contractor shall perform oversight in accordance with PPPO procedures and processes. Compliance is to be assessed at all levels of documentation and implementation and the requirements may include verification of compliance with Regulations, Permits, Policies, Procedures, briefings, plan of the day instructions, and work level performance. Review includes contract submittals and Deliverables, schedules at all levels of work authorization, planning, and execution, and documentation for the identification, control, mitigation, prevention, and response to hazards to personnel, equipment, and the environment.

Oversight shall be conducted through a combination of direct field observation and documentation verification, interviews of workers and management, attendance at various briefings and pre-job meetings or critiques, participation in drill and exercises, monitoring of training and participation in meetings. Oversight shall be conducted as scheduled and unscheduled surveillances, assessments, Management Assessments, Readiness Assessments, Operational Readiness Reviews, Critiques, and participation in Investigations, Drills and Exercises.

Oversight may include performing photographic documentation of ongoing work activities onsite, preparation of surveillance reports, entry of issues into the corrective actions database, and analysis of trends. Oversight shall occur on back shift, holidays, and weekends in addition to normal work-week schedules.

The Contractor shall provide support to DOE for Special Projects which may result as program decisions are made throughout the D&D, D&R, S&M and OSMS process. Work activities may include review and analysis of design and construction plans and related data. Future actions may include support for transfer of site facilities currently under lease to site tenants back to DOE. The Contractor shall identify, track, monitor and report special work activities as required.

The Contractor shall provide support to DOE for other DOE contracts including, but not limited to:

- a) Power;
- b) Natural gas;
- c) Cost recovery tracking; and
- d) Cost recovery for services to others.

C.3.1 Technical Oversight Work Activities

Work activities include, but are not limited to:

- a) Provide technical oversight (surveillance, walk-throughs, audits, and any other form of operational review) of all phases of on-site contractor operations, system processes and work activities (including OSMS, X-340 Complex and Balance of Plant) in both normal and off-normal conditions, and provide a compliance status, recommendations for resolution, and/or reports to DOE on a daily, weekly, or other specified frequency. The Contractor shall be knowledgeable of

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- OSMS and X-340 Complex operations systems' design, processes, plant test and startup requirements;
- b) Evaluate on-site contractor's compliance with applicable requirements or Regulations and against all applicable programs and procedures including but not limited to the Quality Assurance Surveillance Plan (QASP); Safety Basis; and Work Plans;
 - c) Maintain files, photographs, checklists, and other information collected as part of DOE site contractors' firm fixed price work scope QASP reviews and maintain a database or other system sufficient to produce the monthly QASP reports. Develop, review and submit to DOE the monthly QASP reports for the site contractors by the 10th of each month.
 - d) Provide technical review of documents, plans, programs, procedures, deliverables, and other items (e.g. critical decision milestones, Design Work Packages, Optimization Plans, utility isolation plans (to ensure security, emergency plans, accident alarms, etc., concur with site safety requirements)) as directed, providing document sufficiency information to DOE;
 - e) Review the on-site contractor's work status, progress, and schedule; develop and review cost estimates; review subcontracts and other contractual agreements; verify fixed-price work accomplishment against schedule; and review and comment on invoices.
 - f) Assist DOE in the management of the on-site contractor's subcontracts, and provide technical review and comment on contract changes including major system upgrades, modifications, and retrofits;
 - g) Assist DOE with drafting of contract documents, letters, reports, briefings, presentations; develop checklists; and other correspondence as requested related to the on-site contractors. Support DOE with determining the adequacy of comment resolutions and providing timely responses and document revisions. Provide recommendations to DOE with adequately written justification, and support DOE's timely resolution of all issues identified by the Contractor, by DOE, or by other outside stakeholders;
 - h) Provide technically qualified and experienced technical personnel in areas to include, but is not limited to: Nuclear Criticality Safety (NCS); Nuclear Regulatory Requirements; Quality Assurance; Waste Management; all aspects of Radiation Protection including approval and tracking (e.g., characterization; sampling, surveys, personnel controls, development of authorized limits); Industrial Hygiene; Deferred Maintenance activities; Fire Protection and Impairment; Emergency Preparedness; Mechanical and Plant Systems Engineering; and freeze protection;
 - i) Provide inspection and technical evaluation of all aspects of the on-site contractor's waste management activities including, but not limited to: packaging, staging, storage, transportation, and permits for all waste types (e.g., LLW, MLLW, TSCA, municipal, recycled, and non-characterized) including treatment and storage permit requirements and modifications.
 - j) Assist in the evaluation of site waste profiles and treatment plans, site waste management plans and procedures, forecasts and reporting (e.g., Radioactive Waste Disposition, Shipping Forecast and Accomplishment Analysis Report), quarterly and annual reports;
 - k) Provide compliance assessment support for the North American Electric Reliability Corporation (NERC) activities;
 - l) Provide tracking and validation of the site contractors' Performance Based Incentives (PBIs) and other value-added technical contributions; and
 - m) Provide technical support of the de-leasing of facilities including, but not limited to, walk downs, review of data, and checklist development.

The Contractor shall provide DOE with technical and management support of the On-Site Disposal Cell (OSDC) pre-design geotechnical documents, siting and design criteria documents at the 30%, 60% 90% and 100% design. The Contractor shall provide review and oversight of OSDC Design Engineering packages associated with the OSDC Design and Construction under the Waste Management Program.

Work activities include, but are not limited to:

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- a) Participate in technical and status summary meetings conducted;
- b) Facilitate and coordinate review of OSDC Design and Construction technical documents by appropriate DOE staff;
- c) Provide technical review of pre-design geotechnical, siting and design criteria, 30%, 60%, 90% and 100% OSDC design engineering documents; and
- d) Ensure that review comments receive adequate responses, so that DOE can close out the review and approval process.

C.3.2 Regulatory Oversight

The Contractor shall provide oversight support in accordance with PPPO procedures and processes of the overall administration of DOE's responsibilities under the Portsmouth Directors Final Findings and Orders (DDF&O) and Paducah Gaseous Diffusion FFA, to include verifying field activities are in compliance with regulatory documents such as Operation and Maintenance Plans and Work Plans.

Work activities under this task include, but are not limited to, the following subtasks:

- a) Participate in project meetings, review and comment on regulatory documents, and consolidate comments for transmittal to the contractors;
- b) Assist DOE with tracking the status of documents, meeting action items, field activities, and other actions associated with the CERCLA projects at the site;
- c) Maintain a current understanding of all deliverables required under the DDF&O and FFA;
- d) Track and report on compliance with administrative and enforceable milestone requirements;
- e) Prepare stakeholder correspondence (regulator and other) and transmittal documentation to track all DOE communications;
- f) Maintain a deliverable schedule;
- g) Support and coordinate potential schedule changes based on negotiated dates for lower tier deliverables throughout the process;
- h) Support ongoing development of a Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) implementation strategy to pursue D&D objectives; and
- i) As requested, provide facilitation support to DOE including, but not limited to, regulator, DOE, and stakeholder meetings, workshops, seminars (e.g., FFA Managers' Meeting).

C.4 Nuclear Material Management Oversight

The Contractor shall provide oversight of nuclear material management at PPPO Sites including, but not limited to, technical analyses, expert advice, and short turnaround assignments for special projects as requested. The Contractor shall provide experienced and knowledgeable personnel to support DOE, in areas of S&S (assisting Senior Nuclear Materials Control and Accountability (NMC&A) Specialist), nuclear safety, excess uranium inventory history, uranium inventory management, characterization, processing, storage, packaging and transportation, value estimation and trending, marketing, and disposition. The Contractor shall provide direct support to PPPO operations, as needed, to meet programmatic goals and objectives.

Work activities include but are not limited to the following subtasks identified below.

- a) Support independent assessments of the NMC&A Program and application of NMC&A practices in accordance with DOE requirements.
- b) Provide independent assessment of Physical Security and Safeguards and Security programs for the protection of special nuclear materials to assess compliance with DOE requirements.

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- c) Provide special project coordination and support for activities such as International Atomic Energy Agency (IAEA) initiatives, securing Helium-3 (He3) tubes and portable Criticality Accident Alarm System (CAAS) units from other sites, transfer of autoclaves to support other program offices, and support for the work-for-others historical activities.
- d) Provide support for PPPO excess uranium inventory management, including, but not limited to, the following subtasks below.
 - 1. Provide technical support to PPPO management in planning for the disposition of uranium inventories, including, but not limited to, activities such as updating the PPPO inventory data included in the DOE Excess Uranium Inventory Management Plan and maintaining oversight of ongoing activities and plans to ensure consistency with DOE plans and policies.
 - 2. Establish and maintain current and accurate data relative to DOE uranium inventories at PPPO sites. This data shall include location, quantities, count of containers/cylinders, characteristics, disposition path, marketability, potential shipping and transfer issues, and estimated market value. Data shall be developed proactively and maintained in the form of tables, graphs, and schedules. Data shall be provided, as appropriate, in briefings and meetings with PPPO management, and maintained for ready reference in responding to PPPO management needs for up-to-date information. The Contractor shall provide a Nuclear Material Management/Disposition Activity Oversight, Assessment and Tracking Report, as required. This will require coordination with all PPPO sites to provide total inventory management for reporting on material handled across the PPPO.
 - 3. Document and maintain a uranium processing history for the United States uranium industry from which the PPPO excess uranium inventories are a legacy. This historical documentation will provide information essential for the identification and understanding of the characteristics of the uranium now in the PPPO inventory.
 - 4. Maintain a history of uranium, uranium conversion, and separated work unit market prices and optimum tails for enrichment.
 - 5. Maintain uranium database information to meet DOE requirements.
 - 6. Provide alternative data representation as appropriate to meet PPPO needs.
 - 7. Provide technical expertise and support to assist DOE with planning and evaluation associated with disposition alternatives for the higher-value DUF6 inventories at the PPPO.

C.5 Nuclear Safety Basis Oversight and Safety Management Program Support

The Contractor shall provide technical support in the area of nuclear safety basis for all Federal and contractor programs and oversight of safety basis implementation activities to include safety management program support. The Contractor shall review and comment on safety basis revisions for the PPPO sites. There may also be safety basis changes that occur as a result of Un-reviewed Safety Questions (USQ), as well as annual updates to current requirements. This task will include updates based on USQ results or Potential Inadequate Safety Analyses, as well as continued annual updates for existing nuclear facilities. The Contractor shall provide oversight of the annual assessments of the USQ process. This work activity is required to be in accordance with 10 CFR 830, Subpart B.

Work activities include, but are not limited to, the listing below.

- a) Provide general DOE Nuclear Safety and Nuclear Criticality Safety Support such as, but not limited to, technical evaluations, performance of assessments, surveillances, development of technical position papers, field observations of contractor performance, tracking and trending of contractor performance and related issues.
- b) Development of Safety Basis documents such as Nuclear Criticality Safety Evaluation (NCSE) and Nuclear Criticality Safety Reports (NCSR).

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- c) Develop and provide NDA measurement requirements and oversight quarterly status report (and/or as required) for DOE concurrence or approval, as required.
- d) Develop and provide a quarterly status report (and/or as required) for DOE concurrence or approval, as required, for the oversight of contractor cognizant system engineer programs.
- e) Technical review of any safety basis changes that occur (e.g., as emerging from Readiness Reviews). Anticipated work activities include participation in interface meetings between DOE and the Contractor, review of draft and final changes, and preparation of Safety Evaluation Report (SER) revision(s).
- f) Contractor shall facilitate safety basis implementation work activities, including providing technical support to DOE including FAC Representatives, safety systems, oversight engineers and other technical staff.
- g) Contractor shall develop and provide training and orientation of the Facility Documented Safety Analysis (DSA), safety basis and Technical Safety Requirements (TSR).
- h) As part of the oversight of any safety basis changes anticipated work activities shall include participation in meetings between DOE and the onsite contractor(s), review of USQ results, review of change submissions and review of Safety Evaluation Report (SER) revision preparation.
- i) Provide assistance with safety basis related assessment activities, such as annual USQ assessments.
- j) Provide safety basis review and/or independent review of SERs as needed for all PPPO nuclear facilities.
- k) Provide assistance to PPPO in addressing any emerging nuclear safety issues, initiatives, or external assessments.
- l) Provide oversight of nuclear safety, NCS and NDA measurements including general nuclear safety oversight activities such as document reviews and assessments and walk downs.
- m) Assist in development and implementation of the PPPO NDA measurement oversight procedures including finalizing plan, implementing oversight plan and administering the performance demonstration plan.

The following requirements are anticipated to support DOE nuclear safety work activities.

- a) Reviews of Safety Basis submittals and changes to PPPO nuclear facilities. Facility Tours and Walk downs within 10 calendar days after site contractor submittal of draft safety basis and a trip summary as requested by DOE with recommendations and conclusions.
- b) Complete technical review and provide written comments to the contractors on draft DSA and TSR changes 30 days after submittal to DOE. Provide written comments and input to PPPO project correspondence.
- c) Prepare a SER on safety basis changes formally submitted to DOE 30 days after submittal to DOE. Provide input to PPPO project correspondence.
- d) Provide Independent Review of PPPO SERs (e.g., General PPPO Nuclear Safety Support). Complete technical review and provide written comments to PPPO staff 10 Days after submittal to DOE. Provide written comments, including recommendations and proposed fixes, as well as input to PPPO project correspondence.
- e) Assist PPPO in addressing emerging nuclear safety issues, initiatives, or external assessments (e.g., General PPPO Nuclear Safety Support).
- f) Provide direct input and recommendations on proposed or final DOE HQ nuclear safety policies and assessment activities promptly, typically within five (5) days after identification.
- g) Provide documentation and/or white papers outlining issues and recommendations.
- h) Assist PPPO in nuclear safety training and procedures development (e.g., General PPPO Nuclear Safety Support).

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- i) Develop draft training materials and/or PPPO procedures, typically within three (3) weeks after identification. Provide written training materials and procedures as requested.

Work activities under nuclear safety, NCS, Radiation Protection, NDA measurements include, but are not limited to the following subtasks.

- a) Provide general technical support to DOE Radiation Protection personnel.
- b) Evaluation of radiological release documentation of onsite contractors in accordance with the Multi-Agency Radiation Survey and Assessment of Materials and Equipment (MARSAME) requirements for statistically adequate sampling strategy.
- c) Evaluate/assess practices of onsite contractors pursuant to DOE O 420.1C, DOE O 450.2, 10 CFR 830, DOE O 458.1 (or 5400.5 if applicable), and associated contractor policies and procedures including performing one (1) observation of a free release survey at a minimum per year. This includes performing an assessment of technical basis documents and ensuring that their policies and procedures are comprehensive, protective, and cost effective.
- d) Review onsite contractors' Radiation Protection Program procedures, instrumentation, survey technique, survey documentation, training, and records management. This includes performing an assessment of processes and procedures to ensure that the contractors' program is comprehensive, protective, and cost effective.
- e) Review onsite contractors' radiological submissions including, but not limited to, National emissions Standards for Hazardous Air Pollutants, External Gamma, Annual Exposure Reports, and Radiation Survey Plans including recalculation of raw data to data is properly calculated and reported.
- f) Perform statistical analysis and assessment of health physics data in support of radiation protection and environmental remediation efforts onsite. This subtask includes the development and implementation of the DOE radiation protection oversight program.
- g) Perform verification analysis of radiological program outputs, including, Residual Radioactivity (RESRAD), RESRAD-OFFSITE, CAP88, Radon Emanations (U-WISE), and other programs that produce technical data used in support of nuclear safety and radiation safety.
- h) Participate with DOE at the FFA Manager Radiation Support Group meetings.
- i) Assess DOE and onsite contractors' program with the evaluation of technical standards and DOE Orders relating to radiation protection.
- j) Develop, publish and disseminate lessons learned reports and technical position papers that promote the PPPO mission. Communicate and share PPPO program status and achievements across the complex through DOE site visits, attendance at national conferences associated with DOE activities, such as the American Nuclear Society and the Energy Facilities Contractor Group (EFCOG).
- k) Develop and implement procedures, training materials and qualification programs that support PPPO.
- l) Develop briefing reports for informing PPPO management and develop responses for DOE HQ memoranda.
- m) Provide technical support (including field oversight, technical reviews, performance of investigations, and development of technical reports) for the safety systems oversight program.
- n) Provide technical expertise and support in the following areas on an ongoing and on an as needed basis:
 1. explosion analysis;
 2. cost (e.g. estimating associated with engineering related activities);
 3. process chemistry;
 4. corrosion;
 5. metallurgy;
 6. physics;

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7. demolition;
 8. software engineering and quality assurance;
 9. electrical engineering;
 10. mechanical engineering;
 11. seismic analysis;
 12. civil engineering;
 13. gaseous diffusion process engineering;
 14. instruments;
 15. process testing;
 16. failure analysis;
 17. investigation expertise;
 18. lessons learned;
 19. human factors;
 20. NDA;
 21. training and qualification expertise;
 22. hoisting and rigging specialists;
 23. robotics specialists; and
 24. fire protection engineering.
- o) Provide oversight support for the emergency management programs. This includes the observation and evaluation of drills and exercises, monitoring and reporting of site contractors' performance of all aspects of the emergency management programs. Interface and communicate with the DOE HQ and other DOE sites on the appropriate subjects related to emergency management programs.
- p) Provide oversight of PPPO Quality System NDA programs in accordance with the PPPO Quality System for Nondestructive Assay Characterization. This includes the development and implementation of PPPO policies, standards, directives, procedures, and associated technical basis documents. The oversight also includes the development and implementation of a Performance Demonstration Program (PDP). Provide the technical expertise and support required to identify and develop recommendations for improving the NDA program for inclusion into PPPO contracts that implement the goals and objectives associated with the PPPO mission.
- q) Provide oversight of PPPO Nuclear Criticality Safety (NCS) programs. This includes the development and implementation of PPPO policies, standards, directives, procedures, and associated technical basis documents. Provide the technical expertise and support required to identify and develop recommendations for improving the NCS program for inclusion into PPPO contracts that implement the goals and objectives associated with the PPPO mission.
- r) Provide oversight support for the fire protection programs. This includes the observation and evaluation of drills and exercises, monitoring and reporting of site contractors' performance of all aspects of the fire protection programs. The oversight includes the review and evaluation of Transitional Fire Hazards Analysis (TFHAs) that require DOE approval, the development of recommendations for the implementation of DOE O 420.1C requirements, the development of recommendations for implementing the Baseline Needs Assessments (BNA) and maintain and improve the infrastructure associated with the fire protection systems. Interface and communicate with the DOE HQ and other DOE sites on the appropriate subjects related to fire protection programs.
- s) Provide oversight of the maintenance programs including deferred maintenance and safety related systems, structures and components. This includes tracking and trending of contractor performance, development, review and maintenance of databases (both PPPO and its contractors), the development and tracking of metrics, policies, procedures, and technical evaluations.
- t) Provide oversight in the area of data management including generation, quality assurance, quality control, validation, archiving, and third-party review.

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- u) Provide oversight and management of historical information that is important and beneficial to the PPPO mission. This includes the identification, review, analysis, evaluation and archiving of historical information in a variety of existing forms.
- v) Provide oversight of Industrial Hygiene and industrial safety programs.
- w) Provide support for the PPPO Facility Representative program.

C.6 Environmental Risk Assessments

Provide risk assessment analysis/review of risk documents for the project. Review and comment on a variety of documents, figures, tables, and modeling results and provide QA/QC on risk-based information including, but not limited to: detection limits, background data, action- and no-action levels, preliminary remediation goals, remediation goals, remedial action objectives, screening levels, and human health and ecological risk & hazard calculations, calculation packages. Develop revisions of applicable risk assessment and evaluation documents, quality assurance project plans, and coordinate reviews of environmental work plans, sampling plans, remedial investigations, and decision documents containing environmental risk evaluations or assessments.

Assist DOE with the preparation and participation in technical meetings including Paducah and Portsmouth Risk Assessment Working Group meetings, Paducah Modeling Working Group meetings, Paducah Programmatic Quality Assurance Plan Working Group meetings and meetings related to remedial and removal decisions.

C.7 Information Technology (IT) and Cyber Security Operations

The Contractor shall provide Operational IT and Cyber Security services.

C.7.1 IT Support Services

The Contractor shall report any scheduled or unscheduled service outages to itoutage@pppo.gov, or if email services are not available, to the PPPO Cyber Security Program Plan Cyber Incident Escalation list by alternate communication methods. Examples of service outages include:

- Applications or services that have the potential to impact safety;
- Applications or services that have the potential to impact regulatory compliance;
- Applications or services that are identified in Mission Impact Analysis; and
- Applications or services that are identified in the Continuity of Operations Plan.

The Contractor shall provide two weeks advance notice prior to scheduled outages. Unplanned outages shall be reported as soon as practical. The notification shall include the services impacted, reason for the interruption, duration, estimated start and stop times, and the equipment, network connectivity, and buildings affected as applicable.

C.7.1.1 IT Management and Oversight

The Contractor shall provide IT contractor management and oversight for all related activities to support the PPPO Federal IT infrastructure. The Contractor shall maintain reliability and functionality of the PPPO systems along with coordinating with the Federal IT specialists to ensure the PPPO Strategic plan is aligned with DOE Office of Environmental Management (EM) and the Office of the Chief Information Officer (OCIO) goals and activities. The Contractor shall provide the IT Strategic Plan annually to the CIO for approval. The IT manager shall provide monthly briefings to PPPO IT specialists and

management on all IT activities. The IT Manager through the Contractor IT Technical Writers shall be responsible for all IT related documentation.

These work activities include, but are not limited to, the following subtasks:

- a) Daily management functions;
- b) Helpdesk activities;
- c) Application development status;
- d) Procurement status;
- e) Documentation creation and annual reviews of internal work plans, procedures, diagrams, etc.;
- f) Training status;
- g) Outages and uptime statistics;
- h) Technology recommendations; and
- i) Budget status.

C.7.1.2 Project Management and IT Coordination

The Contractor shall carry out all projects and tasks related to IT in line with the PPPO IT strategic plan. The Contractor shall maintain the IT project plan and coordinate all IT tasks in accordance with the strategic plan and technology needs of the PPPO IT infrastructure and IT support services. The Contractor shall provide a monthly project report on the status of all projects including delays, change of priority and project completion. The IT project plan shall be maintained in Microsoft Project hosted within the PPPO SharePoint Project Web Application (PWA) instance for real time tracking of projects. All projects shall be assigned priorities that are approved by PPPO management and may require additional status meetings based on these priorities.

C.7.1.3 IT and Cyber Security Documentation

The Contractor shall create and maintain IT and Cyber Security Documentation based on input from technical personnel including the IT Manager. This documentation will include all plans, policies, procedures, diagrams and all other general documentation related to operations and project functions in IT and Cyber Security. This effort shall be supported by a technical writer.

C.7.1.4 End User Support and Helpdesk Services

The Contractor shall establish, engineer, implement and maintain the desktop infrastructure and provide desktop service for problem resolution for PPPO federal and contractor support personnel at all three (3) sites. In order to ensure that PPPO personnel experience minimal computer down time, the Contractor shall maintain End User Support Specialists at the Lexington, Portsmouth and Paducah sites during regular business hours 6:30 a.m. – 7:00 p.m. Eastern Time (ET) Monday-Friday, excluding Federal holidays. Evening and weekend coverage, on-site or on-call, shall be made available. Support Specialists shall be provided at all sites based on site needs and workload. The Contractor shall ensure the availability of Helpdesk services for the PPPO user base centralized in Lexington, KY. Email and voicemail shall be available to the user base to request assistance and/or report a problem. End User Support Specialists are technical specialists whose primary function is to ensure that workstation and network problems encountered by federal and contractor personnel at PPPO are resolved as promptly and completely as possible. A Helpdesk service level agreement (SLA) shall be created, maintained, and submitted for approval, to meet helpdesk goals in which high priority tickets shall be responded to within one (1) hour, moderate priority tickets within three (3) hours, and low priority tickets within five (5) hours.

Work activities under this task include, but are not limited to, the following subtasks:

- a. Desktop and local printing setup;
- b. Office-specific help desk and site support;
- c. Application support;
- d. Entrust Support;
- e. Video Teleconference (VTC) support for all sites;
- f. Remote Access troubleshooting (not to include support of personal equipment);
- g. Site-specific troubleshooting for hardware and software; and
- h. Additional hardware requirements for new equipment;
- i. Provide desk-side assistance to resolve hardware and software problems;
- j. install new hardware and software at user's desktop;
- k. maintain Government hardware in good working order;
- l. document inventory changes, and
- m. maintain the upkeep of storage areas.

The Contractor shall maintain spare hardware to support on-site end user needs in case of failures at all (3) PPPO sites.

C.7.1.5 Network Operations and Systems Support

The Contractor shall establish, implement and operate the PPPO networks, including:

- a) Acquisition, installation, configuration and testing of all necessary hardware and software;
- b) Maintaining file servers, Exchange/Outlook/O365 electronic mail post offices and any message transport agent, remote access capabilities, security on servers, network and server resource monitoring, proactive maintenance and data backups;
- c) Establishing and maintaining email configuration and connectivity, and troubleshooting email-related problems;
- d) Supporting Records Management by ensuring compliance with Electronic Information System (EIS) requirements in 36 CFR 1236.
- e) Deploying and maintaining a wireless network infrastructure at all three (3) PPPO sites including internal, employee personal and guest network connectivity;
- f) Deploying and maintaining Point to Point (PtP) wireless connectivity between the Lexington facilities;
- g) Supporting VoIP phone system infrastructure for Lexington and future expansion to the sites;
- h) Supporting the National Security System (NSS) across all three (3) PPPO sites;
- i) Supporting the Communications Security (COMSEC) program;
- j) Optimizing the performance, reliability and availability of the PPPO network infrastructure and shared resources, including:
 - i. Server tuning;
 - ii. Maintaining backup equipment, schedules, validation and offsite storage;
 - iii. Patch Management to include software, OS and firmware;
 - iv. Risk analysis and disaster recovery planning; and
 - v. Evaluation and implementation or coordination of cable and network equipment upgrades.
- k) Maintaining user accounts on the network including:
 - i. Creation of new user login ID's and file directories;
 - ii. Disabling user accounts as users leave or are reassigned;
 - iii. Deleting user accounts as requested or as users leave or are reassigned;

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- iv. Mapping users to appropriate shared directories and files and ensuring rights are administered at the correct level;
- v. Ensuring appropriate user access to network-based applications, network printers, and print queues;
- vi. Administration of shared resources, i.e., Microsoft Exchange, VMware, Lync, shared directories, virus protection, security implementation, website support, etc.;
- vii. Network security planning and implementation (remote users, access audits, firewalls, physical access controls); and
- viii. Providing prompt and timely notification of network or server outages of any type.

C.7.1.6 Shared Services Environment

The Contractor shall implement, maintain and support a shared services environment that will support the external facing web applications and PPPO Public Key Infrastructure (PKI). The shared services environment will be utilized by PPPO staff and contractor organizations as a centralized location for document sharing, collaboration and general use services.

Work activities under this task include, but are not limited to the following subtasks:

- a) Shared services domain and infrastructure;
- b) Database systems;
- c) SharePoint;
- d) Sharepoint collaboration sites;
- e) Mail relay;
- f) Web presence;
- g) CRL hosts;
- h) Risk Tracking System;
- i) External applications;
- j) Backups and disaster recovery planning; and
- k) Other support systems.

C.7.1.7 Software/Application Development and Support

The Contractor shall test, implement and support any Commercial off the Shelf (COTS), Government or contractor developed software/application on the PPPO network. Additionally, the Contractor shall develop new applications as requested by program areas within the PPPO to enhance efficiency and effectiveness of these areas. Along with developing new applications and systems the Contractor shall also provide the day-to-day operational support for existing custom applications and new systems as developed. The Contractor shall manage all new application development in house unless the task requires additional effort beyond basic report or web interface development and shall manage all subcontract efforts for this level of effort as required by the PPPO mission. The Contractor shall also support all applications and supporting systems within in the environment, including, but not limited to:

- a) Acquisition, installation, configuration and testing of all necessary Database platforms; Optimizing the performance, reliability and availability of the PPPO Infrastructure Databases, including:
- b) server tuning;
- c) maintaining code and backups in Azure DEVOPS;
- d) updates;
- e) training;
- f) user support;

- g) Administration of software and applications, including user setup, account creation, account maintenance and license tracking;
- h) Administration and deployment of Microsoft SharePoint and supporting modules, including user setup, account creation, account maintenance; and
- i) Administration and maintenance of the DOE Applications Environment for all three (3) PPPO sites.

C.7.1.8 Database Administration

The Contractor shall plan, test, implement and support any Database on the PPPO network, including:

- a) Acquisition, installation, configuration and testing of all necessary Database platforms; and
- b) Optimizing the performance, reliability and availability of the PPPO Infrastructure Databases, including:
 - c) server tuning;
 - d) maintaining backups;
 - e) updates;
 - f) training; and
 - g) user support.

C.7.1.9 Hardware and Software Compatibility Testing

The Contractor shall ensure compatibility testing of all software (including Commercially Off the Shelf (COTS) or government or contractor-developed), computers, and peripherals planned for deployment on the PPPO IT infrastructure. There shall be two (2) types of testing: platform and application. This testing shall be conducted in a test environment apart from, and configured to mimic, the live or production environment. The test environment shall be deployed and maintained alongside the production PPPO IT systems. The testing shall include startup, login, network connectivity, printing, and close down. No software shall be deployed until testing is completed. The Contractor shall provide all network compatibility testing information to the PPPO, including the Network Compatibility Testing Checklist and the Notification of Test Results forms. If the software fails the testing, the Contractor shall identify the source of the application (e.g., internal group, external group, or commercial vendor) and devise a mitigation strategy.

C.7.1.10 Asset Management

The Contractor shall track the location and movement of all hardware and software owned by DOE using the internal PPPO Inventory Management System. This task shall be provided by the end user support group in accordance with DOE Order 580.1A, Department of Energy Personal Property Management Program.

Work activities under this task include, but are not limited to the following subtasks:

- a) Logging hardware and software into inventory as it is delivered;
- b) Ensuring that the hardware is stored properly;
- c) Distributing hardware as directed and approved by the Property Administrator;
- d) Tracking the hardware as it is moved from one (1) location to another;
- e) Ensuring that obsolete hardware is removed from the inventory as directed;
- f) Regularly verifying that inventory records are complete and accurate;
- g) Accessing inventory at the direction of the Subtask Monitor or Federal designate;

- h) Conducting an annual physical inventory of equipment and provide the Annual Inventory Report to the Property Administrator for approval;
- i) Assisting the Property Administrator in analyzing and researching asset discrepancies, reviewing or researching items on the Gains & Loss report, and preparing reports as needed; and
- j) Preparing inventory exit packages within two (2) days from receipt of direction from the Property Administrator.

C.7.2 Cyber Security

C.7.2.1 Federal Office Cyber Security Operations

The Contractor shall provide cyber security program design, implementation, and management at the PPPO Federal office. This includes executing programmatic and technical aspects of the cyber security program in close coordination with Information Technology, Safeguards and Security, Legal, Human Resources, and management personnel.

Work activities under this task include, but are not limited to the following subtasks:

- a) Ensuring the PPPO federal office and information systems under its direct operational control are compliant with applicable regulatory requirements including but not limited to the current approved version of the Portsmouth/Paducah Project Office (PPPO) Cyber Security Program Plan (CSPP). The most current version of this document can be obtained by requesting it through the Contracting Officer, or by emailing a request to CyberOversight@pppo.gov. Compliance with the PPPO-CSPP also requires adherence to the Department of Energy (DOE) Enterprise (E)-CSPP, DOE Office of Environmental Management (EM)-CSPP, Federal laws, regulations, directives, policies, standards and guides pertaining to cyber security, as well as interrelated DOE issuances, directives, policies, and procedures identified in DOE Order (O) 205.1C, Department of Energy Cyber Security Program.
- b) Ensuring information systems supporting the federal office maintain an effective security posture and that cyber security-related risk incurred by the organization is below the organizational risk tolerance, as determined by the Authorizing Official;
- c) Conducting weekly meetings detailing topical areas such as outstanding cyber security-related projects and tasks, newly identified risks, future personnel and technology needs and operational status and health of capabilities mitigating high-impact risks such as vulnerability management and alternate processing site preparedness;
- d) Providing monthly Federal Office Roll-Up Status Reports for operations (including trending) to PPPO management on cyber security-related compliance, effectiveness of capabilities, and other operational activities to the Authorizing Official Designated Representative (AODR) for information;
- e) Providing annual System Security Plan(s) for all organizational information systems to the AODR for approval;
- f) Supporting the design, implementation, and management of unclassified information systems and national security systems in close coordination with information technology personnel and ensuring appropriate security controls are employed at all phases of the system development lifecycle;
- g) Assuming the primary programmatic and technical cyber lead for federal office operations;
- h) Ensuring information systems obtain and maintain an effective Authority to Operate;
- i) Developing and maintaining cyber security policies, plans, procedures, and work instructions;
- j) Conducting cyber security-related information system monitoring activities;
- k) Conducting internal security assessment activities and documenting their results;
- l) Performing contingency planning and incident response activities;

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- m) Supporting cyber security-related law enforcement investigations;
- n) Supporting the continued roll out of the National Security System (NSS) across all three (3) PPPO sites;
- o) Maintaining and supporting the Communications Security (COMSEC) program;
- p) Supporting the Information Security (INFOSEC) program;
- q) Supporting continuity of operations activities; and
- r) Conducting other cyber security operations activities as needed.

C.7.2.2 Cyber Security Role Designations

Personnel assigned to the roles below shall be appointed in writing at Contract effective date via a letter to the Authorizing Official (AO) and AODR for all unclassified information systems (e.g., general support systems, national security systems, industrial control systems):

- a) Information System Security Manager
- b) Information System Security Officer(s)
- c) Configuration Management Manager
- d) Contingency Plan Director
- e) Contingency Plan Coordinator(s)

Personnel assigned to the roles below for all national security systems shall be appointed in writing at contract effective date via a letter to the AO and AODR. This letter should be marked Controlled Unclassified Information (CUI) and handled appropriately:

- a) Information System Security Manager;
- b) Information System Security Officer(s);
- c) Configuration Management Manager;
- d) Contingency Plan Director;
- e) Contingency Plan Coordinator;
- f) System Administrator(s);
- g) Network Administrator(s);
- h) Account Manager(s); and
- i) Removable Media Custodian(s).

Changes to personnel role designations shall be submitted via a letter to the AO and AODR within 10 days. These are roles for the unclassified and national security systems and are not labor categories and will be assigned to the proper personnel by the IT Manager.

C.7.2.3 Role-Based Cyber Security Training

Personnel filling the following roles shall have role-based cyber security-specific training on an annual basis reimbursed by PPPO based on the requirements in NIST 800-53 and the Environmental Management Cyber Security Program Plan:

- a) Senior Cyber Security Specialist;
- b) Cyber Security Specialist;
- c) Senior Cyber Security Program Analyst;
- d) Senior Cyber Security Analyst;
- e) Cyber Security Analyst;
- f) Senior Penetration Tester;
- g) Database Administrator;

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- h) Software Architect;
- i) Application Developer;
- j) Senior Systems Engineer;
- k) Senior Network Administrator;
- l) Senior System Administrator;
- m) System Administrator;
- n) Information Technology Business Analyst; and
- o) End User Support Specialist.

C.7.3 Technology Software and Hardware Procurements

The Contractor shall procure IT related equipment, software, tools and miscellaneous items only as directed by the PPPO. Purchases may be authorized by the CO, as necessary. The Contractor shall maintain a log of all Technology Software and Hardware Procurements and shall provide timely coordination, communication, and identification of such procurements throughout the entire procurement process. As identified in the Section J attachment “License Renewals and Service Agreements”, the Contractor shall manage all existing software licenses and Hardware maintenance agreements (including renewals) to ensure continuity (Table 1). The Contractor shall also ensure no interruption in services for annual and monthly service agreements by directly procuring the services identified in Table 2. All purchases shall follow applicable contract requirements and federal regulations.

C.8 Information Technology and Cyber Security Oversight

The Contractor shall provide information technology oversight support at the PPPO federal office. The Contractor shall design, implement, and manage an information technology oversight capability for the PPPO, assessing contractor and subcontractor information technology programs and their adequacy, efficiency, and cost-effectiveness in meeting mission and mission-support needs for PPPO projects and at PPPO sites.

Work activities under this task include, but are not limited to the following subtasks:

- a) Lead and execute PPPO-wide technology projects through the full project lifecycle;
- b) Develop and maintain a PPPO-wide information technology strategic plan;
- c) Develop and maintain PPPO-wide information technology policy;
- d) Perform liaison activities with headquarters counterparts;
- e) Perform assessments of contractor performance in relation to contractual requirements;
- f) Perform assessments covering how well current technology systems support mission needs;
- g) Provide recommendations for improvements or other changes based on those assessments;
- h) Perform and manage licensing consolidation across PPPO sites;
- i) Coordinate PPPO-wide training for common technology used across the PPPO;
- j) Track and communicate major planned outages at PPPO sites;
- k) Monitor unplanned outages and elevate to appropriate PPPO management;
- l) Manage the information technology and cyber security oversight organization annual spend plan;
- m) Produce whitepapers and provide recommendations to PPPO management on pertinent technical and non-technical information technology-related topics, such as emerging technology and training methodologies;
- n) Provide an annual written report aggregating recommendations from assessments and other oversight activities (including lessons learned) for AODR information (Roll-Up Recommendations Report);

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- o) Provide monthly oversight reports to PPPO management on activities such as current project status, assessment status, and outage statuses and trends;
- p) Conduct weekly meetings detailing topical areas such as current assessment status, upcoming assessment planning, status and health of PPPO-wide information technology infrastructure, and future personnel and technology needs; and
- q) Conduct other information technology oversight support as needed.

The Contractor shall provide cyber security oversight support at the PPPO federal office. The Contractor shall design, implement, and manage a cyber security oversight capability for the PPPO, assessing contractor and subcontractor cyber security programs and government-owned/contractor-operated information systems (e.g., general support systems, national security systems, industrial control systems, major applications) across its sites.

Work activities under this task include, but are not limited to the following subtasks:

- a) Performing validation of organizational, programmatic, and technical security controls;
- b) Conducting vulnerability assessments, penetration testing, and red teaming activities;
- c) Conducting hunt team operations across a wide array of interconnected information systems;
- d) Conducting cyber security-related documentation reviews and documenting results;
- e) Conducting risk assessment activities and documenting results;
- f) Managing Plans of Action and Milestones for the PPPO in HQ-provided system(s);
- g) Performing enterprise vulnerability management activities in coordination with site contractors;
- h) Integrate software quality assurance and cyber security capabilities;
- i) Supporting Safeguards and Security-lead vulnerability and risk assessments;
- j) Designing and leading the execution of incident response and contingency planning exercises;
- k) Delivering technical and non-technical cyber security-related training to site personnel;
- l) Producing annual Security Assessment Plans and Rules of Engagement documentation for AODR approval;
- m) Producing Security Assessment Report(s) Prepared for Factual Accuracy Check within 21 calendar days after the end of the assessment for AODR concurrence, and presenting results to site management;
- n) Supporting cyber security-related law enforcement investigations;
- o) Executing, processing, and consolidating data calls;
- p) Developing security control overlays for organizational information systems;
- q) Providing guidance to site personnel on improving security posture and reducing cyber security-related risk incurred by the PPPO from the operation of general support systems, national security systems, industrial controls systems, and major applications;
- r) Designing, implementing, and managing the infrastructure required to support technical testing activities, such as external infrastructure used for phishing exercises, infrastructure required to support collaboration among team members during testing activities, and mobile information system components (e.g., laptops, tablets) used for direct testing;
- s) Producing whitepapers and providing recommendations to the PPPO management on pertinent technical and non-technical cyber security-related topics, such as the release of new National Institute of Standards and Technology (NIST) Special Publications, new regulations and their impact, and the cyber security implications of emerging technology;
- t) Providing an annual written report aggregating recommendations from programmatic and technical assessment activities and other oversight activities (including lessons learned) for AODR information (Roll-Up Recommendations Report);
- u) Providing monthly oversight reports (including trending) to PPPO management on cyber security-related compliance, effectiveness of capabilities, and other security assessment activities;

- v) Conducting weekly meetings detailing topical areas such as current assessment status, upcoming assessment planning, status and health of infrastructure used for technical assessments, new threats to organizational information systems, future personnel and technology needs;
- w) Providing quarterly Technical Threat Assessments for AODR information; and
- x) Conducting other cyber security oversight support as needed.

C.9 Safeguards and Security (S&S) Oversight

C.9.1 Service Delivery Overview and Objectives

The Contractor shall support DOE in oversight, technical and project security efforts to assure successful and compliant security programs at the PPPO which includes Lexington and Paducah, KY and the Portsmouth Ohio facilities. Security support staff members shall hold a “Q” access authorization and be available at each of the PPPO facilities to support DOE PPPO federal security and management personnel. The Contractor security team lead shall be a direct report to the Project Director and coordinate all S&S activities through the Federal Security Team lead, and shall be located in Lexington, KY, or other location as approved by the Contracting Officer. The Contractor will ensure all deliverables and oversight plans are consistent with all of the following:

- DOE O 470.3C Chg 1 (LtdChg) “Design Basis Threat”;
- DOE O 470.4B Chg 3 (LtdChg) “Safeguards and Security Program”;
- DOE O 470.5 “Insider Threat Program”;
- DOE O 470.6 Chg 1 (MinChg) “Technical Security Program”;
- DOE O 471.1B “Identification and Protection of Unclassified Controlled Nuclear information”;
- DOE O 471.6 Chg 3 (Admin Chg) “Information Security”;
- DOE O 471.7 “Controlled Unclassified Information” (CUI); and
- DOE O 472.2A “Personnel Security”.

The Contractor shall provide an array of site-wide technical security support functions that support security management/ Officially Designated Federal Security Authority (ODFSA) responsibilities in a secure environment protecting critical national security assets, classified material, chemicals, personnel (to include the public) and government property. This requires Senior Security Specialists, who are trained and experienced with DOE to implement and maintain security programs at the Lexington Facilities. The Contractor will submit and annually update an S&S staffing plan to be submitted and approved by the ODFSA. The Contractor shall also provide Senior Security Specialists to provide oversight assistance to the site Federal staff for the other site contractors with security scope at Lexington, Paducah and Portsmouth. A Senior Security Survey Team Lead shall ensure the ODFSA Survey program and related tasks are completed in a timely manner and consistent with PPPO procedures and expectations. The Senior NMC&A Specialist provides NMC&A support for all three (3) locations, to include termination of safeguards requests, survey support, assessment and oversight support of PPPO prime contractors having NMC&A scope. Additional Security Specialists who are subject matter experts for special projects and survey support may be required on an as-needed basis.

Security support services must be both effective and efficient. An effective system is robust, resilient, adaptive, and consistent with the changing mission needs. An effective system also must support multiple S&S programs with security management responsibilities for the protection of multiple facilities and sites with operations supporting protection of classified matter and Category III & IV (and any combination of possible roll up scenarios due to site activities) Special Nuclear Material (SNM). An efficient system operates at reasonable cost and imposes minimal burdens on the organizations carrying out primary missions at the facilities. Therefore, the objectives of this contract are to improve performance, oversight,

assessment, increase effectiveness and efficiency in the execution of S&S technical security support services at DOE PPPO.

C.9.2 Project Management and Security Coordination

The Contractor shall carry out all projects and tasks related to security consistent with PPPO's security mission and with this contract scope. This includes providing both management and the administration of requirements/guidance for the S&S Programs within the PPPO Lexington Facilities and assisting with the DOE oversight in the implementation of security measures and programs for the prime site contractors at both Portsmouth and Paducah.

The Contractor shall provide knowledgeable personnel to support PPPO security programs and oversight support. Support requires knowledge in NMC&A, Uranium Inventory Management, DUF6 Conversion Project, Uranium Fuel Cycle Operations, gaseous diffusion operations, Safeguards and Security Program Management, the Insider Threat Program, the Technical Security Program, Protective Force Operations, Classification and Unclassified Information Program, Homeland Security Presidential Directive-12 (HSPD-12), Real ID Act, Information Security, Personnel Security, Protection Program Operations, conducting, maintaining & performing DOE Survey and Assessment programs, and the Safeguards and Security Information Management System (SSIMS).

The Contractor shall fully integrate and perform the requirements contained in this PWS at multiple sites in a manner that ensures maintenance of a seamless operational structure. This requires full integration of functions, roles, and responsibilities where more than one (1) contractor is involved in fulfilling the requirements of the overall security program. The Contractor is responsible for coordination, collaboration, and teamwork with the other site contractors, tenant organizations, other government agencies, HQ, DOE and site users.

C.9.3 Requirements

The Contractor shall provide fully qualified personnel to perform technical security support services at PPPO facilities. All work performed must satisfy the requirements of applicable DOE directives with oversight provided by DOE. Additionally, the Contractor shall comply with all applicable federal, state, and local laws, regulations, guidance, and policies. The Contractor shall ensure systems and processes are designed and implemented to streamline how business is performed and increase productivity to maximize mission accomplishment.

The staffing under the PWS will be dependent upon operational requirements. The Government therefore reserves the right to modify the technical work requirements as needed due to changing security requirements or methods of accomplishing security functions.

C.9.4 Lexington Security Support

The Contractor shall ensure the availability of support for the PPPO Lexington facilities security programs. The Contractor shall assist the PPPO Facility Security Officer (FSO) and the ODFSA as the Contractor point of contact for all related Security activities.

C.9.4.1 Program Management

- a) In support of the PPPO Lexington S&S program, the Contractor shall prepare and maintain a Security Management in Contracting Plan in accordance with applicable DOE requirements.

- b) Prepare Security Activity Close-Out Certification for the FSO to review and the respective CO to approve for the termination of contracts for PPPO prime contractors.

C.9.4.2 Program Support

In support of the PPPO Lexington S&S program, the Contractor shall prepare and maintain the following support requirements in accordance with applicable DOE requirements.

- a) Provide support to all S&S data call requests from DOE and other outside agencies/personnel.
- b) Provide overarching security guidance to the PPPO Lexington Federal staff (e.g. Manager, Deputy Manager and OSMS Federal Project Director (FPD)):
- c) Support to the PPPO Human Resource officer to facilitate federal access authorizations and badging with the PPPO delegated Cognizant Personnel Security Office;
- d) Support to the PPPO legal staff on security matters;
- e) Support to the Public Affairs/Community Relations staff by the timely review of DOE approved information to be publicly released or posted, to ensure no sensitive information is inadvertently released.
- f) Coordinate and implement security programs, in conjunction with the PPPO IT, Cyber and Security leads on overlapping programs (e.g., classified cyber, controlled articles, lock and key program, Incidents of Security concern, HSPD-12 implementation and management).
- g) Coordinate the evaluation of draft and newly issued DOE directives/orders on S&S for site specific impacts to the PPPO missions. The quarterly review and its results shall be provided in writing to the PPPO Security Team Lead and CO for recommendation of inclusion into the relevant PPPO contracts.
- h) Plan and participate in the PPPO site Security Integrated Project Teams (IPTs) and other project IPT's.
- i) Provide classification and unclassified controlled information support to PPPO.
- j) Develop a consolidated security strategy in support of the D&D or Deactivation/Remediation mission for PPPO.
- k) Manage the Lexington facilities automated Access Control System (AACS), which must be HSPD-12 compliant.
- l) Procure and manage the alarm system/upgrades required for the building & AACS, as needed. The Contractor shall also provide timely facility responses during alarm notifications (e.g., UL rated alarm provider, network alarms or power outages).

C.9.4.3 Site Security Plan (SSP)

In support of the PPPO Program Management Plan, the Contractor shall prepare and maintain the annual site SSP in accordance with applicable DOE requirements. The duties and responsibilities include the following activities.

- a) Annually review and update SSP as required for ODFSA approval.
- b) The SSP shall be supported by a Security Risk Assessment (SRA) or similar analysis of considerations specific to this site detailing how the assets, personnel and other interests are to be protected. The SRA, or equivalent assessment for the Lexington Facilities is required to be conducted and submitted for ODFSA approval and reviewed annually or as needed.
- c) Periodically update the SSP during the year to incorporate major changes associated with the DOE Design Basis Threat (DBT) policy and/or changes to the site's facility, procedures, requirements or S&S operations.
- d) Coordinate the programmatic review, comment resolution, and editing of the SSP, and provide updates as necessary to ensure site operations relevancy.

- e) The SSP shall be of excellent technical writing free of grammatical errors and contain a logical reference-based analysis to ensure credibility.

C.9.4.4 Security Conditions (SECON) Plan

In support of the PPPO Program Management Plan, the Contractor shall prepare, submit for ODFSA approval, and maintain the Site SECON plan in accordance with applicable DOE requirements. The duties and responsibilities include the following subtasks.

- a) Prepare, maintain and annually review the Site SECON plan which must identify and describe the specific measures that will most efficiently and effectively implement the required increases in readiness at each SECON level.
- b) Coordinate the programmatic review and editing of the SECON plan by Security personnel from PPPO to ensure effective implementation when there is a change in the Department's or Site's SECON status.
- c) The SECON plan will be of excellent technical writing free of grammatical errors and contain a logical reference-based analysis to ensure credibility.

C.9.4.5 Performance Assurance Program (PAP)

In support of the PPPO Program Management Plan, the Contractor shall prepare, submit for ODFSA approval, and maintain the site PAP plan in accordance with applicable DOE requirements. The duties and responsibilities include the following subtasks.

- a) Shall prepare, maintain and annually review the Site PAP plan which must identify and describe the elements of the Sites protection program ensuring they are workable and function as designed and is in accordance with the overall protection goals established by the DOE ODFSA.
- b) Ensure the PAP encompasses all S&S topical areas relevant to the facilities and are captured to include the identification of any potential essential elements relevant to assets.
- c) Ensure both testing and a testing schedule is developed and maintained in accordance with DOE Orders.
- d) Coordinate between PPPO and the site Security contractor support elements to ensure best practices, lessons learned and systemic issues are identified and incorporated into the Site PAP.
- e) Coordinate the programmatic review and editing of the PAP plan by ensuring personnel from PPPO and other support contractors review their relevant sections, if any, in the document and provide updates as necessary to ensure site operations relevancy.
- f) The PAP plan shall be of excellent technical writing, free of grammatical errors and shall contain a logical reference-based analysis to ensure credibility.

C.9.4.6 Safeguards and Security Training Program

In support of the PPPO Program Management Plan, the Contractor shall assist in the development and maintenance of the Safeguards and Security Training Plan in accordance with applicable DOE requirements. The duties and responsibilities include:

- a) Develop and maintain a S&S staffing plan to be submitted annually;
- b) Develop and maintain a contractor S&S training program ensuring employees are trained to a level of proficiency to perform assigned security tasks;
- c) Derive the appropriate training plans based on a valid needs analysis;

- d) Support PPPO in the development and maintenance of the PPPO Safeguards and Security Training Plan; this plan must be submitted for ODFSA approval, and reviewed and updated annually; and
- e) The annual S&S training plan will be of excellent technical writing free of grammatical errors and contain a logical reference-based analysis to ensure credibility.

C.9.4.7 Survey, Review and Self-Assessment Programs

The Contractor shall support the DOE ODFSA in the conduct of surveys, field assessments, and facility and project walk-downs at all PPPO facilities and sites (Lexington and Paducah, KY and Portsmouth, OH). The Contractor shall establish an approved self-assessment program at the Lexington facilities (Lexington only). Through the surveys, reviews and self-assessments, the Contractor shall ensure that S&S systems and processes are operating in compliance with Departmental and national-level policies, requirements, and standards for the protection of security assets and interests. These programs provide the means for timely identification and correction of deficiencies and noncompliant conditions to prevent adverse events, and validate the effectiveness of corrective actions implemented to address identified deficiencies.

Develop an annual assessment schedule and conduct, at intervals consistent with risk management principles, an internal integrated evaluation of all applicable S&S topical areas to determine the overall status of the S&S program at PPPO sites and verify that S&S objectives are met. The DOE ODFSA may direct a specific assessment, special survey or review interval and may direct reports be provided to DOE. Assessments, surveys and other reviews must have sufficient scope, depth, and frequency to ensure that at any point the facility is in compliance with all security requirements appropriate to the activities, information, and conditions at each site.

The Contractor shall provide trained, qualified and appropriately cleared personnel, both managers and Security Specialists, to ensure that the survey program meets all survey and self-assessment activities as outlined in the DOE Orders and best enterprise wide business practices. The Contractor shall be expected to work professionally with other contractors. Travel may be required for site inspections, surveillances, assessments, surveys and other activities. Work activities under this task include, but are not limited to, the following subtasks.

- a) The Contractor shall deliver timely, high quality, cost-effective services in support of the PPPO survey program in both execution and remedy. Conduct surveys, reviews, assessments and surveillances to ensure annual PPPO assessment schedule is completed as scheduled; develop and maintain updated relevant security lines of inquiry; develop, submit for ODFSA approval, and maintain a Survey Program Plan and associated Survey, Assessment & Surveillance forms in support of oversight activities for PPPO.
- b) Coordinate and collaborate all survey activities conducted by the DOE ODFSA or assist any other federal authorities performing security reviews.
- c) All surveillance reports shall be free of grammatical errors and contain a logical reference-based analysis to ensure credibility. Each report must be reviewed by the appropriate site PPPO Federal security representative prior to submittal to the ODFSA. All open S&S findings from previous assessments shall be reviewed during surveys and self-assessments to validate the status of the corrective action and to evaluate the impact on the current operation of the facilities S&S program. Final Survey Reports are to be completed within 45 days of the survey out brief.
- d) Trending analysis of deficiencies must be conducted to determine if systemic causal factors underlie multiple survey and self-assessment findings and if so, the associated Corrective Action Plan (CAP) must address these causal factors.

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- e) Provide recommendations for revisions of local implementing procedures and lessons learned across the PPPO security program.
- f) Conduct possessing facility surveys for all PPPO prime contractors which include initial, periodic, special and termination. If sufficient personnel are not available on staff, provide the schedule and cost estimates (within the S&S survey spend plan) to the DOE FSO to obtain the expertise on an as-needed basis for the conduct of the possessing facility surveys. The due date for each facility survey is 90 days following completion of facility survey.
- g) Develop quarterly status reports on all PPPO facilities and sites findings as a result of any periodic survey, providing tracking and trending, which will be due 90 days following completion of each facility survey.

C.9.4.8 Safeguards and Security Information Management System Support (SSIMS)

The Contractor shall provide Q cleared administrative and technical support in the operation and maintenance of the classified database SSIMS in accordance with applicable DOE requirements. Work activities under this task include but are not limited to the following subtasks.

- a) Perform data entry of facility data and approval record and contract security classification specifications forms.
- b) Perform data entry of security survey/inspection and self-assessment reports.
- c) Track S&S findings, corrective actions and validations.
- d) Enter monthly reporting of incidents of security concerns, incident inquiry reports, and incident infractions.
- e) Provide general support for surveys, assessments, surveillance or data, as required.
- f) Generate ad hoc reports as requested by the DOE Security Team Lead or ODFSA.

C.9.4.9 Incident Reporting and Management

In support of the PPPO S&S program at Lexington, Portsmouth and Paducah, the Contractor shall prepare and maintain plans and procedures for the PPPO's Incident of Security Concern (IOSC) program in accordance with DOE requirements. Work activities under this task include but are not limited to the following subtasks.

- a) Contractor Senior Security Specialists shall be DOE trained and shall also be approved Inquiry Official(s).
- b) Provide quarterly security tracking and trending analysis on IOSCs for all PPPO sites to the Security Team Lead.
- c) Prepare and maintain an IOSC Program plan/procedure.
- d) Conduct and/or assist Inquiries for IOSCs as assigned.
- e) Brief Federal management on IOSCs for all PPPO sites.

C.9.4.10 Protection Program Operations

C.9.4.10.1 Physical Security

In support of the PPPO Lexington S&S program, the Contractor shall prepare, maintain and oversee procedures for the Lexington facilities security areas and its associated transmittal equipment in accordance with DOE requirements. Work activities under this task include but are not limited to the following subtasks.

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- a) Develop and maintain an access control procedure including the AACS detailing employee requirements for each of the designated security areas at the Lexington facilities.
- b) Develop and maintain a Lock and Key program and protection requirements for Levels I-III and administrative keys as appropriate. Portsmouth and Paducah ODSAs provide lock and key support consistent with their contract.
- c) Develop and maintain procedure(s) for operating and monitoring the Limited Area.
- d) Develop and maintain plans and/or procedures listed in paragraphs a through c above shall be of excellent technical writing free of grammatical errors and contain a logical reference-based analysis to ensure credibility.

C.9.4.10.2 Security Badges and Credentials

In support of the PPPO S&S program, the Contractor shall prepare and maintain procedures for the issuance of DOE Badges and Security Police Officer (SPO) credentials in accordance with DOE requirements. Work activities under this task include but are not limited to the following subtasks.

- a) Development, maintenance and/or issuance, at the Lexington Facilities, of DOE badges which may include the HSPD-12, Local Site Specific Only (LSSO), visitor, temporary, Foreign Nationals.
- b) Develop procedures for use, recovery, destruction and accountability.
- c) Development, maintenance and issuance of Portsmouth and Paducah's SPO Arming Credentials also referred to as the Weapons Arming Credential (WAC).
- d) Develop and maintain a PPPO SPO WAC procedure for the WAC card request, review, approval, preparation and distribution.

C.9.4.10.3 Active Shooter Response Plan

In support of the PPPO Lexington Facilities, the Contractor shall prepare and maintain a program and plan for an Active Shooter event in accordance with DOE requirements and implement industry/complex wide business practices. Work activities under this task include but are not limited to the following subtasks.

- a) Develop and maintain a plan/procedures outlining response requirements for an Active Shooter threat.
- b) Ensure or conduct continuous training efforts with federal and contractor employees regarding employee actions in an active shooter scenario.
- c) Develop and maintain liaison activities with local, supporting law enforcement and emergency response agencies.
- d) This plan must be submitted for ODFSA approval and updated as needed and/or annually at a minimum.

C.9.4.11 Information Security

C.9.4.11.1 Classified Matter Protection & Control (CMPC)

In support of the PPPO Information Security Plan (INFOSEC), the Contractor shall prepare and maintain the CMPC Program Plan including administration in accordance with applicable DOE requirements. Work activities under this task include but are not limited to the following subtasks.

- a) Address and recommend resolutions for CMPC issues and questions from federal and contractor employees.

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- b) Develop, revise and present CMPC training/briefings for all federal and contractor employees.
- c) Provide support in the coordination of CMPC activities and events.
- d) Develop local (Lexington facility) CMPC plans and procedures.
- e) Provide recommended courses of action to resolve issues or deficiencies.
- f) Provide derivative classification S&S support and provide classification support related to gaseous diffusion and centrifuge technologies.
- g) Maintain the classified mailing address for the PPPO Lexington Facilities. The sites' (Portsmouth and Paducah) ODSA maintains the sites' classified mailing addresses. This scope includes the development and maintenance of procedures and processes for classified mail delivery, pickup, preparation, notifications, storage and hand carrying to sites, if operationally necessary.

The Contractor shall develop and deliver the Annual Security Refresher Briefing (ASRB) for all PPPO sites, which is required by August 30th of each year. Each briefing is to be presented to all federal and contractor employees both cleared and uncleared. This ASRB will also be made available to the PPPO sites ODSA for their roll out to the Portsmouth and Paducah site contractors (externally) both cleared and uncleared. The ASRB shall be developed and provided via a CBT/Interactive delivery. The ASRB shall have the ability to track all employee completion by December 1st of each year and the list of employees provided to the cognizant personnel security office by January 15th. The training shall be able to break out a listing by cleared/uncleared, company, contractor or name.

The Contractor shall also develop and provide additional briefings, as identified below. These briefings are only intended to support the PPPO federal employees and the TSS personnel:

- a) Initial Security briefing;
- b) Comprehensive Security briefing;
- c) Termination Security briefing;
- d) CMPC briefing (custodians only); and
- e) Unclassified Controlled Information briefing.

C.9.4.11.2 Operations Security (OPSEC)

In support of the PPPO Lexington Facilities, the Contractor shall develop and maintain an OPSEC program in accordance with DOE requirements. Work activities under this task include but are not limited to the following subtasks.

- a) Develop an annual OPSEC assessment schedule and perform OPSEC assessments in accordance with the approved schedule.
- b) Conduct OPSEC reviews and other assigned OPSEC functions under the purview of PPPO. This may include other PPPO facilities if requested by the Security Team Lead or ODFSA.
- c) Prepare and distribute reports based on activities described in (b) above.
- d) Develop, and update when necessary, site-specific threat statements.
- e) Organize, prepare, write, review and update the Lexington facilities OPSEC plan, critical information list, OPSEC assessment guide and other non-recurring awareness publications. The Contractor shall coordinate the review, comment resolution and editing of documents in preparation for formal submission to the PPPO FSO, for approval by the ODFSA.
- f) Participate with the PPPO sites OPSEC programs and provide review, input and flow down the PPPO CIs as applicable.

C.9.4.12 Personnel Security

In support of the PPPO Personnel Security (PERSEC) Plan, the Contractor shall coordinate with the appropriate site contractor ODSAs, consistent with their contract scope, and the delegated cognizant personnel security office officials in accordance with DOE orders and regulations. The sites ODSAs, consistent with their scope, provide Government Furnished Services and Information (GFSI) Personnel Security Services to all PPPO prime contractors and their subcontractors. The SPERSEC Plan will be due at the end of each Government Fiscal Year.

Work activities under this task are intended to support Federal Employees through PPPO Human Resources and include but are not limited to the following subtasks.

- a) Provide accurate, timely and compliant notification of DOE clearance requests, withdrawals, waivers, terminations, suspensions, denials, upgrades, downgrades, recertification's, reinvestigations and investigations.
- b) Develop and maintain a procedure on how coordination of all facets of access authorizations occur between the Contractor and the appropriate personnel security representatives.
- c) Provide timely notifications, consistent with DOE orders, of employee actions that result in a change of employee status and/or access authorization need.
- d) Support requests from the PPPO HR personnel for any personnel security activity.
- e) Obtain and maintain access to the Central Personnel Clearance Index (CPCI) database.

C.9.4.12.1 Security Education Briefings and Awareness

The Contractor shall develop and maintain a security awareness program in accordance with DOE requirements including development of a Safeguards & Security Awareness Program Plan. Work activities under this task include but are not limited to the following subtasks.

- a) Develop and provide security awareness briefings to federal employees at the request of PPPO HR, including initial, annual, comprehensive, termination and special briefings. This does not include scope performed by the sites ODSAs. This should also be consistent with training requirements in section C.6.4.11 (Information Security) of this contract.
- b) Develop and prepare monthly security awareness bulletins to use by federal and contractor employees at all PPPO sites.
- c) Execute and distribute briefing acknowledgement forms to each applicable organization.
- d) Update security awareness and training records for all federal personnel.

C.9.4.12.2 Control of Classified Visits and Assignments

In support of the PPPO Lexington Facilities, the Contractor shall coordinate with the delegated cognizant security office for classified visits and assignments. Work activities under this task include, but are not limited to the following subtasks:

- a) Develop procedures that establish the requirements of the delegated cognizant security office for this program which also includes the Oak Ridge Field Office (ORFO) Counterintelligence office; and
- b) Ensure all Foreign Visits and Assignments are covered by the approved SSP and applicable security plans.

C.9.4.12.3 Insider Threat Working Group

In support of the PPPO Lexington Facilities, the Contractor shall coordinate and participate with the delegated cognizant security office for the Insider Threat Working Group. Work activities under this task include, but are not limited to the following subtasks:

- a) The Contractor shall adopt or develop procedures and/or plans that establish the requirements of the delegated cognizant security office for this program which currently is the Counterintelligence (CI) Oak Ridge Field Office (ORFO); and
- b) Participate and host at the Lexington Facilities the Insider Threat working group quarterly meetings with the CI ORFO.

C.9.5 Portsmouth and Paducah Security Support

The Contractor shall provide Senior Security Specialists in support of the PPPO S&S programs. These Senior Specialists shall assist the Federal PPPO Security Personnel as the TSS point of contact for all Security and NMC&A related activities at the Portsmouth and Paducah sites. The Contractor shall assist DOE in providing programmatic and technical oversight of onsite contractors' work activities and deliverables, in accordance with PPPO procedures and processes, including D&D, Decommissioning and Remediation (D&R), OSMS and the infrastructure contractors. The Contractor shall perform these activities at Portsmouth and Paducah.

Work activities under this task include but are not limited to the following subtasks.

- a) Review, comment and consolidate comments to include drafting responses as required within 15 days of receipt to PPPO on prime contractors' contract deliverables, site security plans, project security plans, training plans, letters, corrective action plans, NMC&A management plans/activities and Protective Force Operations.
- b) Assist site and Lexington operations with weapon authorization card qualifications as required.
- c) Interface with the PPPO delegated cognizant security offices for functions not self-performed by the PPPO ODFSA, DOE HQ, other government agencies and the PPPO ODFSA regarding evaluation and resolution of Portsmouth and Paducah S&S issues.
- d) Facilitate/participate in Safeguards and Security, to include Protective Force surveys, activities and program reviews.
- e) Perform limited scope reviews of the site S&S programs, to include limited surveys with federal personnel.
- f) Develop Safeguards and Security briefing materials in support of PPPO and EM HQ managers.
- g) Provide security guidance to the PPPO Site Manager and Deputy Manager, Site Lead, DUF6 Conversion Program Manager and other DOE Federal Staff.
- h) Assist Lexington operations personnel in the evaluation of draft and newly issued DOE directives on Safeguards and Security for site specific impacts on the PPPO mission and recommend contract incorporation into relevant PPPO contracts.
- i) Develop and prepare site specific security guidance documents, as needed.
- j) Assist in the development of formal responses to EM HQ, Health Safety and Security (HSS), Office of Inspector General (OIG) and ORO/CSA queries regarding PPPO Paducah S&S issues.
- k) Coordinate and implement in conjunction with the Federal AODR and CIO, to include prime Portsmouth and Paducah site contractors on overlapping programs like classified cyber, controlled articles, incidents of security concern, and HSPD-12 implementation maintenance.

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- l) Support the security trending analysis on IOSCs;
- m) Plan, facilitate and participate in PPPO Security IPTs, and other PPPO project IPTs, as required.
- n) Provide procurement support, as authorized by the CO.

C.9.5.1 NMC&A Scope at Portsmouth and Paducah

- a) The Contractor shall provide a Senior NMC&A Security Specialist with expert and working knowledge of NMC&A programs in support of the PPPO S&S programs at Portsmouth and Paducah, to include support of data calls and plans for the PPPO. Support requires knowledge in DOE directives regarding nuclear NMC&A and uranium management including, but not limited to, inventory accounting and control on a graded safeguards basis.
- b) The Contractor shall provide NMC&A cognizance guidance to the PPPO Federal security staff including the PPPO Manager, Deputy Manager, ODFSA, and Security Team Lead. Guidance shall include observations and recommendations regarding the status of contractor NMC&A programs and compliance with applicable DOE directives and DOE-approved NMC&A and S&S Plans.
- c) The Contractor shall provide oversight of the contractor management of nuclear materials at both Paducah and Portsmouth and provide formal reports and/or briefings for the PPPO S&S specialists and managers including briefings for the PPPO ODFSA.
- d) The Contractor shall interface with the Paducah and Portsmouth Site ODSAs on physical security and access controls for nuclear materials on site.
- e) The Contractor shall provide review and evaluation including formal written comments of contractor NMC&A Plans, Site Security Plans, project security plans, training plans and self-assessments and shall provide recommendation to the PPPO ODFSA regarding acceptability for DOE approval of the documents.
- f) The Contractor shall conduct assessments and surveys including written reports of the NMC&A programs at Paducah and Portsmouth. The Contractor shall review and evaluate contractor corrective action plans and compensatory measures for findings and deficiencies and assess the status of the closure of findings.
- g) The Contractor shall assist in the development of formal responses to EM HQ, DOE Office of Enterprise Assessments, Office of Inspector General, and Congress.
- h) The Contractor shall provide communications with the Nuclear Materials Management & Safeguards System (NMMSS) regarding PPPO inventories, reporting identification symbols, and DOE project numbers.
- i) The Contractor shall maintain cognizance of the nuclear material inventories at Portsmouth and Paducah and provide recommendations to PPPO regarding NM operations, storage and disposition.
- j) The Contractor shall develop responses to the Office of Nuclear Material Integration (ONMI) regarding reporting requirements of DOE Orders.
- k) The Contractor shall review and evaluate contractor requests for equivalencies, exemptions and termination of safeguards and provide guidance to PPPO regarding the requests.
- l) The NMC&A Specialist shall participate in the PPPO S&S IPTs.
- m) The Contractor shall evaluate and provide formal responses to draft and newly issued DOE directives applicable to NMC&A and nuclear material management.
- n) The Contractor shall develop briefing materials for PPPO and EM HQ managers.
- o) The Contractor shall develop responses to Additional Protocol (AP) data calls providing updates to the U.S. Declaration to the International Atomic Energy Agency (IAEA).
- p) The Contractor shall provide guidance to the PPPO OPSEC Working Groups regarding control and accountability of nuclear materials on site.

- q) The Contractor shall conduct an assessment of the contractor response to the annual Nuclear Material Inventory Assessment (NMIA) in preparation for the PPPO submission to the Office of Nuclear Material Integration in accordance with DOE Orders.
- r) The Contractor shall prepare responses to the annual data calls from ONMI for the Nuclear Material Forecast and Allotment Request and the annual Nuclear Material Management Plan in preparation for the PPPO submission to ONMI in accordance with DOE Orders.
- s) The Contractor may require travel and attendance of the NMC&A Specialist to annual NMMSS Meetings to support the PPPO mission.

C.10 General Support

C.10.1 General Administrative Support

The Contractor shall provide comprehensive administrative support including clerical and program analyst responsibilities to all projects at all PPPO sites.

The Contractor shall provide comprehensive document production support, graphics development, reproduction and printing services, website creation and maintenance, and technical writing and editing as required to support DOE. These work activities include, but are not limited to: the production and distribution of technical papers, pamphlets, brochures, reports, presentation materials, and other written and graphic documents; meeting and logistics management for various types of meetings including preparation of agendas and minutes; prepare, review, and distribute correspondence; create and track actions in the approved database; facilitate visitor access and site tours/visits; manage/coordinate Freedom of Information Act (FOIA) requests; maintain assigned files and record systems in accordance with DOE approved guidelines; assist DOE purchase card holders with the ordering and maintenance of adequate office supplies; prepare and track DOE travel orders; assist in coordination and tracking of federal and contractor staff training; perform all aspects of the Energy Employees Occupational Illness Compensation Program Act (EEOICPA) administration; provide IPT support; and provide support for the Management Tracking System.

C.10.2 Fleet Administration

The Contractor shall provide tracking, arranging schedules, routine maintenance/preventative maintenance and upkeep (no more than monthly) of the GSA-Leased vehicles utilized by DOE and the TSS contractor in Lexington, Paducah and Portsmouth. In addition, the Contractor shall be responsible for the administrative activities for these Government-owned vehicles such as odometer readings, tracking of the following: vehicle usage and inspections, fueling, cleaning, maintenance and other vehicle management work activities. All charges for repairs, maintenance, cleaning and fuel are to be charged to the fleet card assigned to each vehicle.

C.10.3 Paralegal Assistance

The Contractor shall provide a Paralegal Specialist to assist PPPO Counsel with a variety of tasks to support ongoing legal concerns. This task includes but is not limited to researching, compiling documents, drafting documents, performing analysis, assisting discovery and trial preparation, developing policies and procedures for processing FOIA, Privacy Act, and EEOICPA requests, tracking and sending updates/reminders about litigation holds, and tracking legal assignments.

C.10.4 Records Management Operations and Oversight

The Contractor shall support the DOE with development and implementation of a Records Management Program for the Portsmouth/Paducah Project Office.

Perform Records Management activities including: tasks associated with creation/receipt, maintenance, storage/preservation, protecting, scheduling, indexing and dispositioning active and inactive records (including e-mails); managing classified records (as applicable); providing all employees and subcontractors with records management and essential/vital records training; supporting records management data calls from the National Archives and Records Administration (NARA); and supporting ongoing Freedom of Information Act (FOIA), Privacy Act, EEOICPA, the former worker medical screening program, the Chronic Beryllium Disease Prevention Program, congressional inquiries, legal discoveries and other record requests.

The Contractor shall support the DOE with developing and implementing a PPPO Essential/Vital Records Program Plan, including a vital records inventory.

The Contractor shall work with PPPO IT to ensure records contained in EIS are addressed by incorporating recordkeeping controls into the system or exporting the records.

The Contractor shall develop and maintain a Records Inventory and File Plan that includes up-to-date inventories, current file plan and systems that provide for the identification, location, arrangement, assignment of disposition authority, and retrieval of all categories (record series) of records created and received.

The Contractor shall ensure records identified as Quality records under the American National Standards Institute (ANSI)/ASME Nuclear Quality Assurance (NQA)-1 are categorized (lifetime/non-permanent) on the file plan; managed in accordance with NQA-1 and 36 CFR Chapter, XII, Subchapter B; and are maintained for traceability to the applicable items, activity or facility.

C.11 Project Planning and Integration Oversight

C.11.1 Project Management and Planning

The Contractor shall support DOE in project management and planning to include baseline development, integration and oversight, fiscal planning, budget, and technical and cost analysis of projects. To support project planning, the types of systems that will be managed include: Livelink, Integrated Planning, Accountability, and Budgeting System (IPABS), Project Assessment and Reporting System (PARS II), Cobra, etc.

The Contractor shall support DOE in maintaining project oversight control systems, performing risk analysis, preparing and/or reviewing technical documents, plans, and project reports (e.g., Earned Value Management System (EVMS), Performance Measurement Baseline (PMB), performance measure reports, DOE Baseline Change Proposals (BCPs), cost performance measure change requests in accordance with DOE Orders, Directives, Policies and Office of Management and Budget (OMB) Circulars).

C.11.2 Project Integration

The Contractor shall provide support to integrate, process, track, analyze, and report data for all PPPO projects in the following areas: project management, project control, life cycle planning, performance measurement, budget planning and execution, and financial management.

The Contractor shall develop and maintain established site-wide database systems in support of the DOE oversight activities. The Contractor shall support all systems having the capability (e.g., systems and tools) to fully integrate and consolidate information using electronic data transfer of all site contractor financial accounting systems in order to attain overall cost reporting for the site in accordance with DOE requirements. The system shall also have the capabilities to present and analyze performance measurement data as related to the integrated lifecycle baseline.

The Contractor shall perform continuous monitoring of all PPPO contractor project control systems to ensure compatibility and function and provide a monthly system status report. To support project integration, the types of systems that will be managed include: Livelink, IPABS, Project Assessment and Reporting System (PARS II), Cobra, Deltek, Primavera, Acumen Fuse, etc.

C.11.3 Project Controls and Baseline Support

The Contractor shall support DOE with the development, oversight, and maintenance of a PPPO Integrated Site-Wide Life Cycle Baseline (ISWLCB) composed of the Portsmouth, Paducah and OSMS site-wide contractor integrated lifecycle baselines and DOE Direct Cost contract baselines consistent with DOE Order 413.3B. The Contractor shall monitor the systems to integrate, track, analyze and report data concerning the ISWLCB, contractor baselines, project management, project control, life cycle planning, budget formulation, budget execution and financial management.

C.11.4 Budget Support and Oversight

The Contractor shall assist DOE with the formulation and execution of appropriated multi-year budgets and financial analysis for all phases of assigned large/complex engineering projects and programs, ensuring the successful conclusion of all phases within an appropriate time and at an appropriate cost. The Contractor shall support the DOE Federal budgetary process by assisting DOE with budget and funding assessments in all areas of planning, formulating information, analyzing, reviewing trends for impacts, providing projections and by performing funding and budgeting reconciliation. The Contractor shall assist with accounting and audits to assist Budget and Contracting.

C.12 Contract Management Support and Oversight

The Contractor shall provide contract management and oversight support to assist with integrating contract and project management functions in support of DOE onsite operations.

The Contractor shall provide contract administration support for cost reimbursement, Firm Fixed Price and/or hybrid contracts. The Contractor must have an advanced understanding of the Federal acquisition process, data collection, reporting of acquisition-related input (i.e., Federal Procurement Data System (FPDS), Strategic Integrated Procurement Enterprise System (STRIPES), and other systems required),

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The Contractor shall provide contract and procurement support as requested by the CO such as: generation of reports (e.g., Action Item Tracking Report, or Technical Evaluation Reports (TERs) required to monitor contract compliance, develop and evaluate Award Fee Plans (PEMPs) and assist with the development and evaluation of PBIs), provide support for onsite contractor invoice and deliverable reviews, provide support for data calls from DOE HQ and other agencies, assist with drafting of contract documents including letters and other correspondence, assist with the review of technical and cost proposals of existing and future contracts, including the management review, analysis and coordination of proposed contract modifications, development, editing, and management of contract deliverables, review and analysis of Lists A and B and other contract attachments, assist with the preparation, organization and maintenance of contract records and files (manual and electronic, i.e., input of contract records into STRIPES or invoice reviews), assist with documenting onsite contractor performance (both cost and schedule) and business systems as well as technical compliance with contract terms and conditions, provide technical oversight including performing and preparing TERs and review of onsite contractor plans and submissions such as subcontract consent packages (including tracking), Request for Proposals (RFPs), change orders, request for equitable adjustments, or closeout proposals, conduct contract assessments and audits and provide recommendations for overall contract administration and project management of performance measurement baselines.

The Contractor shall provide contract and project management assistance to DOE with internal schedules. These schedules include but are not limited to: onsite contractor milestones, Integrated Milestone Schedule, Comprehensive Nickel Project Schedule, Easements and Property Transfer Schedule, contractor Fiscal Year Award Fee Plan Schedule, PPPO Budget and Integrated Priority Listing (IPL), contractor definitization and PMB Review, NERC, Weekly Status Updates, DOE Assessment Plans, Regulatory Milestone Schedule, Site Specific Advisory Board and Citizen Advisory Board (CAB) and other specific procurement schedules as required.

The Contractor shall provide oversight at both sites for the implementation and management of Financial Assistance (FA) instruments (grants and cooperative agreements). This includes: technical evaluations; invoice reviews; development and review of technical reporting; participation in project meetings; and other analysis as directed. This oversight includes attendance at weekly and/or monthly meetings with onsite stakeholders, FA principals, the Public and DOE. The Contractor shall provide ad hoc reporting as requested such as taking meeting minutes, or action item resolution within defined time frames.

The Contractor shall provide the personnel and resources as appropriate to deliver efficient and cost-effective support services for the requirements described below.

- a. Assists with the preparation of contract modifications, new contracts and/or Financial Assistance Instruments and/or Inter-Agency Agreements.
- b. Assists in developing contracts, grants, cooperative agreements, Inter-Agency Agreements, or any other type of contractual arrangement to include description/scope of work, budget, cost provisions, general terms and conditions, special provisions, reporting requirements, etc.
- c. Assists in processing all requests for contract and instrument modifications or amendments. Prepares all records of negotiation and supplemental agreements associated with the modifications for the Contract Specialist (CS)/Contracting Officer (CO).
- d. Prepares termination notices; supports negotiations of termination settlements; and collects and organizes termination information.
- e. Contract management

- f. Perform reviews, audits, and assessments for technical and cost analysis of proposals, claims, or REAs.
- g. Contract close out.
- h. Development and implementation of the site IPT charter, program specific IPT charters (e.g., D&D & Waste), Cost Account Manager training, EVMS system certification, partnering, participation in stakeholder meetings or community service activities, etc.

C.13 Property Transfer Oversight

C.13.1 Asset Recovery/Personal Property

The Contractor shall develop and/or maintain the Asset Recovery (AR) /Personal Property Transfer Program.

- Establish an excess material reuse and recycle program.
- Ensure alternatives to traditional land waste disposal are utilized.
- Utilize the local community reuse organization as a reutilization method.
- Prepare briefing materials, presentations, graphical displays as well as facilitating the disposition of materials through the reuse program.
- Draft recommendations, developing cost-benefit analysis of alternatives and participating in meetings to develop strategies, plans and methods of potential AR opportunities, including the monitoring AR requirements and implementation.
- Provide impact analyses of current programs/projects including the issuance of new and/or revised Federal, State, Local or DOE publications.
- Verify and validate onsite contractors' material databases (e.g., Asset Recovery Activity Oversight, Assessment and Tracking Report).
- Develop and recommend forecasts and AR targets, monitor regulations and funding requirements, and perform field oversight verification of the process.

C.13.2 Real Property Transfer

The Contractor shall assist DOE in compliance with the requirements applicable to transfer, including, but not limited to, DOE Orders, National Historic Preservation Act (NHPA), NEPA, CERCLA 120(h), and other federal requirements as required. This includes general oversight, project management and technical support to ensure the transfer of real property from DOE to other appropriate entities under the appropriate authority, and/or the assignment of easements.

C.14 Public Affairs/Community Relations/Stakeholder Involvement Oversight

The Contractor shall be responsible for coordinating the overall public affairs function for the PPPO, including supporting DOE in interfacing with DOE Headquarters, other EM offices, community, other stakeholders, and shall coordinate with other PPPO contractors. The Contractor shall perform any required classification or public release review prior to any release of information and no information is to be released without PPPO Management approval.

The Contractor shall update the public participation plans as necessary, draft relevant articles for inclusion in newsletters or postings and maintenance of information on the PPPO website, coordinating the capture of images of PPPO program activities, preparing fact sheets and press releases, etc. The contractor shall support DOE in preparing for public/stakeholder meetings.

PPPO Technical Support Services
Request for Information (RFI) Attachment 1

The Contractor shall support DOE interactions with Congressional staffers, DOE HQ, Federal, State and Local Site Regulators, onsite contractors and FA recipients, e.g., Commonwealth of Kentucky, Ohio Environmental Protection Agency, Kentucky Research Consortium for Energy and the Environment (KRCEE), Ohio University, and other DOE stakeholders as required. Stakeholder involvement required with this task is critical to the EM mission and crosses all functional requirements of this contract.

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